

**NORTHERN ADIRONDACK CENTRAL SCHOOL DISTRICT  
OFFICIAL FORM FOR BUILDING/GROUNDS/MATERIALS USAGE**

*(Complete 1-14 only)*

1. Name of group (organization) \_\_\_\_\_ Date submitted: \_\_\_\_\_
  2. Person responsible for activity \_\_\_\_\_  
Address of responsible party \_\_\_\_\_  
Phone Number: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_
  3. Type of activity \_\_\_\_\_
  4. Swimming Pool use \_\_\_\_\_ Yes \_\_\_\_\_ No
  5. Assigned certified lifeguards \_\_\_\_ Yes \_\_\_\_ No Approved by Michael Loughman \_\_\_\_\_  
(Initials)
  6. Age group of participants \_\_\_\_\_
  7. Date(s) of activity: FROM \_\_\_\_\_ TO \_\_\_\_\_
  8. Day(s) of the week: \_\_\_\_\_
  9. Time of activity: FROM \_\_\_\_\_ TO \_\_\_\_\_
  10. Location: BUILDING \_\_\_\_\_ ROOM \_\_\_\_\_
- (Note: Auditorium seating capacity **568** total. No exceptions, fire code).
11. Special needs (public address system, technology, etc.) \_\_\_\_\_
  12. Custodial Requests \_\_\_\_\_  
\_\_\_\_\_
  13. AED certified responder \_\_\_\_\_ Not Required \_\_\_\_\_
  14. \* Is this a non-profit organization? \_\_\_\_\_ Yes \_\_\_\_\_ NO

**\*Please be advised that there will be a \$35.00 a day usage fee per the Northern Adirondack Board of Education for Profit Organizations. (Return completed form to Helen Yelle)**

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**Office use only:**

	Approved	Denied	Date
Building Principal			
Dennis Relation (Director of Facilities II)			
Dennis LaBarge (if requesting phys. ed. areas)			
Lisa Carter (if requesting cafeteria/kitchen area)			
Brian Tousignant (Business Manager)			
*Sarah Watts (Treasurer) if fees to be charged			

Date: \_\_\_\_\_ Superintendent's Signature \_\_\_\_\_

\*Legislation requires that as of December 1, 2002, all school-approved and extra-curricular functions and events that include any children will need to have an on-site Automated External Defibrillator Responder during the event. This person will need to be designated on line 9 of the Building Use Form and a copy of the training certificate for the person named.

(Permits may be cancelled during school holidays or emergency school closings).