

Lyme Central School District  
Activity / Facility Use Request Form

Submitted by: Cindy Babel Date of Request: 4/30/24

Please Note: Requests to be submitted only by the person(s) requesting and/or conducting the activity

Class/Group Name Copley House Dance Date(s) of Activity: Monday, May 20, 2024

Activity: Dance Recital

Athletic Activity:  District Sponsored (in-season)  Community Sponsored (off-season) \*Please complete the agency contact information below.

LCS Students Only:  Yes  No

Start Time: 5p. Set up/6p performance End Time: by 7<sup>30</sup> pm

Purpose: dance recital

Facility area needed: \*(cafeteria, gym, outdoor court, stage, etc.) need about 65 chairs set up

\*Dates/approval may be subject to change depending on availability of facility area requested:

Bldg. Maintenance Dept.    Date Approved 5/2/24

Equipment needed: (LCD projector, laptop, microphone, etc.)   

Outside Agency Contact Information

Name: Cynthia Babel

Name of Organization: Copley House Dance Program

Name of Insurance: K+K Ins Grp/Market Insurance

Address:   

Phone #: my phone 315-771-7181

Email: fabfeet2@yahoo.com

Name of the person who has training in the use of a defibrillator   

Name of the person who has first aid training   

The individual or organization, while using the building requested, agrees to indemnify and hold the Lyme School District harmless from and against any and all claims and demands for, or in connection with, any accident, injury, or damage whatsoever caused to any person or property arising directly or indirectly out of the activities conducted in the buildings or occurring in or about the building or any part thereof or on the sidewalks adjoining the same, or arising directly or indirectly, from the act or omission of the individual or organization, or their respective licenses, servants, agents, employees, contracts and from and against any and all costs, expenses and liabilities incurred in connection with any such claim or proceeding brought thereon. **Certification of insurance coverage is required, unless a current, updated copy is already on file.**

- Attach a schedule if using facility more than once for same request
- Submit all requests that require BOE approval 2 weeks prior to next scheduled BOE meeting

For Fundraisers Only:

Amis Blynn Comptroller's Signature

5/2/24 Date

Principal

Patricia Gibb

5/3/24 Date

Superintendent (Superintendent's signature required **only** for events held by Outside Agency)

For office use only

- Add LCS Planning Calendar
- Add to website
- BOE - add to agenda

- Cafeteria
- Phys. Ed. Staff
- Main Office

- Custodial
- Groundskeeper
- Extracurricular Comptroller