



# APPLICATION FOR USE OF SCHOOL DISTRICT PROPERTY EXTERNAL USE FORM



PAYMENT AND PROOF OF INSURANCE ARE REQUIRED PRIOR TO APPROVAL OF USE OF FACILITIES.

Date Request Submitted: 8-25-17

The members of (specify group) IYB, 15 - C.D. Program request the permission be granted for the use of (specify location) Activities Room in accordance with the rules and regulations of the Ithaca City School District for the purpose of \_\_\_\_\_

Contact Person: Linda Cimala or Johna Malesin Phone Number: 273-8364 Email: LE BARR city of Ithaca, NY J.Malesin city of Ithaca, NY

ALL BUILDINGS WILL BE LOCKED BEFORE AND AFTER THE REQUESTED START AND END TIMES. PLEASE ALLOW YOURSELF ENOUGH TIME TO SET-UP AND CLEAN UP THE SPACE REQUESTED.

Dates Requested: 9/21/17 (Must be 30 days prior to event) Estimated Number of Attendees: 50

Time Requested: Start: 5:00pm End: 7:00pm

Time of Event: Start: 5:30pm End: 6:45pm

Will you require custodial staff: ☐ Yes ☒ No

Please list any furniture you will need. Be specific and give diagrams for all set ups.

Will you require kitchen use? ☐ Yes ☒ No

Will you require additional personnel services? ☐ Yes ☒ No

If yes, please specify: \_\_\_\_\_

INSURANCE: PROPERTY AND LIABILITY INSURANCE WILL BE REQUIRED IN THE AMOUNT OF \$1,000,000 PROPERTY AND \$1,000,000 BOILER, STEAM, AND PERSONAL LIABILITY. Such coverage must be evidenced by a CERTIFICATE OF INSURANCE to be presented with this application. The Ithaca City School District must be named as the certificate holder as well as an additional insured. (under description of operations). Use of school property by non-school groups for meetings and performances is limited by the laws of New York State and the regulations of the Ithaca City School District Board of Education of Ithaca, New York (see Policy on reverse).

Signature of Applicant: [Signature]

Date: 8-25-17

\*Additional form required for the use of Kulp Auditorium and Joe Moresco Stadium and Bredbrenner Field.\*

## Office Use Only

Received by: \_\_\_\_\_  
Administrator: \_\_\_\_\_  
Head Custodian: \_\_\_\_\_  
Food Services Dir.: \_\_\_\_\_

Kitchen Fee:

Custodial Fee:

\$20/hour, M-F \$40/hour Sa-Su

50/hour plant shut down & holidays

TOTAL COST:

Payment Received Date:

Certificate of Insurance Received Date:

RECEIVED  
AUG 29 2017

BY: [Signature]