

Fleetwood Area School District

Request for Use of School Facilities

2017.18

- In-House Use
 Outside Use

Name of Organization: _____

Address of Organization: _____

**** If requesting use of more than one building, a separate Use of Facilities forms MUST be submitted for each building.**

Building Requested (please circle): High School Middle School
 Andrew Maier Richmond Willow Creek (No weekend use permitted at elementary schools)

Date(s) of Activity: _____ **Purpose of Activity:** _____

Facilities Requested (please circle): Gymnasium HS Auxiliary (HS gym not available) MS Gym 5/6 MS Gym 7/8
Café (w/ kitchen/without kitchen) Willow Creek LGI

Auditorium: Orchestra Pit (Open or Closed) _____ **(\$300 fee if Pit must be opened or closed for event)**
 Sound _____ Lighting _____ Other _____

Stadium: Turf Field/Track _____ Athletic Fields (specify) _____

Other _____

Set-up Time(s): _____ **Activity Time(s):** _____ **Clean-up Time(s):** _____

***District facilities are available Monday – Friday 8 a.m. to 9 p.m. Saturday 8 a.m. to 6 p.m. Buildings are closed on Sundays and contracted holidays. For outside organizations: If advertising for this event, it must clearly state that FASD is not affiliated with the program.**

**** If requesting facilities for multiple dates and times, please attach a schedule.**

Equipment needed: _____

***Each building has at least one automatic external defibrillators for emergency use.**

Security needed: () Yes () No If checked yes, building principal initials: _____

Approximate number of people involved: _____ **Admission fee (if any):** _____

Adult supervising activity _____ **Phone ~ Home:** _____ **Work:** _____ **Cell:** _____

***If more than one adult involved, please attach a separate sheet of paper with a complete list of names and phone numbers.**

The Fleetwood Area School District has beautiful facilities. Maintaining these facilities is the responsibility of ALL who use them. The sponsoring individual or group will be held financially liable for any damage to the facility (whether the damage was intentional or not). The supervising adult is responsible to ensure that all participants stay in the area where the event is taking place. Individuals found outside of the area will be removed from school property. All FASD buildings and grounds are tobacco free. Failure of your organization to enforce these policies may result in denial of future facility use.

I hereby certify that I have read, understand, and agree to abide by the contents of the district policy governing use of school facilities. I hold the school district harmless from all claims for injury to or the death of any person, and for damage to or the loss of any property arising out of or attributed directly or indirectly to the operations or omissions of the school district. I understand that I am responsible for supervision of all participants in this activity (suggested adult to student ratios – 1:15 grades K-6, 1:25 grades 7-12). As the sponsor of this event, I understand that I (or my group) will be held financially liable for any damage to district property.

Contact Person (please print): _____ **Signature:** _____

Address: _____ **E-mail Address:** _____

Daytime Contact Phone: Home: _____ Work: _____ Cell: _____

Submit Your Request To: **Athletic Office** for all outside athletic facilities (fields). **Building Principal's Office** for all building facilities.

Upon approval by the building principal, all forms should be forwarded to the facilities office (request for usage of a gym should be forwarded first to the athletic office).

***Please submit at least 14 days, but not more than 90 days, prior to scheduled event. Failure to submit this form within the time specified may prevent the district from accommodating the request. To cancel your request during school hours, please call 610-944-8111 X 1400. For last minute cancellations at night and on weekends, please call 484-955-1423.**

Liability Insurance – All community groups will need to submit a list of their officers and contact information, a copy of their current by-laws, their financial statement, and evidence of liability coverage. The requesting organization or group must bear all the costs in providing a certificate of insurance from a company authorized to do business in Pennsylvania. The policy shall be for an amount not less than \$300,000 personal injury liability and \$100,000 property damage. The Fleetwood Area School District shall be named as an additional insured on all policies. These documents will be required at the beginning of each school year. **Liability insurance will not be required for individuals or small groups of 15 or less participants.**

Insurance certificate attached () Yes () No () Already on file for the year

*User holds the school district harmless from all claims for injury to or the death of any person, and for damage to or the loss of any property arising out of or attributed directly or indirectly to the operations or omissions of the school district. User indemnifies the school district for all damage to property belonging to the school district and for all injuries to or the deaths of any representative or employees of the school district resulting from all acts or omissions of user.

**Should the hours exceed the organization's request or if damage occurs during use of facility, an additional fee will be incurred and added to balance due. An itemized excess costs bill will be provided the user.

