

Catskill Central School District

Facilities Usage Application – Secondary Campus

Name of Organization: _____

Purpose of Usage: Parents, Partners & Pancakes Event

Date(s) of Usage: Sunday, September 19, 2010 9:00 am – 3:00 pm

Owner or Business Name: _____ Contact: _____

Mailing Address: _____

Home Phone: _____ Cell: _____ e-mail: _____

Owner/Organization Representative _____ Tax ID: _____

Insurance Cert: Yes No. Circle One. If yes attach information to this form.

Please list Vendor/Organization Type below. Please Note Catskill Schools will only be selling beverages. Food vendors will require a Dept of Health Permit and copy must be attached to this form.

Vendor Type: _____

(Craft, Flea market, Art, Farmers Market, Music, School Associated, Business, Animals, Other(Brief explanation))

Please enclose picture of crafts. All vendors must keep products within realm of educational fields and within NYS educational guidelines.

Each Vendor except for Food, Craft, and Flea Market, will be required to provide an educational or fun activity for children and adults. Please list activity: _____

All outside vendors must provide their own canopies, chairs, tables water and electric if required. There are a limited amount of chairs and tables for inside vendors so everything will be provided on a first come, first served basis.

For vendors performing demonstrations please attach a form indicating inside or outside preference, type of demonstration, duration of demonstration including set up and tear down.

It is mutually agreed that **only the facilities listed on this form** are to be used by the organization listed above for the time frames and dates provided. The organization representative shall be responsible for any fees owed the Catskill Central School District that may be owed for such usage and/or repairs that result from usage by the organization. The representative of the above listed organization will also be responsible for the health and safety of the organization's participants during the event's duration. The representative will make certain all participants are aware of fire exits, safety procedures and security measures.

District Superintendent: _____ Date: _____

Date Logged by Facilities Director: _____ Initials: _____

Facilities Office to distribute Copies to:

Organization's Representative Business Office Superintendent's Office Transportation Supervisor

Building Usage Application Guidelines and Fees

Vendor requests:

Vendor Space will be 10' w x 10' l

Desired number of spaces _____

Inside/Outside: _____

Vendor spaces will be \$25.00. Please make all checks to Catskill Central School District, list 9/10 PPP in the memo line.

Send all Use forms and payments to: Catskill Central School District, 343 W. Main St, Catskill, NY 12414, RE: PPP Event, no later than **September 01, 2010**.

Payment will be returned to requestor if Catskill Central School District cannot provide the requested accommodations for a vendor.

In the event of cancellation, payment will be returned if cancellation is made on or before **September 13, 2010**

Arrival/Departure:

Set up will be September 19, 2010 between 5:00 am and 7:00 am. Anyone one wishing to set up the day before must contact the District Facilities Office at (518) 943-0574 ext 143 or Cell (518) 710-1238 for approval.

All vendors must tear down and depart prior to 7:00 pm September 19, 2010. There will be no exceptions.

Vendor parking will be set up in remote lots unless the vehicle is required for surplus stock and this must be approved prior to arrival by the Facilities Department

Vendor Responsibilities:

To insure the health and safety within the district please note that New York State Law prohibits the use of tobacco, tobacco products, and alcohol on school property. It also prohibits the sale of such products as well as any products that display tobacco or alcohol logos. Vendors not observing these laws will be asked to leave.

Organization representative or person in charge of each event shall insure that all participants are aware of emergency exits in area of usage where your location requires such.

Requesters will be responsible for maintaining the integrity of building security during the event and will be responsible for any damages that may be incurred during the event.

Those in charge of the event will be responsible for maintaining that food and drink items are not consumed in areas such as the auditoriums or gymnasiums as well as any other areas that me be posted as such.

Insurance certification must be submitted with this form for approval.