

**NORTH COLONIE CENTRAL SCHOOL DISTRICT**  
**LATHAM, NEW YORK 12110-5349**  
REVOCABLE LICENSE FORM FOR USE OF SCHOOL FACILITIES

**#1500-E-1**

Print and complete in quadruplicate and submit all 4 copies to Principal (*for building use*) or Athletic Director (*for field use*). Disposition copy will be returned to applicant. (Please print neatly and press hard) (Any missing information on this part to be filled in by applicant.)

Organization Name: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Requestee: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Adult Providing Supervision During Use: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Purpose of Meeting/Use: \_\_\_\_\_

No. of students under 18 years old expected: \_\_\_\_\_ Admission Fee?  Yes  No If yes, how much? \_\_\_\_\_  
 Name of adult responsible for supervision: \_\_\_\_\_ No. of supervising adults expected: \_\_\_\_\_  
 Group's Insurance Coverage: Liability/Property Policy # \_\_\_\_\_ Liability/Property Limit/Amount \$ \_\_\_\_\_

**FACILITIES REQUESTED:** School: \_\_\_\_\_ Date(s) \_\_\_\_\_ Day of Week \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_  
 Area(s) Requested:  Assembly Room/Auditorium  Stage  Gymnasium  Cafeteria  Classroom(s) \_\_\_\_\_  Pool  
 Kitchen  Field(s) \_\_\_\_\_  Field Lights \_\_\_\_\_  Other \_\_\_\_\_  
 Additional Equipment or Services Required: \_\_\_\_\_  
 \_\_\_\_\_ Custodial Services  Yes  No Other \_\_\_\_\_

Comments: \_\_\_\_\_

**PLEASE READ CAREFULLY**

1. I, \_\_\_\_\_, on behalf of \_\_\_\_\_ (Organization Name) do hereby covenant and agree to defend indemnify and hold harmless the District from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of District's property, facilities and/or services by Organization.
2. Intoxicants shall not be brought onto school facilities at any time. All posted rules must be adhered to. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
3. Smoking or other use of tobacco products is not allowed on District property.
4. Prior to the start of any event, an announcement must be made regarding emergency evacuation procedures. For example, pointing out posted procedures, directions for exiting, use of fire alarms, etc.
5. Facilities are not available if in conflict with school use. No unauthorized vehicles are allowed on school property. No field or building alterations (lining of fields or gymnasiums, erecting permanent goal posts or structures, etc.) are allowed without prior approval.

My signature below indicates that I have received a copy of North Colonie Central School District's policy on "Use of School Facilities" and that I and my organization agree to abide by all the provisions, rules and regulations contained therein.

\_\_\_\_\_  
 Signature of Requestee                      Date                       Approve     Disapprove

\_\_\_\_\_  
 Signature of School Administrator                      Title                      Date

To be completed by School Principal/Athletic Director. (If requested, group must provide supporting documentation regarding nature of group.)

CLASSIFICATION OF ORGANIZATION PER POLICY  I     II     III     IV     V

<u>Estimated Charges:</u>	Rate	x	Hrs.	=	Total
_____	_____	x	_____	=	_____
_____	_____	x	_____	=	_____
_____	_____	x	_____	=	_____
_____	_____	x	_____	=	_____

Estimated Total of All Charges \$ \_\_\_\_\_

(PLEASE NOTE: No equipment or service will be provided unless specified on form.)

