

School Board Policy 707	Ambridge Area School District <b>REQUEST FOR USE OF SCHOOL FACILITIES</b>	<b>FOR ASSISTANCE, CALL OFFICE OF FACILITIES USAGE AT 724-266-2833x2235</b>
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"All Class II, III and IV facility use applicants must at all times carry and maintain comprehensive general liability insurance, providing minimum single limits of \$1,000,000 for personal injury and property damage for each occurrence, from a carrier acceptable to the district. As part of the permit application process, the applicant must submit a certificate evidencing the required coverage."

■ **Instructions:** Applicant must complete this section and submit to Addie Lucatorto, Athletic Director or email to alucator@ambridge.k12.pa.us. Submit form to requested 14 days prior to event for Class I Groups and 45 Days for Class II, III, IV. SEE BELOW IF YOU HAVE QUESTIONS PERTAINING TO WHICH CLASS YOU FALL UNDER.

Group Name:	Applicant's Name:	Email Address:	Address:	Telephone:
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Describe your event and answer all questions below:

\_\_\_\_\_

\_\_\_\_\_

1. Is this a fund raising activity? Yes No          2. Is this a senior project? Yes No.
3. Will there be food at your event? Yes No. If yes, where do you intend to eat? \_\_\_\_\_
4. Will other concession be sold? Yes No. If Yes, what? \_\_\_\_\_ Admission Fee? Yes No
5. Expected attendance \_\_\_\_\_ How many on your staff? \_\_\_\_\_
6. Are there any other groups involved in this use? Yes No. If yes, list \_\_\_\_\_
7. Do you require any equipment from school? Yes No. If Yes, list equipment: \_\_\_\_\_

DATE NEEDED		DAYS OF WEEK							EVENT TIMES		OCCUPYING TIMES
FROM	TO	S	M	T	W	T	F	S	START	END	CHECK-IN

LIST SPACES NEEDED FOR EVENT:	Signature of Applicant	Date
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<b>COSTS ASSOCIATED WITH USE OF SCHOOL FACILITIES</b> Costs may include: utilities, custodial services, or other personnel costs. SEE BELOW FOR MORE INFORMATION.	<b>WHAT DO I DO NEXT?</b> 1. Wait till you are contacted via email for approval or denial 2. If approved you will be scheduled for your event. 3. If necessary deposit and insurance will be collected.
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**SCHOOL MUST COMPLETE THIS SECTION**

1. WE REQUIRE THESE CUSTODIAL SERVICES:    Set up     Heat/AC     Clean up     Other \_\_\_\_\_     Please Evaluate
2. SECURITY FOR THIS EVENT WILL BE:     NA \_\_\_\_\_     School Personnel     Please Evaluate
3. AFTER CONSULTING WITH APPLICANT, WE HAVE DETERMINED THE COSTS FOR USING SCHOOL FACILITIES TO BE PAID BY:

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Group is approved for the following rooms:  _____
Administrator Signature                                  Date	

■ **ADMINISTRATOR:** completed requests must be submitted to business office

Ambridge Area School District  
Facilities Use  
Board Policy 707

**Purpose**

The Board recognizes that school district facilities are provided by the taxpayers to meet the educational needs of the community. The facilities are primarily available to support the K-12 instructional and extracurricular programs. When such district facilities are not in use for these purposes, they may be made available to community or non-community-based organizations, subject to Board policies, administrative regulations and prevailing fee schedules. The following guidelines and restrictions, and those appearing in and appended to the AASD Facilities Use Application and Agreement, are applicable to all user groups, except those which operate under separate or seasonal contracts.

**Guidelines**

Use of school facilities by community and non-community-based organizations cannot interfere with the district's instructional or extracurricular programs. All organizations granted permission to use the district's buildings and facilities under this policy must provide adequate supervision of all spectators and attendees at all times, and shall provide police and/or security protection if so required by the school administration in its sole discretion. If the administration determines that police or security services are required, the organization requesting use of the building or facility in question shall be required to contract independently with the district's security firm or the local police department as a condition precedent to use of such building or facility. The requesting organization may also be required to present written verification that the required security arrangements have been made 15 days prior to and as a condition precedent to its use of the building or facility requested.

**User Group Classifications**

**Class I:** Interscholastic athletic teams and student groups, clubs, and other extracurricular activities that are sponsored and approved by the AASD School District and its Board of School Directors. The term Class I shall also include Board-recognized parent-teacher organizations or associations (PTO/PTA) that are affiliated with individual schools in the district.

**Class II:** Organizations which meet at least one (1) of the following criteria:

- A. The organization constitutes an athletic program, team or other activity that receives funding from the AASD School District to offset a portion of its expenses.
- B. The organization constitutes a district-recognized booster organization that directly supports either (i) a Class I team, group or activity; or (ii) a partially-funded team, program or activity as defined in subsection (A) directly above.
- C. The organization constitutes a 501(c)(3) non-profit corporation or an unincorporated not-for-profit community-based group/organization that provides artistic, cultural, recreational, athletic or educational programs and/or activities to and for the benefit of residents of AASD.

