

**REQUEST FOR USE OF SCHOOL FACILITIES**

Organization \_\_\_\_\_

Dates Required \_\_\_\_\_

Facilities Requested \_\_\_\_\_

Hours: From \_\_\_\_\_ To \_\_\_\_\_

Time Of Opening Building \_\_\_\_\_

Purpose Of Use \_\_\_\_\_

Admission:                      Free              Offering              Charge

Member Of Organization To Contact:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Office \_\_\_\_\_

Equipment To Be Used: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

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**\*ALL Organizations are required to have a trained Certified AED (automatic external defibrillator) Provider at their event. AED Providers Name: \_\_\_\_\_**

We assume all responsibility for the conduct of all personnel during activities and damages to equipment and buildings if any occur. We agree to abide by the rules and regulations as set forth by the Board of Education. Fees for use of facilities will be paid no later than one week following receipt of the bill.

Does Organization have Liability Insurance?                      Yes                      No  
If yes, attach CERTIFICATE OF INSURANCE.

Signed \_\_\_\_\_ Organization \_\_\_\_\_

Fees are as follows \_\_\_\_\_  
Plus any other services provided not originally included in request.

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Use of the above described facilities are approved:

Date: \_\_\_\_\_ Administrator: \_\_\_\_\_

Facilities used as scheduled. Comments: \_\_\_\_\_

Date: \_\_\_\_\_ Head Custodian: \_\_\_\_\_

## **EVACUATION PROCEDURES FOR FIRE EMERGENCIES**

GOVERNOR CUOMO HAS SIGNED INTO LAW CHAPTER 9 OF THE LAWS OF 1991. EFFECTIVE SEPTEMBER 1, 1991, THE PRINCIPAL OR OTHER PERSON IN CHARGE OF ANY PUBLIC OR PRIVATE SCHOOL OR EDUCATIONAL INSTITUTION (OTHER THAN COLLEGES OR UNIVERSITIES) SHALL REQUIRE THE TEACHER OR PERSON IN CHARGE OF ANY AFTER-SCHOOL PROGRAM, EVENT OR PERFORMANCE WHICH TAKES PLACE IN A SCHOOL AND WHICH IS ATTENDED BY PERSONS WHO DO NOT REGULARLY ATTEND CLASSES WITHIN THE SCHOOL, TO NOTIFY SUCH PERSONS IN ATTENDANCE AT THE BEGINNING OF SUCH PROGRAM, EVENT OR PERFORMANCE OF THE PROPER PROCEDURES TO EVACUATE THE BUILDING IN AN ORDERLY AND TIMELY MANNER IN THE EVENT OF A FIRE EMERGENCY.

THE REQUIRED NOTIFICATION SHALL BE GIVEN TO THE ATTENDEES AT ANY SINGLE OCCURRENCE, AND AT EACH OCCURRENCE WHERE THE SAME PRESENTATION IS GIVEN TO A DIFFERENT AUDIENCE. WHERE A PROGRAM SUCH AS AN ADULT EDUCATION CLASS RUNS SEVERAL WEEKS, THE NOTICE SHALL BE GIVEN AT LEAST AT THE FIRST MEETING.

EVERY PRINCIPAL OR OTHER PERSON IN CHARGE OF THE SCHOOL SHOULD CAREFULLY REVIEW THE WRITTEN EVACUATION PROCEDURES REQUIRED BY SECTION 1195.1 (c) OF THE NEW YORK STATE UNIFORM FIRE PREVENTION CODE, TO ASSURE THAT SUCH PROCEDURES ARE UP TO DATE AND CONSPICUOUSLY POSTED. THESE WRITTEN PROCEDURES CAN BE OF GREAT ASSISTANCE IN DEVELOPING THE NOTIFICATIONS REQUIRED BY THIS NEW LAW.