

PENN-DELCO SCHOOL DISTRICT
Aston, Delaware County, Pennsylvania 19014

APPLICATION FOR USE OF SCHOOL FACILITY

This application is to be completed and returned to the Director of Facilities, Penn-Delco School District,
3000 Dutton Mill Road, Aston, PA, 19014 in accordance with the attached regulations.

A minimum of five (5) working days is required to process all requests.

TO BE COMPLETED BY THE APPLICANT

1. Name of Organization _____
2. Requester's Name: _____ E-Mail Address** _____
3. Address of Organization _____ Requester's Phone # _____
4. Building Desired (**be specific**) _____ Room or Field Desired: _____
5. Principal Approval _____ Date _____
6. Date(s) Facility Desired _____ Hours: From _____ To _____
7. The Activity:
 - Briefly describe the nature or purpose of the activity. Specify if donations will be taken, or if admission is charged specify amount.

 - Additional Equipment required (projector, piano, microphone, soundboard, Etc.)
 - Additional Personnel required (stage crew, custodian, security, etc.)
 - Total number of persons expected to be in attendance _____

All Certificates of Insurance must name Penn-Delco School District, 2821 Concord Road, Aston, PA as the Certificate Holder & Additional Insured.

Two residents of the Penn-Delco are/will be responsible for the conduct of the activity and any damages that may occur.

NAME	ADDRESS	DAYTIME TELEPHONE	E-MAIL ADDRESS**
_____	_____	_____	_____
_____	_____	_____	_____

-----FOR OFFICE USE-----

1. Charges to be made:
 - Rental _____
 - Personnel _____
 - Other _____
 - Total _____

In accordance with the attached regulations, all rental fees must be paid **two weeks prior** to use. Payment is to be made to the Penn-Delco School District.
Payments are also accepted through PaySchools at www.pdsd.org.

2. Exceptions and/or Restrictions:

3. **Office Action:**
 - Approved Date _____
 - Rejected Date _____
 - Permit/Schedule ID #: _____
 - Date Entered _____

Certificate of Insurance Received: Yes No
Indemnification Received: Yes No
Date Indemnification Signed _____

Director of Facilities

** Contact e-mail address is required – all approval, denial, and cancellation notifications will be sent via e-mail only. No paper copies will be distributed.

No. 707-AR

PENN-DELCO SCHOOL DISTRICT
ADMINISTRATIVE REGULATION

ADOPTED: March 23, 2010

707-AR. USE OF FACILITIES

WHEREAS, the Penn Delco School District Board of Education, Aston, Pennsylvania, agrees to rent facilities as requested in the "Application for Permit for Use of Facilities" upon the terms and conditions hereinafter set forth.

Now, THEREFORE, inconsideration of such rental, the lessee agrees to the following conditions:

1. Any organization or group who uses approved school facilities is responsible for admission and conduct of participants and spectators. Facilities users will adequately protect the facility, equipment, participants, and spectators. Individuals and/or groups accept facilities with the understanding that during heating season (September-May) buildings are cooler on evenings and weekends.
2. Any organization or group, which uses approved school facilities, will designate one group member who is responsible to supervise the activity. This person is responsible to the custodian (s) on duty.
3. All permits issued are for specific rooms, spaces, and hours. The designated organization "person-in-charge" has responsibility for all persons involved in the facility use which is restricted to that part of the building requested for the activity. All other building areas are restricted and may not be entered. Applicants who have approved permits may use only assigned fields and/or facilities and only for the time (s) and date (s) specified in the permit.

School District fields may be used only for the specific, intended, and approved purposes. Organizations that have approved applications to use school district playing fields for athletic events or practice must carefully consider potential damage to the fields if practice or scheduled competition occurs when the ground is wet, soggy, muddy, or when precipitation is falling or has recently fallen. If the playing fields will possibly be damaged under these conditions, the organization and/or group authorized to use the facility should not practice or compete on those fields until field conditions permit. Field areas which have recently been seeded, landscaped, repaired, renovated, and/or otherwise designated as temporarily out-of-use will not be used. Vehicles may be parked only in designated areas. Violation of these policy requirements will cause any approved permit to be immediately revoked.

4. Organizations and groups are responsible for damage to buildings, equipment and grounds. If facility users find the part of the premises approved for use to be damaged or defective, the responsible organization person will report this condition to the custodian on duty prior to using the facility. Cost of damage, theft of school property, or any other loss to the district will be paid or reimbursed by the organization at a rate determined by the district.

