

**ACTIVITY / FACILITY REQUEST FORM**

**Little Falls City School District**  
**Director of Facilities – Michael J. Kelly**  
**15 Petrie Street, Little Falls, NY 13365**  
**Phone: 315-823-1479 x 1139 \* Fax: 315-823-0321**  
[mkelly@lfcasd.org](mailto:mkelly@lfcasd.org)

***Please complete this form and return to: Little Falls City School District, 15 Petrie St., Little Falls, NY 13365***  
***Attn: Director of Facilities, Mr. Michael J. Kelly***

Today's Date: \_\_\_\_\_ Name of Organization (Individual): \_\_\_\_\_

Contact Name for event: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person for Tech: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Event/Use: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Access Time: \_\_\_\_\_ Event Starting Time: \_\_\_\_\_ Event Ending Time: \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Building: \_\_\_\_\_

Areas to be used (be specific): \_\_\_\_\_

Specific needs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Facility Requested:</b>	<input type="checkbox"/> Benton Hall Academy	<input type="checkbox"/> Middle School	<input type="checkbox"/> High School
<b>Space/Rooms Needed:</b>	<input type="checkbox"/> Auditorium	<input type="checkbox"/> MS Gym	<input type="checkbox"/> HS Gym <input type="checkbox"/> Cafeteria <input type="checkbox"/> Other _____
<b>Additional Equipment/Items:</b>	<input type="checkbox"/> Auditorium Lighting*	<input type="checkbox"/> Sound System*	<input type="checkbox"/> Overhead Projection
	<input type="checkbox"/> Other (please specify) _____		

\*If lights/sound are needed, please fill out additional form.

**Supervision:** Sponsoring organizations, groups or individuals are responsible for: supervising/controlling event participants and spectators, providing adequate Adults to monitor facility use, and providing building security during scheduled use. In the event these requirements are not followed, your group may not be granted use of our facilities in the future.

**Agreement:** I/we accept responsibility for all persons in attendance and financial liability for any damage done to school property/equipment or injury to persons in attendance at the specified activities, and my signature confirms that I have received and understand the Administrative Regulations that govern me or my organization's use of school facilities.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

- Events involving only teachers and students must be approved at least one week in advance of event.
- Events involving outside guests/community members for school functions must be approved at least two weeks in advance of event.
- All non-school personnel/groups requesting use of school facilities must complete this form and return it to the District Office at least TWO MONTHS in advance of the requested date. (For Board of Education Approval)

**FOR OFFICE USE ONLY:** Date Received at Director of Facilities: \_\_\_\_\_

Approved by: \_\_\_\_\_ Building Principal: \_\_\_\_\_ A/V Coordinator \_\_\_\_\_ Facility/Personnel Fee \_\_\_\_\_

**Little Falls City School District**  
**Rules for use of Facilities by Community Groups**  
**Director of Facilities – Michael J. Kelly**  
**15 Petrie Street, Little Falls, NY 13365**  
**Phone: 315-823-1479 x 1139 \* Fax: 315-823-0321**  
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**Rules Governing Use of Little Falls City School District Facilities by Community Groups:**

- No smoking or drinking alcoholic beverages is allowed on school grounds.
- **No food and/or drinks allowed in the auditorium or gymnasium.**
- Activity shall be restricted to the area for which permission is granted.
- The activity shall not extend beyond the hours approved in the request.
- All programs shall be planned so they do not interfere with the regular school activities.
- The organization using the building shall be responsible for moving its equipment into and out of the building.
- A supervisor in charge of the activity shall be present before the activity is due to start and remain with the group until all have left.
- In the absence of the building principal or administrative personnel, the custodian is charged with the responsibility of the building.
- Room(s) of facility used by applicant will be carefully examined after use. The applicant will be responsible for any loss or damage to school property.
- No school property or equipment is to be altered or removed from the premises.
- Use of buildings on week-ends or when custodians are not normally on duty requires a custodian in attendance. The school may charge extra for this person.
- Additional charges may apply including the cost of light/sound personnel and security. See attached activity fee.  
**These school personnel will have to be hired by the organization for these services. If school personnel is not available, the event cannot occur.**
- On days in which school is closed because of weather, all activities in the buildings are cancelled. Organizations should notify participants of this and make contingency arrangements.
- Facility use priority is given to school groups.
- Reservations are not confirmed until this application has been returned, approved by a school administrative official and the Little Falls City School District Board of Education.

I agree on behalf of the above indicated organization that all members and guests will observed the above regulations and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to school property during the above indicated period of use. We also agree that our organization will at all times hereafter indemnify the above-named school against any loss, damage or expense of any kind, which said school may sustain or incur because of use of the above described building by our organization and we will further hold said school harmless for loss of any kind in connection therewith. We agree to add Little Falls City School District as an Additional Insured on our Liability insurance policy.

- Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**ABSOLUTELY NO FOOD/DRINK IN GYM OR AUDITORIUM!!!**

**Please check your LIGHTING needs:**

- House lights
- General stage lights
- Specific lighting cues
- Targeting of stage lights/spots

**Please check your SOUND needs:**

- Music input to the PA system
- Wireless microphone use
- 1-2 stage microphones input to the PA system
- Sound effects
- Other \_\_\_\_\_

Sound/Lights (other than house lights) requires LFCSD trained technician (s) during both performance and rehearsals:

Sound Tech - \$25/hour

Light Tech - \$25/hour

Security - \$25/hour

**\*School personnel only will provide these services at the expense of the organization.\***