



Cuba-Rushford School District
 5476 Route 305 North
 Cuba, New York 14727
 585 - 968 - 2650

BUILDING USE FORM (BUF)
Application to use School Facilities
Submitted to Superintendent's Offices

The Board of Education wishes to encourage use of school facilities by the community as long as the use is for a lawful purpose and does not interfere with the district's educational programs, the primary purposes of which the buildings and grounds are intended for.

Name of Organization _____ Name of Requestor _____
 Address _____ Cell Phone # _____
 Town/City _____ Zip _____ Email _____
 Nature and Purpose of Activity _____ # of Participants _____

→ Outside groups with certain group sizes may be required to hire custodial staff to help @ \$30/hr..
○50+ - One Custodian ○150+ - Two Custodians ○300+ - Three Custodians

Specific Facility / School being Requested:
 Elementary School Middle / High School Elm Street Building Bull Street Fields

① Areas:

- Specific Room(s) _____ Auditorium Library Conference Rm.
- Cafeteria Stage Gymnasium Athletic Fields
- Kitchen Equip. / Ovens (Requires personnel hired for the event \$20/hr./person - No exceptions)
- Pool (Requires 3 certified Lifeguard) - () District needs *Certificate on File* prior to use?
- Other (Specify in Detail) _____

② Items/Equipment Needed:

- Laptop Projector & Screen # of Table(s) _____ # of Chairs _____
- Nets Balls PA System Power Strip Bleachers
- Other _____

③ Dates

This is a reoccurring event:
 *Every: ___ First ___ Second ___ Third ___ Fourth
 Monday Tuesday Wednesday Thursday Friday Saturday Sunday
 *Start Date ___/___/___ *End Date ___/___/___
 *Start Time ___:___ am or pm *End Time ___:___ am or pm
 *Details:

This is a one-time event:
 Date ___/___/___ Start Time ___:___ am or pm End Time ___:___ am or pm

Approval Process (Official Use):

1st	2nd	3rd
Athletic Director (AD)	Maintenance Manager	Principal
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved
<input type="checkbox"/> Denied	<input type="checkbox"/> Denied	<input type="checkbox"/> Denied
<input type="checkbox"/> Requires Meeting w/ Requestor	<input type="checkbox"/> Requires Meeting w/ Requestor	<input type="checkbox"/> Requires Meeting w/ Requestor
_____ Signature	_____ Signature	_____ Signature



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SUBMITTING THE BUF FORM

- Please submit BUF form to Superintendent's Offices **2 weeks** prior to use in order to schedule appropriately.
- Submit to Heather Pfeiffer via one of the following:
 - BUF Form to Office
 - **Fax** at 585-968-2651
 - **Email** Submissions – Subject line should have “BUF” in it.
hpfeiffer@mycrs.org

INSURANCE REQUIREMENTS

As a condition for use of the facility, the Lessee shall procure Comprehensive General Liability (CGL) Insurance naming Cuba-Rushford School District as a Named Insured or Additional Insured having the same coverage and coverage limits as the “Named Insured”. The CGL policy shall have bodily and personal injury coverage limits of no less the \$1 million and property damage coverage limits of no less than \$500,000. The CGL policy must include effective dates covering the time period Lessee has contracted to use the facility. At least 48 hours before Lessee commences use of the facility, it shall provide written proof of its procurement of the CGL policy required by this provision, including an acknowledgement by the insurance carrier providing the CGL policy that if the CGL policy is cancelled for any reason prior to the effective dates identified in the policy, it will immediately notify, in writing, the Cuba-Rushford School District of the cancellation

You may have your insurance carrier mail, fax or e-mail a copy to:

Superintendent Offices
Attn: Heather Pfeiffer
5476 Route 305 North
Cuba, New York 14777
hpfeiffer@mycrs.org
FAX: 585-968-2651

PHONE WITH ANY QUESTIONS: 585-968-2650 Ext. 4425



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CUBA RUSHFORD SCHOOL DISTRICT
BUILDING USE FORM- GENERAL ANNOUNCEMENTS

Directions: The group representative should make the following general announcements to the group participants.

- **Cancellation of Program**

In the event the building (or district) is closed due to some unforeseen circumstance (inclement weather, power failure, etc.) your group will be unable to meet on that day and will need to be reschedule.

- **Fire Alarms**

If the fire alarms sound while your group is present in the building all participants must leave the building immediately. Prior to the start of your activity, the group should familiarize itself with the nearest exit routes and quickest means of egress. Remember to evacuate the school immediately when you hear the audible fire alarm!

- **Safety Rules**

The safety and well-being of building occupants is of utmost importance to the Board of Education. **Group representatives are required to inform all participants of the following items:**

- Emergency exits and egress routes
- Adherence to all Facility Rules and Regulations
- How to dial 911

In consideration of the use of the school facilities, the aforementioned organization on this form agrees to abide by the following rules and regulations established by this school district:

1. Admission fees are not to be charged except when the proceeds are to be expended for educational or charitable purposes, except as provided by law.
2. Grounds and buildings must be kept clean, neat and orderly.
3. Organizations must assume responsibility for keeping order while they are using facilities.
4. In case of an accident resulting in injury to any person or damage to any property, it **MUST BE REPORTED** immediately to the building representative in charge, nurse or building principal. All reports **MUST** be in writing.
5. In order for a non-school organization to use school property and equipment no less than 51% of the participants (active members) must reside within the Cuba Rushford School District.