5. Facilities use is automatically canceled when the facilities are closed by school authorities because of local, state, or national disaster, or emergencies (fire, flood, storms, or mechanical failure) as well as normal weather related school or event closings.
6. Organizations using school facilities must comply with state laws, local ordinances, and rules. Police protection must be arranged for by the approved user for all public assemblies.
7. The Director of Auxiliary Services will assign a custodian (s) to the building being used. The custodian (s) will ensure that the building is opened, lighted, heated, ventilated, cleaned, and closed. The custodian(s) may not deviate from approved procedures and will report variances and enforce regulations. A custodian and/or other authorized school employees shall be on duty whenever property is in use. A charge, in addition to the rental rate as per schedule, will be made for custodial services if additional work is required for preparations before or cleaning after a rental or approved use.
8. Permits, once issued, may not be transferred to any other person, group, company, or organization.
9. Permission to use fields and/or building facilities will be immediately revoked for misuse, abuse, damage, malicious mischief, vandalism, and/or act that causes the fields or facilities to be in less desirable or usable condition after approved use.
10. Outdoor school facilities are closed and off limits after dark except those areas lighted for nighttime use, and are subject to local municipality outdoor use ordinances.
11. Lights, stage scenery, score boards, projectors, public address systems, planetarium and other school equipment which requires a skilled operator will be supervised by a school district employee. Expenses for equipment operator and stage hands will be paid by the organization renting or using the property.
12. School district equipment may not be used unless specifically requested on the application and approved. Charges may be assessed for school district equipment use. Applicants should generally assume that School District equipment is not available for use.
13. All decorations and any temporary materials used must be fireproof and must be approved by school officials. Open flame decorations will not be used anywhere in the buildings. No object in auditoriums and foyers may be fastened to walls, ceilings, and/or floors. All objects, furnishings, and equipment must be installed and removed by the user under school staff supervision. Removal (along with debris) must be completed immediately when the activity ends.
14. To protect students, employees, and the public from a potential health hazard, smoking by employees, visitors, and all adults is prohibited at all times in all Penn-Delco School District buildings and on all school district premises. Smoking is prohibited at all times on school buses, in all classrooms, in all instructional areas, and in all employee workspaces.
15. All intoxicants, including alcohol, drugs, and/or any illegal chemical substance are strictly forbidden on school district premises.
16. Refreshments and/or food must be served only in cafeteria dining rooms, with the exception of those school district activities in which concession stands may be in operation. Any exceptions must first be approved by the building principal.

17. Footwear and appropriate dress will be worn inside buildings. Sneakers or gym shoes must be worn when using gymnasiums for athletic purposes.
18. District owned equipment will not be taken from school except for school business.
19. The Director of Auxiliary Services may require police protection for some events. When required, the cost will be paid by the organization responsible for school facility use.
20. School authorities may take necessary action to preserve order and to protect school property. This action does not relieve applicant's responsibility.
21. No payments will be made directly to school employees for any service provided.
22. All rental fees and security deposits will be paid two weeks prior to use. All other charges are payable within 30 days after the billing date. Checks should be mailed to the Penn-Delco School District, Attention: Director of Auxiliary Service - Facilities Use, 3000 Duttons Mill Road, Aston, PA 19014.
23. The organization or group will provide a Certificate of Insurance to the school district Director of Auxiliary Services when the facilities use application is submitted. Applications will be considered incomplete and will not be further processed unless a Certificate of Insurance accompanies the application. The minimum insurance limits provided shall be \$1,000,000 for personal injury and \$500,000 for property damage. Only the School Board may waive insurance requirements. Applicants who want to use school facilities will be informed of the required insurance when the contract is signed.
24. Chairs and/or other obstructions will not be placed in aisles, entrances, or exit areas.
25. School authorities reserve the right to limit, restrict, or prohibit proposed school facilities use when this use is not in the interest of the district or community.
26. The District Athletic programs, Adult School, and Summer School programs are not required to fill-out the Use of Facilities Application. These programs will utilize the co-curricular form to schedule use of District Facilities.
27. Staff members may not utilize facilities for any activity that could result in a financial benefit for the employee.
28. Requests for the use of a district concession stand shall be submitted in writing to the Business Administrator at least 10 days prior to the date(s) of the event. District or Booster Groups that serve or support student activities or programs shall submit their requests to the Athletics Director. Groups utilizing the concession stand are responsible for adhering to any and all district requirements or applicable regulation or laws addressing the operation of a concession stand.

HOLD HARMLESS AGREEMENT

The _____ shall idemnify and forever hold
Name of Group or Organization
harmless the Penn-Delco School District, its Board of School Directors, including the secretary of the
School District, his assistant, and all others who may in any manner act in any capacity for the
School District or its Board of Directors, of and from any and all claims, liabilities, losses, actions and
causes of action that may be brought by any person, firm or corporation, against them or any of them,
for any matter or thing arising or connected with the agreement entered into between the School District
and the _____ .
(Name of Group or Organization)

Name of lessee ("responsible individual")

Signature of lessee ("responsible individual")

Address

APPROVAL:

Director of Facilities – Date

Class A – School-Sponsored Class B – School-Related Organizations

1. No rental fee.
2. Custodial overtime paid by the district.
3. Cafeteria overtime charged to the organization.

Class B – School-Related Organizations

1. No rental fee
2. Custodial overtime paid by the district
3. Cafeteria overtime charged to the organization.

Class C – School/Community-Related

1. No rental fee.
2. Custodial and cafeteria overtime charged to the organization.

Class D – Non-Community-Organizations

1. Rental fee charged to the organization.
2. Custodial and cafeteria overtime charged to the organization.

Class E – Adult/Noncommunity-Related

1. Rental fee charged to the organization.
2. Custodial and cafeteria overtime charged to the organization.