

WASHINGTONVILLE CENTRAL SCHOOL DISTRICT

52 West Main Street, Washingtonville, New York 10992

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BARBARA QUINN, *Assistant Superintendent for Curriculum and Instruction*
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FACILITIES USE ORGANIZATION LETTER

Dear Community Member:

The Washingtonville Central School District utilizes an online facilities-use program. All applications for the upcoming school year may be submitted online beginning July 1st. Requests will be approved late September. If your request includes September dates, it is suggested that you secure an alternate location until all in-district requests have been received and entered upon the start of the school year.

All non-profit community organizations and local youth groups are encouraged to plan early and submit applications for indoor/outdoor space. Information on how to access this online system will be sent to you via email *after* you have submitted the attached organization requestor form and been approved.

Please complete and return the attached Facilities Use Organization Requestor Form along with the following required documentation:

1. A certificate of insurance covering General Liability in the amount of One-Million Dollars (\$1,000,000) with Washingtonville CSD, 52 West Main Street, Washingtonville, NY named as additional insured
*One certificate is required **annually** for each group*
2. A non-profit certificate showing recognition of exemption under Section 501(c) (3) of the Internal Revenue Code
3. An appropriate security and safety plan for groups expecting 200 or more participants
Must contact Paul Nienstadt, Assistant Superintendent for Operations and Safety at extension 27111

Upon receipt and approval of your application, an account will be created and you will be provided password access to enter facility use requests. As a registered user you will be able to view the public events calendar by month, week and day.

Applications from approved requestors for the current school year only will be considered based upon date of receipt, with in-district organizations and groups being given first priority. All facility requests must be submitted two weeks prior to date(s) requested to allow adequate processing time. Requests submitted for dates within two weeks cannot be guaranteed.

Please contact Alisa McCarthy at 497-4000 extension 27102 or email to amccarthy@ws.k12.ny.us with any questions.

The Washingtonville Central School District is committed to the intellectual, cultural, physical and emotional growth of our children in a safe and supportive environment.