Rhinebeck Central School District - Facility Use Application

P.O. Box 351
Rhinebeck, NY 12572

APPLICATIONS NEED TO BE SUBMITTED TO THE SCHOOL 15 DAYS PRIOR TO THE INTENDED DATE(S) OF USE

No district facility shall be deemed "reserved" until the completed application has been approved through the Business Office and applicant has received confirmation

PLEASE PRINT CLEARLY

Name of Sponsoring Organization			Today's Date	
Home or Business Mailing Address	City	Zip	Daytime Phone	Cell Phone
Name of Authorized Agent (Print)	Signature			
	E-Mail Address:			

HEREBY MAKES APPLICATION FOR THE USE OF THE FOLLOWING:

Building: CLS ☐ BMS ☐ RHS ☐	**Facility Requested:** Gym / Auditorium / Cafeteria / *Kitchen Room _____ Fields _____ *Applicant must call Cook Manager (845) 871-5570 ext 5579 to reserve Kitchen*	
Use Date(s):		**Start Time** _____am/pm **End Time** _____am/pm
If additional space is required, please use back of form.		
Event name and detailed description:		
List any items/equipment you wish to bring onto property and safety precautions taken:		

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1) Is your group non-profit? Yes ☐ No ☐ *If yes, IRS 501 letter must be attached*	2) Will this meeting be open to the public? Yes ☐ No ☐ 3) Group size: _____
4) Will fees be charged or contributions solicited? Yes ☐ No ☐ 5) Will refreshments of any type be served? Yes ☐ No ☐	

Fees may apply & will be determined by RCSD according to current fee schedule. Acknowledgement of estimated costs is required prior to final approval of application.

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Office Use Only

Approved for Use: Yes/Approved ☐ No/Denied or Conflict ☐ Fees: Group # _____

Signed Regulation on File: Yes ☐ No ☐ N/A ☐
Certificate of Insurance on File: Yes ☐ No ☐ N/A ☐ Date: _____
Cost Estimate Acknowledged: Yes ☐ No ☐ N/A ☐

IMPORTANT: For an event day emergency, including weather-related issues, please contact Thomas Burnell, Asst. Supt. of Support Services at (845) 235-0753

Revised 2/1/18