

**Waterford-Halfmoon Union Free School District
125 Middletown Road
Waterford, New York 12188
237-0800 ext. 3309**

FACILITIES USE FORM

Organization Name: _____

Organization's Address: _____

Contact Person: _____

Address: _____

Home/Business/Cell Phone: _____

Room/Area: _____

Purpose of Event: _____

Specific Dates: _____

Specific Times: _____

Adult Providing Supervision: _____

Estimated Attendance: _____ (additional coverage may be needed)

Fee the organization is charging for admission: _____

**An Insurance Certificate of Liability is required for community and non-resident groups
A copy must be on file for the school year. The applicant agrees to hold harmless the District from any liability resulting from the use of District facilities.**

Effective Date: _____ Expiration Date: _____

Attachments:

- Fee Schedule
- Peanut/Tree Nut Information
- Regulations

Request for Use of Equipment

Specific number of tables and chairs:

Electronic equipment:

Other:

Regulations Concerning Use of School District Property

- § Participants, spectators and children must be supervised at all times while on school property. At least one adult must be present at each location.
- § Use of areas and equipment other than those assigned is prohibited.
- § Smoking, drug or alcohol use is prohibited in the building or anywhere on school property.
- § Users must follow building occupancy capacity limitations.
- § Misuse of school facilities, misconduct of groups, or other abuse of the privileges extended should be reported to the Superintendent's Office (237-0800 ext. 3309). Action may be taken as deemed necessary, but not limited to, suspension of use privileges, designation of another responsible party, or reimbursement for damages or extra expenses.
- § Participants are responsible for placing trash in the receptacles
- § An employee of the district is required when requesting use of the kitchen or auditorium. An extra fee of \$26 per hour will be charged.
- § 24 hour advanced cancellation notice required. Organizations will be charged for no-shows.

I agree on behalf of the above indicated organization that all members and guests will observe the attached regulations and we, individually, and as an organization, will assume full financial responsibility for any and all damages done to school property. 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 facility by our organization and we will further hold said school harmless for loss or liability for personal injury or damage resulting from our organization's activity in the school facility.

Signature of Applicant: _____

Date: _____

**WATERFORD-HALFMOON
UNION FREE SCHOOL DISTRICT
125 Middletown Road
Waterford, New York 12188**

**Michael Healey
Superintendent of Schools**

**Phone (518) 237-0800
Fax (518) 237-7335**

To: Community Organizations

From: Superintendent of Schools

Date: September 2022

I write to inform you of an important health and safety matter.

Several students and staff in the Waterford-Halfmoon District have **severe allergies to peanuts and tree nuts**. We need your help in maintaining a safe environment for these students and staff members. School personnel have developed steps to assist those with allergies to more safely manage this matter.

When using the building for your event or activity, any precaution that you can take to prevent cross contamination and reduce the risk of incident should be taken. We are asking you to refrain from bringing in food that contains any kind of nuts or nut products. We also request that you wipe down the tables and surfaces used for food preparation or consumption after each use. We realize that this may be an inconvenience, but the safety of everyone in our building is our highest priority.

On another matter, the district supports all community organizations working to provide children and adults with fun, exciting and meaningful activities. Our faculty and staff appreciate your assistance in leaving the rooms you use neat and in their original condition. Any assistance you can provide would be greatly appreciated.

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Fee Schedule

School Related Groups

Examples: PTO, Sports Booster, WHHS off-season sports for district students, Drama/Music events, HS/Student Government dances/fund raisers

- § No charge for general meeting use during the week when custodial staff is on duty
- § \$35 per hour/per district employee for weekend or special event use

Community Groups

Examples: Waterford Youth Council, CYO, Girl Scouts, Boy Scouts, Waterford Little League, WHHS off-season sports (WHHS students)

- § \$35 per hour for week nights and weekends, when custodial staff are not regularly scheduled.
- § Additional \$50 per day flat fee for Kitchen or Auditorium Use

Non-resident Groups

Examples: Teams or clubs comprising less than 75% of district residents; all for-profit companies; all AAU groups.

- § \$50 per day flat fee
- § Additional \$35 per hour/per district employee
- § Additional \$50 per day flat fee for Kitchen or Auditorium Use
- § Additional charges may be incurred for tournament coverage