

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

(Building Use Request should be submitted at least 2 weeks in advance)

1. Name of group (organization) _____
2. Person responsible for activity _____
Address of responsible party _____
Phone Number: Home _____ Work _____ Cell _____
3. Type of activity _____
4. Swimming Pool use ____ Yes ____ No **(1 lifeguard is required per 20 swimmers)**
5. Assigned certified lifeguards ____ Yes ____ No Approved by Michael Loughman _____
(Initials)
6. **Age group and number 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. **Name of AED certified responder _____ Not Required _____
13. 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.**

The following approvals and signatures are required:

	Initials	Date
Building Principal		
Jay Bouchard (Director of Facilities II)		
Jeph Doorey (if requesting phys. ed. areas)		
Lisa Carter (if requesting cafeteria/kitchen area)		
Brian Tousignant (Business Manager)		
*Sarah Watts (Treasurer) if fees to be charged		

REQUEST IS: Approved _____ Denied _____

Reason Denied: _____

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 12 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).