

## OLD HIGH SCHOOL GYM FACILITY REQUESTS

- I. Any requests for facility use from any group or organization must:
  - A. Submit in writing any request on the Town forms.
  - B. Pay a fee for facility use.
  - C. The Town reserves the right to require a certificate of insurance naming the Town of Allegany as an additional insured indicating that they agree to indemnify and hold harmless the Town of Allegany, its officers, agents and employees from liability, claim or action.
  - D. Agree to adhere to facility rules.
  - E. The activity must be appropriately staffed by trained responsible adults. Program and participant safety must be a top priority when conducting any activities. The administration of unsafe activities or creation of hazardous situations will result in termination of use. The Town reserves the right to determine what staff may be needed.
  - F. For all safety aspects of the activity, participant, working personnel, supplies and equipment are the responsibility of the organization.
  - G. The Town reserves the right to require appropriate medical staff at the site to handle any medical situation that may arise from the activity (i.e. current First Aid, etc).
  - H. All property, supplies, equipment – including games, supplies, etc. must be removed from the site as soon as the program is finished (each day of use).
  - I. The Town of Allegany is not responsible for any damage that may occur to any equipment, supplies, or property owned by the group or organization. This includes items left at the Gym before or after the event day.
  - J. The group or organization is responsible for directing participants away from the gym if a hazardous situation occurs, including fire or other disasters.
  - K. No litter or debris will be left after the day of the event.
  - L. No alcohol or smoking is permitted in this facility. Food and/or drink use at the facility must receive prior approval from the Town of Allegany.
  - M. Absolutely no glass is permitted in any facility rented by the Town of Allegany.
  - N. The group or organization will provide the Town of Allegany with a complete list of activities they are going to conduct at the day of use. Any changes should be reported to the Town of Allegany prior to the day of the event.
  - O. The Town of Allegany and the Allegany Recreation and Parks Department is not financially responsible for any part of this event or activity and any property.
  - P. The property is rented in a “As – Is Condition.”
  - Q. All organizations are responsible for supervision of common areas during events.
  - R. The Town of Allegany reserves the right to cancel the activities or functions.
  - S. All Allegany-Limestone Central School facility rules must be followed.

## **REGULATIONS FOR USE OF THE OLD ALLEGANY-LIMESTONE HIGH SCHOOL GYM**

All Allegany-Limestone Central School facility rules must be followed. Rules applicable to the use of this facility include the following:

- A. Organizations or groups permitted to use school facilities will provide proof of liability insurance coverage for possible injury to participants or spectators at the time of application to use the facilities.
- B. Meetings and entertainments shall be non-exclusive and shall be open to the public.
- C. Grounds and buildings must be kept clean, neat and orderly.
- D. Organizations must assume responsibility for keeping order while they are using the facilities.
- E. All costs resulting from careless use of school property or damage to school property will be assessed against the organization.
- F. All school facilities and grounds are DRUG and ALCOHOL free zones. Any person deemed to be under the influence of controlled substances or alcohol will be excluded from the buildings and grounds.
- G. All school facilities are designated SMOKE-FREE. Please refrain from tobacco use on school property.
- H. The building must be cleared by the time designated in this agreement.
- I. No one will be permitted on gym floors for athletic purposes unless wearing gym shoes or socks.
- J. In case the person in charge is changed, the organization must report that fact in writing immediately to the authorizing administrator.