

CVSU Facilities Form



Name of Organization: _____

Contact Person's Name: _____

Address: _____

Phone Number: _____ Email Address: _____

Date(s) of event(s): _____ Start Time: _____ End Time: _____

Purpose of request: _____

Number of people expected: _____

Please check the appropriate Location & Equipment Requested:

CVSU Facility		
<input type="checkbox"/> Washington Village School- Jess Toffling (jtoffling@cvsu.org)	<input type="checkbox"/> Orange Center School- Jess Aseltine (jaseltine@cvsu.org)	
<input type="checkbox"/> Northfield Elementary School- Laraib Lahakni (llakhani@cvsu.org)	<input type="checkbox"/> Northfield Middle High School- Kathy Robertson (krobertson@cvsu.org)	
<input type="checkbox"/> Williamstown Elementary School- Diane Collier (dcollier@cvsu.org)	<input type="checkbox"/> Williamstown Middle High School- Bryana Fisk (bfisk2@cvsu.org)	
Location in the Facility:		Facility Equipment:
<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Outdoor Fields	<input type="checkbox"/> Gym Equipment (eg. time clock, basketballs)
<input type="checkbox"/> Library	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Projects/Screens
<input type="checkbox"/> Classroom #_____	<input type="checkbox"/> Kitchen (Permit needed)	<input type="checkbox"/> Trash Barrels #_____
<input type="checkbox"/> Auditorium (NMHS or WMHS)	<input type="checkbox"/> PAL (WMHS)	<input type="checkbox"/> Table #_____ and # Chairs _____
<input type="checkbox"/> Athletic Field	<input type="checkbox"/> Lobby	<input type="checkbox"/> LCD Projector
<input type="checkbox"/> PLC (WMHS)	<input type="checkbox"/> Other*	<input type="checkbox"/> Other*

I hereby sign a waiver of liability for the School District and its officers for any injury or damage suffered by a participant or spectator. I hereby agree to defend, hold harmless and indemnify the School District, its officers, directors and employees from any and all claims, suits or actions seeking compensation arising from or related to use of the District's premises. Such right of indemnity shall include all attorney's fees, costs and any judgment amount entered.

I understand that there may be a charge for custodial, technical, and kitchen personnel. This charge will be explained to me at time of rental. I have read and I agree to the attached Facilities Use Guidelines. Finally, I understand that cancellation must be received 24 hours prior to the event, or I will still be liable for all costs related to this event.

☐ I have received a copy of the Facilities Use Procedures.

Date: _____

Signature of responsible individual _____



Office Use Only

☐ **Not Approved Reason:** _____

Approved By: (check mark to indicate needed initials)

- ☐ Building Principal-_____
- ☐ Facilities Director-_____
- ☐ Athletic Director-_____
- ☐ Technology Department-_____
- ☐ Food Service-_____
- ☐ Staff Member(s) whose space is being used:_____

Copies Sent To:

- ☐ Applicant
- ☐ Facilities Director
- ☐ Principal
- ☐ Food Service Director

A Security Deposit Required (cost
vary by districts)

- ☐ Date Paid:_____

Calendars

- ☐ Facilities Calendar
- ☐ CVSU Calendar
- ☐ NES Calendar
- ☐ NMHS Calendar

(Checkmarks indicate needed calendars)

- ☐ OCS Calendar
- ☐ WES Calendar
- ☐ WMHS Calendar
- ☐ WVS Calendar

- ☐ **Date & Time of Cancellation:** _____

- ☐ **Notified by:** _____

- ☐ Phone
- ☐ Email
- ☐ In Person



Facilities Use Guidelines:

When using any of the Central Vermont SU facilities or grounds, it is an expectation that the areas will be used with respect as we take pride in our property and facilities.

General Rules:

- Please pick up trash in areas used
- Children must always have adult supervision, even in the halls
- If disarming the security system, it is your responsibility to re-arm the building when leaving
- Any door you unlock must be locked back up when leaving

Gym Rules

- Water is the only food or drink item permitted in the gym
- Trash, water bottles, and clothing must be picked up after use
- When using equipment like balls, they must be picked up and put away after use
- When using the time clock, it should be left as it was found

Field and Ground Rules:

- Trash, water bottles, and clothing must be picked up after use. It is the responsibility of non-school groups to dump field trash cans in our dumpsters when full
- When using equipment like balls, they must be picked up and put away after use

PAL Rules:

- No food or drink is permitted other than water bottles

Library Rules:

- Technology/Furniture used must be left as it was found
- Books and other library resources should not be touched unless they were requested

Kitchen Use:

- Any individual or group planning to use the school's kitchen for preparation or service of food to the public or for organized events must secure the necessary license from the Health Department. Compliance with state food service regulations is mandatory for all kitchen usage. Detailed instructions, application forms, and a comprehensive Q&A are maintained by the Vermont Department of Health on their official website. Please review these resources thoroughly before submitting your facilities use request.
 - [Vermont Health Department Website](#)
 - [Shared Kitchen & Pop-Up Kitchens Q&A](#)



Facilities Use Reservation/Cancellation Policy and Fees

Reservations:

- All reservations must be made at least one week in advance. More advance notice is preferable
- Not all reservations are guaranteed. We will do our absolute best to reserve the facility for the date(s) in which you requested
- If any changes need to be made to your reservation, please notify the appropriate administrative assistant contact for your requested school as soon as possible.

Cancellations:

- All cancellations must be done at least 24 hours in advance
- Please email the appropriate administrative assistant for your requested school for cancellations

Facilities Use Fee Schedule: Please note that fees vary based on school district:

For Echo Valley Community Schools:

- If required, the security deposit is \$100.00. The security deposit will be refunded if the facilities, equipment, and/or grounds, less usual wear and tear, are in the same condition as prior to rental.
 - Checks can be made payable to Echo Valley Community Schools
- Fee of \$25.00 per hour
- If using the facilities on a recurring basis/multi day use, 50% of total cost/balance is due once reservation is approved and prior to the first use of facilities

For Paine Mountain School District Schools:

- If required, the security deposit is \$250.00 once your request is approved
- Deposit will be applied to your balance if using the facility on a recurring basis
- Fee of \$50.00 per hour
- If using the facilities on a recurring basis/multi day use, 50% of total cost/balance is due once the reservation is approved and prior to the first use of facilities