

Sto-Rox SD Facility Use Request

Please submit to SUPERINTENDENT'S OFFICE, STO-ROX UPPER ELEMENTARY SCHOOL, 1105 VALLEY STREET, MCKEES ROCKS PA 15136. Requests to be submitted *at least fourteen (14) working days in advance of event*. A 24-hour cancellation notice is required.

Name of Organization: _____ Date(s) Requested: _____

Commercial Group Non-Profit (If checked, you MUST submit a copy of tax exempt certificate.)

Admission fee/registration fee charged? NO YES Number of Persons Anticipated: _____

Event Description: _____

Actual Event Start Time: _____ a.m. p.m. Set-Up Start Time: _____ a.m. p.m.

Actual Event End Time: _____ a.m. p.m. Clean-Up End Time: _____ a.m. p.m.

Facilities Requested At: Primary Center Upper Elementary School Jr-Sr. High School

Specific Areas:

_____ Football Field	_____ PA System	_____ Gymnasium
_____ Locker Room	_____ Concession Stand	_____ Auditorium
_____ Scoreboard	_____ Library	_____ Kitchen
_____ Ticket Booth	_____ Classroom(s) # _____	_____ Cafeteria
_____ Field Lights		

Additional Equipment/Services Needed: Tables (quantity) _____ Chairs (quantity) _____ Microphone _____
Other _____

General Liability Insurance: *Organizations/Persons using school facilities shall provide the District with proof of insurance listing the Sto-Rox School District as Additional Insured.*

Hold Harmless Agreement: *The undersigned on behalf of the Organization, does hereby covenant and agree to defend, indemnify and hold harmless the District from and against any and all liability, loss, damages, claims or actions (including costs and attorneys fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connections with the actual or proposed use of District's property, facilities and/or services.*

School Board Policy #707 regarding Community Use of Public School Facilities can be found at www.srsd.k12.pa.us, under School Board Policies.

I have read the regulations and do hereby certify that I have been duly authorized by the above-named organization which I represent to enter into this agreement, and that the activity which the organization is sponsoring fully meets the conditions set for the herein and that we agree to observe all rules, fees, and procedures as stated.

Contact Name (Print) _____ Phone: _____

Contact Email: _____

Address _____ City _____ State _____ ZIP _____

Signature _____

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Application Procedures

Groups requesting use of school buildings and facilities must use the facility request form.

The use of school buildings, grounds, equipment, and facilities will be authorized by the Board of Directors in conformity with the following regulations governing their use as approved by the Board.

1. Application forms for the use of school facilities should be presented, within a reasonable time in advance of the date(s) requested, to the Superintendent's office for the School Board's consideration. Information requested will include, but may not be limited to: School Requested, Day(s) and Date(S), Time, Type of Activity, Participation fee charged and Amount, Admission Charged and Amount, Areas Requested, Group or Organization Making Request, Supervisor of Event and Contact Information, as well as signatures and information regarding liability insurance.
2. The use of school facilities for school purposes or for school-related organizations have precedence.
3. Where custodial, security, audio-visual or other personnel is required for use, fees shall be charged to users according to Group.
4. Invoice will be sent after event. Payment due within 30 days of invoice date.
5. All activities must be under competent adult supervision. The group using the facilities will be responsible for any damage to the building or equipment.
6. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Superintendent. All school equipment on the premises shall remain in the charge and control of the building principal or responsible administrator, and shall not be used without the express written permission of the administrator.
7. Events with 200 people or more would require the applicant to contact the fire and police department to obtain the necessary coverage.
8. In the event of school closings or early dismissals, the facilities shall be unavailable. An exception will be made at the discretion of the Superintendent.
9. Any organization granted permission to use a school facility will be required to furnish a certificate of insurance evidencing commercial general liability insurance covering such event in an amount no less than \$1,000,000 for each occurrence and \$1,000,000 in the aggregate covering both bodily injury and property damage. A copy of the applicant's insurance policy naming the Sto-Rox School District as additional insureds, on a primary and noncontributory basis, for the use of school facilities must be on file in the office of the Business Manager prior to the use of our facilities.
10. The Board will approve and periodically review a fee schedule for use of facilities.
11. The Board reserves the right to revoke permission for use previously granted.

Eligible Organizations and Priority of Use

Administrators responsible for approving requests for use of school district facilities will use the following guidelines regarding the priority of usage of such facilities:

Order of Priority	Groups
School-sponsored programs and activities	Group I
Activities of school-related organizations (e.g., PTO, Booster Clubs, and similar organizations)	Group I
Area agency activities (e.g., boy/girl scout groups and other youth group/services as approved by Board)	Group II
Organizations located in the District	Group III
Organizations located outside of the District	Group IV

Facilities	Group II Hourly Fee	Group III Hourly Fee	Group IV Hourly Fee
Auditorium, Cafeteria, Kitchen, Classroom, Gymnasium	*Hourly fee for Custodian (*if outside normal operating hours)	\$30/hr plus custodian	\$50/hr plus custodian
Jr.-Sr. HS Activities Field	\$60/hr plus custodian *see below	\$60/hr plus custodian *see below	\$120/hr plus custodian *see below

Added fees for using locker room, scoreboard, field lights, PA system, concession stand

Group I: School-sponsored programs and activities; activities of school-related organizations (e.g., PTO, Booster clubs, and similar organizations)

1. There are no facility use fees for Group I.
2. The custodial and/or security fees shall be paid entirely by the District for school affairs sanctioned by the Board.
3. Police and fire fees shall be paid directly to the town by the school-related or school-sponsored organization.

Group II: Town department or town agency activities (e.g., boy/girl scout groups and other youth groups or services as approved by the Board)

1. There are no facility use fees for Group II.
2. The custodial and/or security fees shall be paid by the group.
3. Police and fire fees shall be paid directly to the town by the group.

Group III: Activities of organizations located in the District

1. Facility use fees will be charged per Fee Schedule.
2. The custodial and/or security fees shall be paid by the organization.
3. Police and fire fees shall be paid directly to the town by the organization.

Group IV: Activities of organizations located outside of the District

1. Facility use fees will be charged per Fee Schedule.
2. The custodial and/or security fees shall be paid by the organization.
3. Police and fire fees shall be paid directly to the town by the organization.

Restrictions on Use of School Facilities

The following restrictions shall apply and the following activities are prohibited to the use of school facilities:

1. Use of school property to individuals or organizations whose are of a subversive nature.
2. Use of school buildings for games of chance for profit.
3. The granting of further use of premises to any person or organization which fails or refuses to pay for any damage sustained by its use.
4. Use for activities which engender racial or religious prejudices or which are inimical to democracy.
5. Illegal activities will not be tolerated.
6. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
7. Refreshments may not be prepared, served or consumed without the prior approval of the responsible administrator in accordance with the district's Wellness Policy. Upon approval by the administrator, refreshments may be prepared, served and consumed only in designated areas.
8. Obscene advertising, decorations or materials shall not be permitted on school property.
9. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products or alcoholic beverages shall not be permitted.
10. Activities that are disruptive or violate fire code of the school environment are not permitted.

Any violation of this Policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

Responsibility for Damage to Property or Loss of Property

In order to use school district facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the facilities.