



## Building and Athletic Field Permit Application

Name of organization: \_\_\_\_\_  
Name of Applicant: \_\_\_\_\_ Title \_\_\_\_\_  
Address: \_\_\_\_\_ Phone # \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

The applicant shall be the agent of the organization for further negotiations. I hereby apply for the school facilities as follows, with facilities and services as indicated on this application. I agree to use ONLY the facilities indicated, within the hours indicated, and abide by the regulations stated on this form. I have read and agree to the regulations and fees listed on this form and agree to abide by them.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Type of Event: \_\_\_\_\_  
Do you plan to charge for admission? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, what are the proceeds to be used for? \_\_\_\_\_  
Is admission restricted? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, Please describe \_\_\_\_\_  
Estimated # of people in attendance: # \_\_\_\_\_

Type of organization: Select one or more

- North Collins CSD organization, club or team
- North Collins Recreation Department – 100% North Collins resident participation
- North Collins Youth Athletic Leagues – 100% North Collins resident participation
- North Collins Adult Athletic Leagues – 100% North Collins resident participation
- North Collins Community organization – 100% North Collins resident participation
- North Collins Recreation Department Travel Leagues
- North Collins Youth Athletic Travel Leagues
- North Collins Adult Athletic Travel Leagues
- North Collins Recreation Department – Minimum 50% North Collins resident participation
- North Collins Youth Athletic Leagues – Minimum 50% North Collins resident participation
- North Collins Adult Athletic Leagues – Minimum 50% North Collins resident participation
- North Collins Community organization – Minimum 50% North Collins resident participation
- WNY School District
- Out of district organization, club or team

Dates, Days & Times of proposed use:

Dates \_\_\_\_\_  
Days \_\_\_\_\_

Time – From / To – A.M / P.M \_\_\_\_\_

Facility Location: Select one  
 North Collins Elementary School  
 North Collins Middle / High School

Type of Facility & Use: Select one

Classroom	Choral Room	Band Room
Cafeteria without kitchen	Cafeteria with kitchen	Auditorium
Media Center	Conference Room	Other
Gym without locker room	Gym with locker room	Gym with equipment
Softball Field	Baseball Field	Soccer Field

Describe use or activity: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Facility use Fee:

Hourly Charges for use of school facilities:

Facility	Non-Profit		Profit	
	Weekdays	Weekends	Weekdays	Weekends
Classroom	\$26.00	\$31.00	\$46.50	\$57.00
Choral Room	\$26.00	\$31.00	\$46.50	\$57.00
Band Room	\$26.00	\$31.00	\$46.50	\$57.00
Cafeteria without kitchen	\$26.00	\$31.00	\$46.50	\$57.00
Cafeteria with kitchen	\$26.00	\$31.00	\$46.50	\$57.00
Media Center	\$26.00	\$31.00	\$46.50	\$57.00
Conference Room	\$26.00	\$31.00	\$46.50	\$57.00
Auditorium	\$26.00	\$31.00	\$46.50	\$57.00
Gym without locker room	\$41.50	\$51.00	\$77.50	\$96.25
Gym with locker room	\$41.50	\$51.00	\$77.50	\$96.25
Gym with equipment	\$41.50	\$51.00	\$77.50	\$96.25
Turf Softball Field	\$300.00	\$325.00	\$500.00	\$550.00
Turf Baseball Field	\$300.00	\$325.00	\$500.00	\$550.00
Turf Soccer Field	\$300.00	\$325.00	\$500.00	\$550.00

Superintendent of schools reserves the right to waive, reduce or transfer facility use fee based on residency percentage of organization.

\_\_\_\_\_  
 \_\_\_\_\_  
 Approved  
 Disapproved

\_\_\_\_\_  
 Superintendent of Schools  
 Date



## Building and Athletic Field Permit Application

- Only applications for building and athletic field permits that are completely filled out will be considered.
- All North Collins community organizations must submit a certificate of insurance naming North Collins Central School District as an additional insured when requesting an application.
- All out of district organizations must submit a certificate of insurance naming North Collins Central School District as an additional insured when requesting an application and submit a description of the event.
- Permits for the use of the school facilities, indoors or outside, are issued to an individual for an organization or group. The individual to whom the permit is issued shall supervise all participants in the activity, and be responsible for the proper use of the facility. If the activity is school sponsored, this individual must be a member of the north Collins central School District faculty or staff.
- The signer of the application shall be the responsible representative of the organization in all dealings with the Board of Education or its agents, with respect to any permit, and shall be on hand whenever the facilities are used under such permit, unless the Board of Education or its agent shall have notice in advance that another will serve in his/her place. The organization shall indemnify the North Collins Central District for all claims, losses or liability suffered by any person using the facilities under this permit, to the fullest extent of the law.
- An official designated agent “School Attendant” of the Board of Education shall be in charge of the building whenever the premises are in use by others. He/She shall have the authority to make final decisions on all questions not otherwise covered. The use of the attendant is at the discretion of the Superintendent of Schools.
- The “School Attendant” will be responsible for the security and supervision of the physical plant, i.e locking and unlocking doors and reasonable services. The “School Attendant” has the final responsibility for maintaining building security before and after the activity. Access to the building will be provided ONLY during the hours stated in the permit application. The “School Attendant” is NOT responsible for supervision of the activity or participants.
- Facility use fees will depend upon facilities and personal required.

- Permit Application must be submitted at least 14 days prior to use to insure priority usage.
- Superintendent of schools reserves the right to waive, reduce, or transfer facility use fee based on residency percentage of organization.
- The North Collins Central School reserves the right to cancel any permit that may conflict with an unforeseen school related activity.
- The applicant must be responsible for payment for any damage to buildings, athletic fields or equipment.
- Groups and organizations given the privilege of the use of the facilities of the school are expected to leave the facility in a clean and good order.
- No mechanical equipment or structural material is to be brought into the building or onto the school grounds, or connected with the electrical service, without the specific permission of the superintendent of schools.
- Smoking is not permitted at any time on school property.
- No alcoholic beverages may be brought onto school property at any time.
- No metal cleats on playing surface.
- No food or non-clear beverages allowed on playing surface or in dugouts.
- Carry all goals and nets to locations. Do not drag them across surface.
- Do not use tape to secure signs along fence or on dugout walls.
- No hitting, kicking or throwing balls into the fence, (example – batting practice).
- The use of bikes or motorized vehicles on the playing surface is prohibited.
- The use of open flames is not allowed. Including candles.
- The permitted organization is responsible to limit attendance to the safe capacity of any room or facility.
- Please be advised that all indoor and outdoor facilities may be subject to surveillance and a signed facility use application indicates awareness and agreement to possible surveillance and monitoring of school facilities.