***School district activities shall take precedence over community/outside groups. If necessary, previously approved community events may need to be cancelled. You will be notified as soon as possible if a cancellation is required.

If a fee is involved, an invoice will be issued to you. Failure to pay fees will result in discontinuation of use of facilities. Payments must be received prior to event.

Payment must be made for all reserved time. Only reductions/cancellations of reserved times provided in advance of a scheduled event will result in a reduction in fees. No discounts on unused time are permitted.

Facility Fee \$_____

Personnel Fee \$_____

Security Fee \$_____

TOTAL ESTIMATED CHARGES \$_____

Superintendent/Business Manager Approval of Rate \$_____ **Initials** _____

Please attach the insurance certificate.

Check attached to this form () Yes () No *(make checks payable to: Fleetwood Area School District)*

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved _____	_____	Athletic Ofc/Food Svc
(Signature)	(Date)	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved _____	_____	Facilities Office
(Signature)	(Date)	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved _____	_____	Principal
(Signature)	(Date)	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved _____	_____	Superintendent
(Signature)	(Date)	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved _____	_____	Board of School Directors
(Signature)	(Date)	<i>(approval needed for Outside Use)</i>

Invoice issued on: _____ by: _____.

Payment rcvd on: _____ in the amount of \$_____.

**Fleetwood Area School District
Use of Facilities
Fee Schedule**

Indoor Facilities (including gymnasium) are only available when the building is open. There will be no fee for groups whose only purpose is to support district students and programs (such as PTA, Safe Graduation, booster clubs).

RATES

Inside Groups: Groups with greater than 67% FASD resident participation, including IRS nonprofit groups serving the community or students. Please attach list of participants and their address to obtain this rate.		Outside Groups: Groups with less than 67% FASD resident participation and for events when an admission/entry fee.	
Gymnasium	\$ 8/hour	Gymnasium	\$50/hour
Middle School Auditorium	\$13/hour	Middle School Auditorium	\$75/hour
High School Auditorium	\$17/hour	High School Auditorium	\$100/hour
Cafeteria w/out kitchen	\$10/hour	Cafeteria w/out kitchen	\$60/hour
Cafeteria w/kitchen - requires one kitchen staff member	\$17/hour	Cafeteria w/kitchen - requires one kitchen staff member	\$100/hour
Staff (kitchen or additional custodial staff as needed, depending upon event) to be determined by district.	\$30/hour	Staff (kitchen or additional custodial staff as needed, depending upon event) to be determined by district.	\$30/hour
Stage Lighting – run by district approved personnel	\$10/hour	Stage Lighting – run by district approved personnel	\$60/hour
Library	\$7/hour	Library	\$40/hour
Classroom (includes teacher use for tutoring lessons, etc.)	\$5/hour	Classroom	\$30/hour
Parking Lot	Free	Parking Lot – no charge if using facility as well	\$10/day
*FASD groups will be charged 50% of the outside group fee when an admission/entry fee is charged.			

Grass Fields: \$100/field for each season (maximum 12 weeks)

Number of fields by building – Richmond 2; Walnuttown 2; Andrew Maier 2; High School/Middle School 4; Willow Creek 2.

Stadium Fees:

- Rental required for outside groups \$150/hour
- District Staff – one staff member required @ \$30/hour
- Security \$25/hour (when more than 100 spectators are anticipated)
Groups may develop a plan to utilize their own security staff and submit it to the Athletic Department for prior approval as an alternative to district security personnel.
- Concession Stand \$15/hour
Groups using the concession stand on multiple occasions in a season may donate a minimum contribution of \$1,000 to the Stadium Maintenance Fund rather than paying the hourly concession stand rate.
- Stadium Lighting \$35/hour
- Groups that wish to use the press box are required to make a \$2,000 security deposit with the school district. Only an individual from the organization trained by the school district in the correct operation of the controls is permitted in the press box at all times. This individual is permitted to only use the speaker system, the clock, and the team scores. Operation of the message board is not permitted. In addition, the fee for use of the press box is \$35/hour.

Use of Tennis Courts: When three or more courts are utilized, the fee will be \$5/hour for each court in use.

Use of Indoor Facilities and Fields: When an admission/entry fee is charged, requests for indoor facilities and fields will be reviewed individually and fees will be based upon the individual needs of the particular event. These needs could include custodial and security services.