



Onondaga-Cortland-Madison Board of Cooperative Educational Services

FACILITIES USAGE REQUEST FORM

1. For groups or organizations outside of the OCM BOCES wishing to use OCM BOCES facilities. Must be filed prior to use but not more than three (3) months preceding use. **NO SMOKING** is permitted on OCM BOCES property.

Date of Application: _____

Organization: _____

Contact Person: _____

Address: _____

Telephone: _____

OCM BOCES Facility requested (State the campus, room, and/or area to be used):

Date(s) of use: _____

Hour(s) of use: _____

Purpose of use: _____

<u>Equipment Needed</u>
Computer with Internet access
Smartboard
Podium
Video Conferencing Equipment
Sound System (McEvoy Auditorium only)
Arrangements for other equipment must be made in advance through the designated building administrator.

<u>Fees</u>	
Room Usage Fee	\$100*
Administrative Fee	\$ _____
Technology Fee	\$ _____
Custodial Fee	\$ _____
Total	\$ _____
*Room usage fee will be waived for not-for-profit and municipal organizations.	

I have read, understand and will follow the attached OCM BOCES Facilities Usage regulations. I agree to leave the facility in the same condition in which it was found and to turn off all appliances and equipment used. Any equipment to be used is listed above, and my organization or I agree to pay for any loss or damage. My organization or I agree to hold the Onondaga-Cortland-Madison BOCES harmless of any suit resulting from the activities of my organization. I understand that fees may be incurred not listed herein.

Authorized Signature: _____ Date: _____

(OVER)

2. BUILDING ADMINISTRATOR APPROVAL: Return this form to the OCM BOCES Administrator listed below.

Site
Cortland Alternative School
Irvin E. Henry Campus (All Buildings)
L. G. Peters Career Training Center
Main Campus
McEvoy Educational Campus
CNYRIC – Rodax 1, 7 & 8
Seven Valleys New Tech Academy

Administrator
Principal, Alternative Education
Assistant Superintendent for Administration
Director, Special Education
Assistant Superintendent for Administration
Principal, Career & Technical Education
Director, CNYRIC
Principal, Seven Valleys New Tech Academy

BOCES Contact: _____
Name (Print) Title/Position

Use Approved _____ Use Disapproved _____ Comments _____

Designated Administrator: _____ Date: _____
Signature

3. FACILITIES APPROVAL: Forward approved request to Facilities Dept., Henry Campus, Operations & Maintenance Building

Insurance Certificate: _____ Attached
_____ On File
_____ Not Required

Custodial coverage required: YES NO

Facilities Approval: _____ Date: _____
Signature

4. GROUP/ORGANIZATION RECEIPT OF APPROVAL: OCM BOCES will return a completed copy of form.

Date Returned to Requesting Organization: _____ Returned By: _____

Make copies as necessary. File original for two years.

Revised 2/24/17

REGULATIONS FOR USE OF OCM BOCES FACILITIES BY OUTSIDE ORGANIZATIONS

The facilities of the OCM BOCES belong to the public. They should be used to the maximum extent possible for the benefit of the community, provide that this use furthers the mission of the BOCES and is legal under the laws of the State of New York.

The room usage fee will be waived for New York State agencies such as the State Education Department, State University of New York, school districts, BOCES, municipalities, and for not-for-profit agencies. All usage of OCM BOCES facilities will be governed by this regulation and coordinated by the designated administrative contact person as identified on the Facilities Usage Request Form.

Responsibilities of the organization permitted to use an OCM BOCES facility

1. Organizations using OCM BOCES facilities must provide adequate supervision for the size and nature of their group.
2. Organizations using OCM BOCES facilities will be responsible for the repair or replacement of any equipment damaged during use by anyone attending the organizational function. They will also be responsible for the repair costs of damage inflicted to the building or grounds while in use by the organization.
3. OCM BOCES requires that outside groups or organizations hold it harmless for all activities and provide proof of insurance with a certificate of insurance with OCM BOCES named as an additional insured for the duration of the use.
4. The person(s) supervising the use of OCM BOCES facilities must restrict the admittance to, and use of, only that facility and space(s) for which permission has been granted. The organization permitted to use the facility must prohibit the following behavior by anyone under its supervision:
 - a. The use of alcoholic beverages;
 - b. Gambling (e.g. bingo, raffles, lotteries), and;
 - c. Smoking in the OCM BOCES facilities and anywhere on the grounds of the BOCES
5. Organizations, which use OCM BOCES facilities, may place temporary identification signs on BOCES grounds only during the hours the facility is in use by the organization. At the conclusion of the use, the organization must remove all signs.
6. The person(s) supervising the use of OCM BOCES facilities must return the room(s) to the same condition as they were found upon arrival.

Emergency Closings

All use of facilities by outside organizations shall be automatically cancelled when OCM BOCES is closed due to inclement weather or other emergency conditions.

Fees

Organizations using OCM BOCES facilities will compensate OCM BOCES for room usage fees, technology costs, administrative fees, additional custodial and/or support staff services, and costs for extraordinary cleaning resulting from their use as identified in the Facilities Usage Request Form.

Payment for these charges must be remitted within thirty (30) days from date of invoice.

Refreshments

Groups outside of OCM BOCES may **not** use BOCES kitchen facilities with the prior approval of the designated building administrator as identified on the Facilities Usage Request Form. Arrangements for refreshments must be made with the appropriate personnel in each facility. The fee for refreshments shall be based upon the costs to OCM BOCES.

Scheduling

The scheduling of the use of all OCM BOCES facilities by an outside organization will be completed at the discretion of the BOCES. In all cases, OCM BOCES will give top priority to BOCES functions and activities.

Facilities Usage Request Forms

A Facilities Usage Request Form must be filed prior to the date of the requested use of facility, but not more than three (3) months preceding the use, except when specifically approved by the designated BOCES administrator. The form will identify what building is being requested for use, the date(s) requested, the hours requested, and the purpose for which the BOCES facility will be used. The completed form must be submitted to the designated OCM BOCES administrator for review.