



Wilmington Area School District
Office of the Superintendent

WA - 03

Use of School Facilities

(Central Office Only)
Board App Yes
No
Date _____

Name of Organization _____

Name of Person Making Request _____

Address _____

Telephone _____ Fax # _____ Approx Group Size _____

- Facility Requested Wilmington Elementary School
 Wilmington High School/Middle School
- Area(s) Requested HS gymnasium MS gymnasium
 cafeteria classroom
 auditorium
 other (please specify) _____

Equipment/Staff Requested _____

Describe Event/Activity _____

Date(s) of Event _____ Time(s) From _____

Admission Charge (if any) _____ To _____

Applicant Signature _____ Date _____

Administrator Signature _____ Date _____

Superintendent Signature _____ Date _____

Central Office Use Only:

Rental Fee Required Fee _____

Security Protection Required Fee _____

Cafeteria Personnel Required Fee _____

Custodial Services Required Fee _____

Add'l Needs/Fees Fee _____
Specify _____

Total Fees _____

Approval Notification:

Applicant _____

Administrator _____

Maintenance _____

Fees Paid _____ Date _____

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	\$1000.00 per day	Computer Labs	\$ 150.00 Hourly
Gymnasium (HS or EL)	\$ 600.00 per day	Classroom	\$ 100.00 Hourly
Fitness Center	\$ 500.00 per day	Stadium	\$ 3000.00
Cafeteria (without kitchen)	\$ 100.00 Hourly	Stadium (with lights)	\$ 150.00 Hourly

Other Mandatory Charges

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

- Rental rates waived for District 10 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: _____