

PANTHER VALLEY SCHOOL DISTRICT
11 East Bertsch Street, Lansford, PA 18232
Phone: (570)645-4248 Fax: (570)645-6232
USE OF FACILITIES AGREEMENT

Organization Name _____ Today's Date _____

Facility Requested (please circle): High School Middle School Elementary School
 Stadium Other (please specify) _____

Area of facility _____

Date(s) Requested _____

Time(s) Requested _____

Activity Type (please circle): Student Continuing Education Community Private
 Other (please specify) _____

Number of Participants _____ Admission Charged? Yes___ No___ Amount _____

Proceeds will be used for _____

Specific Purpose or Use _____

Equipment Brought In _____

School Equipment Requested (please circle): Sound System Stage Lighting Scoreboard
Folding Stands Concession Projector Cafeteria Other _____

Do you, the requesting organization, have an in-force public liability policy? Yes___ No___

If "yes", please attach.

Name of Insurance Carrier _____

Address _____

Phone # () _____

What are the limits of liability? (minimum \$500,000 required)

Bodily injury \$ _____ Property damage \$ _____

Date policy in-force: From ____/____/____ to ____/____/____

List name, address, phone number, and email address of two responsible officials of your organization who will be present at the time the facilities requested are being used and who will accept responsibility for adherence to Panther Valley School District rules and regulations.

Name (please print)

Street Address

Phone #

City, State, Zip Code

Email Address

Name (please print)

Street Address

Phone #

City, State, Zip Code

Email Address

Use of School Facilities

School facilities of this District should be made available for community purposes, provided that such time does not interfere with the educational program of the schools.

The Board will provide for the use of school facilities when permission has been requested, in writing, and has been approved by the Board in accordance with the following order of priority:

Forms must be submitted to the building principal prior to the first Tuesday of each calendar month for Board of Education approval.

LEVEL I: Approved District Student Organization/ Continuing Education Program

FREE. No facilities charge for either admission or non-admission activities. School affiliated groups of PVSD such as classes, clubs, school board, booster clubs, PTA/PTO, school age athletic groups, and functions sponsored thereby and funds generated benefit the membership and/or participants, the primary make-up of which are youth living within the PVSD's attendance area.

LEVEL II: Civic Service or Community Organization

Community groups from the PVSD that are civic, charitable, or service in nature, and charging admission.

LEVEL III: Private Interest Groups

All others.

<u>Rental Charges (Per Date):</u>	<u>Level II</u>	<u>Level III</u>		<u>Level II</u>	<u>Level III</u>
Gymnasium (HS)	\$150.00	\$ 200.00	Gymnasium (MS, ES)	\$125.00	\$ 175.00
Auditorium (HS)	\$300.00	\$ 600.00	Auditorium (MS, ES)	\$250.00	\$ 300.00
Cafeteria (HS, MS, ES)	\$ 75.00	\$ 100.00	Stadium	\$800.00	\$1000.00
Classroom/ Computer Lab	\$ 50.00	\$ 100.00	Stadium (w/ lights)	\$900.00	\$1200.00

School facilities, except athletic fields, are generally unavailable for public use on Sundays. Exceptions may be made for Baccalaureate services, musical/drama productions, or community banquets.

School facilities will not be available to promote or conduct commercial sales by profit making organizations.

The Board of Education reserves the right to reject or accept any requests for use, and also the right to adjust rental fees if and when individual applications merit it.

When school facilities are used, an insurance policy of a minimum of \$500,000 public liability is required. Proof of insurance must accompany each application.

An exception to the insurance requirement may be made for civic or community organizations holding meetings limited to their membership or sponsoring youth activities as an extension of the district academic or extracurricular program.

Groups qualifying for the exception shall include: Booster Clubs, Parent Organizations, Scouts, Kiwanis, and Municipal Recreation Boards.

There must be a school custodian on duty at all times when school facilities are in use.

The use of security persons, custodians, and audio-visual technicians is required. The number needed for any event will be determined by the Maintenance Supervisor and/or Building Principal with the organization using the district facilities.

When the services of a custodian are required outside the regular work day the sponsoring group will be invoiced and pay the Panther Valley School District for services rendered.

When the kitchen of any building is used, a school employee, trained in the operation and safety of food service equipment, must be on duty. The sponsoring group will be invoiced and pay the Panther Valley School District for services rendered.

If a school custodian or cafeteria employee is unavailable under the above terms and conditions, a representative may be designated by the building principal to perform the housekeeping, security, and safety functions.

No smoking will be allowed except in designated areas.

No drinking of alcoholic beverages is permitted.

Groups authorized to use school property are responsible for the supervision, discipline, and care of students or other individuals attending the event.

Should an organization who has been given permission to use a District facility decide to postpone or cancel an event, it is the responsibility of the organization to contact members, parents, etc. of the cancellation or postponement. The District does not accept responsibility for contacting members, parents, media, or group members.

Buildings and equipment must be left in clean and orderly condition. Failure to do so will result in an extra charge based on the time necessary to return the building to its proper condition.

Gambling or other conduct detrimental to the public interest is not permitted in school buildings.

All fees are due and payable within 10 days of the event to the school district Business Manager.

SIGNATURES

_____ Requesting Officer _____ Date

FOR OFFICE USE ONLY

_____ Maintenance Sup. _____ Date

_____ Building Principal _____ Date

_____ Athletic Director _____ Date

_____ Cafeteria Manager _____ Date

_____ Audio-Visual Adv. _____ Date

_____ Business Manager _____ Date

Group Classification _____ Charge for Building _____

Charge for Custodians _____

Other Charges _____

Property Damage, if applicable _____

Security Charge _____

ESTIMATED TOTAL COST _____

APPLICATION STATUS

Approved _____ Denied _____

Signature – Office of Superintendent _____

Date _____

