

**APPLICATION FOR USE OF SCHOOL FACILITIES**

The Board shall be held harmless by the user for any liability that arises from the use of school facilities by any non-school related organization, individual or activity. The individual who signs the use of facilities request will be required to submit clearances (Act 151, Act 34, and FBI) which can be no older than one calendar year & proof of liability insurance in the amount of at least \$1,000,000 carried by the organization & the School District must be named as an additional insured. The requesting individual will be responsible to establish and maintain order during his/her use of facilities.

(Please print)

Organization: \_\_\_\_\_ Date of Application: \_\_\_\_\_

President/Secretary/Sponsor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Building:  Elementary  Middle School  High School  Other \_\_\_\_\_

Area of Building Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_  AM  PM

Dates Requested: \_\_\_\_\_

Purpose of the Request: \_\_\_\_\_

Do all members of your organization live in the Wilmington Area School District?  Yes  No

Will your organization charge admission?  Yes  No Will food be sold or served?  Yes  No

Will your organization require the use of District equipment?  Yes  No

If "yes", please list equipment: \_\_\_\_\_

- We agree to leave the building in the same condition as we find it.
- We agree that the use of the building will conform to rules and regulations of the Department of Labor Industry, that it, all exits will be kept clear for emergency use at all times.
- We further agree to pay for any damages to the building or equipment caused by members of the group or organization listed below.
- We understand and agree that all regular varsity athletics and school-sponsored activities take precedence for use of the facilities and/or grounds and that the scheduling of athletic events or school sponsored functions may make necessary the cancellation or re-scheduling of this form.
- We understand that equipment already in place may be moved only by a custodian. (i.e. – stage, volleyball net, athletic equipment, etc.)

President/Secretary/Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY BUILDING PRINCIPAL**

All Dates Approved

Application Denied

Application Approved Except for the Following Dates:

PLEASE SEE:  Attached Letter

Other \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CLEARANCES FILED:

Act 151 - Date \_\_\_\_\_

Act 34 – Date \_\_\_\_\_

FBI – Date \_\_\_\_\_

**PERSON RESPONSIBLE FOR OPENING AND CLOSING BUILDING:**

Custodian \_\_\_\_\_

Other \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

**CONTINUED ON NEXT SIDE**

## **FEE SCHEDULE**

Use of school facilities for activities directly related to the educational program and district operations shall be without cost to use except that the user shall be responsible for extra custodial/kitchen worker pay and benefits. Use of facility requests made by outside groups (consisting of a majority of residents) not related to the educational program and district operations shall be responsible for the below rates (excluding police/security) at a 50% discount.

### **Schedule of Rental Rates for Groups**

Location	Rate	Location	Rate
High School Auditorium and Stage	\$350.00	Computer Labs	\$75.00 Hourly
Gymnasium (HS or EL)	\$350.00	Classroom	\$50.00 Hourly
Fitness Center	\$350.00	Stadium	\$1500.00
Cafeteria (with kitchen)	\$250.00	Stadium (with lights)	\$125.00 Hourly
Cafeteria (without kitchen)	\$150.00		

### **Other Mandatory Charges**

Location	Rate	Location	Rate
Custodian	\$30.00 Hourly	Cafeteria Personnel	\$30.00 Hourly
Stadium Concession	\$100.00/Event	Police/Security	District's Rate

- Rental rates waived for WPIAL and PIAA events.
- Rental rates waived for scouts, midget football, community baseball and softball leagues. Will be required to provide clearances & insurance as stated at the beginning of the application.
- Rental rates waived for school-sponsored organizations.
- Adult athletic (consisting of majority of residents) will be charged \$25/per activity/day for utilities. Each individual will be required to sign a hold harmless agreement along with clearances & insurance as stated at the beginning of the application.

### **SUPERVISION**

- The user of facilities shall be financially liable for damage to the facilities and for proper chaperonage, police, and staff.
- When the activity warrants, the user shall present evidence of organizational liability insurance to the limit prescribed by the district.
- The Board shall be held hold harmless by the user for any liability that arises from the use of school facilities by non-school related organizations, individuals, or activities.
- A custodian or other school employee must be present during the entire time the facility is being used by an outside organization. If an organization requests hours other than the regularly scheduled hours for custodial staffing, it is the user's responsibility to make arrangements for a school district employee to be present.

### **OTHER**

- All activities must terminate by 10:30 p.m., unless special arrangements have been made.
- The ending time on the request is the time that the user is to be out of the facility. It is not the time that the user stops its activity, but the time that all members are out of the facility and the building secured.
- Any student group requesting the use of school facilities shall require supervision by a school district employee at all times.
- The school district reserves the right to request a roster of participants including names, addresses and phone numbers to determine whether or not the user meets the established criteria.

### **VIOLATIONS**

- The school district reserves the right to remove from school district premises an individual or community group who fails to comply with the terms and conditions of Policy 707 – Use of School Facilities and established procedures.
- In the event an individual or community group violates Policy 707 – Use of School Facilities or the terms under which permission was granted to use school facilities, that individual or community group forfeits the right to submit future written requests to use school district property, unless otherwise decided by the Board.
- Any person/group found leaving school entrance doors “propped open” will be deemed to have violated Policy 707 will be banned from the District and will forfeit the right to submit future written requests to use school property.

**I have read and understand all of the above rules and regulations and my signature indicates my organization's agreement to comply with all of the above. I understand I am required to submit clearances (Act 151, Act 34, and FBI) which can be no older than one calendar year, provide proof of liability insurance in the amount of at least \$1,000,000 carried by the organization & the School District must be named as an additional insured. I will be responsible to establish and maintain order during my use of the facilities.**

President/Secretary/Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Approved – 2018