

**ST. LAWRENCE-LEWIS BOCES
BUILDING USE REQUEST**

Written application is required for permission to use BOCES buildings. For your request to be considered, please complete the following form. All 3rd party contracts should not be agreed upon until an approval copy of this form is received. The renting organization assumes all risk.

The _____ requests the use of _____ at _____ for the purpose of _____
(Organization) (Room/Rooms) (Building/Center)
_____ on _____, _____ from _____ to _____. Person completing
(Event) (Day of Week) (Month, Day, Year) (time) (time)
application _____, _____, _____
(Name) (Phone Number) (Address)

Any Additional Equipment Needs (please list)

Insurance Information

Do you (the requesting organization) have an in-force public liability policy?

Yes No

If yes, what are the limits of liability?

Bodily Injury \$ _____ Property Damage \$ _____

Applicant's Signature

Date

**Please provide a current Certification of Insurance with St. Lawrence-Lewis BOCES named as an additional insured. Liability limits must be \$1,000,000 single limit liability minimum.

Approvals

Recommended Approval []

Recommended Disapproval []

Administrator's Signature

Date

Approved []

Disapproved []

District Superintendent Signature

Date

Rules Governing Use of Facilities by Community Groups

1. "Smoking/tobacco use and/or possession of alcoholic beverages and/or illegal/non-prescribed "controlled substances" are prohibited." Your group will be held responsible for enforcing these State and Federal Regulations while using the facilities.
2. Activity shall be restricted to that area for which permission is granted. Activity must qualify under Article 414 of the Education Law and the BOCES Board Policy.
3. The activity shall not extend beyond the hours approved in the request.
4. All programs shall be so planned that they do not interfere with the regular school or work schedule.
5. The organization agrees to reimburse the BOCES for any damages or loss of BOCES property or equipment occurring as a result of this activity.

Send completed form to:

District Superintendent
St. Lawrence – Lewis BOCES Central Office
40 W. Main St. - PO Box 231
Canton, NY 13617

cc: Administrator
Superintendent of Bldgs & Grounds