

**Laurens Central School  
Laurens, NY  
REQUEST FOR USE OF SCHOOL FACILITIES  
(Building Use Form)**

**Please read carefully before you sign. Any damage incurred must be paid in full before the facilities can be used again. Please understand fully your responsibility toward the school. Any questions, please contact Buildings and Grounds office at 432-2050 Ext. 1160. Please complete form at least one (1) week before activity.**

Facility Requested: \_\_\_\_\_  
(classroom, cafeteria, gym, etc.)

Organization Requesting: \_\_\_\_\_

Person in Charge: Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

Title in Organization \_\_\_\_\_

Date(s) Requested \_\_\_\_\_  
(if every week/month, please state the beginning & ending dates)

Time: Set-up: \_\_\_\_\_ Start: \_\_\_\_\_ Finish: \_\_\_\_\_ Final Clean-up Done: \_\_\_\_\_

Number of persons involved: \_\_\_\_\_

Admissions or Donations Charged: Yes \_\_\_\_\_ No \_\_\_\_\_

**Other pertinent information:**

Type of Activity \_\_\_\_\_

Purpose of Activity \_\_\_\_\_

Equipment to be used \_\_\_\_\_

Recommendation of Administrator \_\_\_\_\_ Recommendation of Supervisor of B&G \_\_\_\_\_

\*The fee for use of facilities includes payment for a custodian and/or kitchen help, if needed.

**FEE SCHEDULE:** \$ \_\_\_\_\_ per use each time.

Rental of School Facilities by Non-School Groups:

Cafeteria	\$50.00
Gymnasium	\$50.00
Classroom	\$20.00
Multi-Purpose Room	\$150.00

Custodian Service/Kitchen Help - 1.5 of hourly salary per person

**NOTE: It is the responsibility of the person or organization making the request, to check with the Buildings and Grounds Office for approval. If an email address has been provided above, we will send you an email stating approval/disapproval.**

The school district will not be responsible for any liability, injury, accident, damage or damage to personal property for any outside groups using the facilities.