**Class III:** For-profit company or individual that provides artistic, cultural, recreational, athletic or educational programs and/or activities to and for the benefit of residents of the AASD

**Class IV:** All other individuals, organizations and groups not included in Class I, Class II or Class III. These groups have no benefit to AASD

## Limitations and Conditions of Use

Applications for facility use submitted by Class I groups must be made a minimum of fourteen (14) calendar days in advance. Class II, Class III and Class IV groups must be made a minimum of (45) calendar days prior to the date of the intended use or scheduled event. Facility use requests that do not fall within the specified timelines will be considered on a case by case basis. Longer application periods may be established by the administration, in its discretion, for certain high-use facilities (including without limitation auditoriums and athletic fields and gymnasiums) and/or during peak activity periods. No request for use of a facility may be granted, and the administration may not issue a permit for use of any building or facility, unless the requesting organization has timely submitted a complete application and complied with all of the other terms of this policy.

The organization requesting use of any district building or facility will be responsible for prompt payment of all applicable rental, staffing and equipment fees, as described in the AASD Facilities Use Application and Agreement. The district's fee schedules will be revised periodically, upon recommendation by the Superintendent and approval of the Board.

All Class IV facility use applicants are required to make a minimum security deposit of \$500.00 upon approval of the organization's application. Failure to remit payment of the security deposit within ten (10) days of approval of the application may result in revocation of the facilities use permit. The district may, in its discretion, require a larger security deposit or require prepayment of all or a portion of the applicable rental, staffing and equipment fees depending on the nature and size of the requested event, and/or the applicant's payment history.

The security deposit and any prepayment will be applied against the total fees and expenses incurred by the applicant. The applicant will be invoiced for the balance of all fees and expenses incurred within fifteen (15) days following the scheduled event, and payment will be due within thirty (30) days of the date of the district's invoice.

All Class II, III and IV facility use applicants must at all times carry and maintain comprehensive general liability insurance, providing minimum single limits of \$1,000,000 for personal injury and property damage for each occurrence, from a carrier acceptable to the district. As part of the permit application process, the applicant must submit a certificate evidencing the required coverage. In addition, the certificate must:

1. Name the AASD School District as an additional insured.
2. State that the applicant's insurance will be primary over any other liability insurance that the district may carry.

No Class II, Class III or Class IV facility use applicant will be issued a use permit unless and until it has provided an insurance certificate meeting the requirements of this policy. Additional coverage may be required, in the discretion of the administration, depending upon the size, nature and location of the event.

### **Permits will not be issued for private use or for private parties.**

The district may enter into separate facility rental agreements with applicants that seek to rent a particular district facility or facilities on a regular, long-term basis. Such rental agreements, including rental fees and other charges, shall be separately negotiated between the applicant and the district and approved by the Board.

Additional equipment may not be brought into any school or onto district property except with the prior written approval of the administration, as evidenced on the facilities use permit. This is to be submitted on the application process.

Depending upon the size, nature and location of the event, the district will designate a facilities site manager to act as the district's on-site representative. All applicants granted a facilities use permit are

required to fully cooperate with the district's designated on-site representative at all times and to follow his/her lawful directions.

**Food and beverages are not permitted on district property except to the extent expressly provided in the facilities use permit issued to the applicant.**

The facility must be completely vacated at the time indicated on the permit. Applicants who are issued a facilities use permit shall confine their activity to the rooms and areas assigned to their use, as indicated on the facilities use permit. No individual shall be permitted to access or enter upon any portions of the district's buildings or property except to the extent expressly authorized in the facilities use permit.

The facilities use applicant is prohibited from using the requested facility or building for any use or activity not expressly authorized in the facilities use permit.

**All advertising and promotional materials distributed by the applicant must clearly state that the event or activity is not sponsored by the district.**

Requests to use district-owned or leased equipment in conjunction with a facility request must be identified on the Facilities Use Application and Agreement. Any applicant granted permission to use such equipment will be liable for any damage to or loss of equipment that occurs while in the applicant's possession or use. The applicant may be required to employ a qualified operator, such as the stage manager, approved by the district, to operate equipment.

#### Prohibited Activities

Applicants granted a facilities use permit under this policy are strictly prohibited from engaging in or permitting any of the following activities to occur during their use of the district's buildings and facilities:

1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.
2. Possession of weapons of any kind, regardless of whether the individual possessing the weapon has a license to carry the weapon.
3. Conduct that would alter, damage or be injurious to any district property, equipment or furnishings.
4. Conduct that would constitute a violation of the Pennsylvania Crimes Code and/or any other local, state or federal law and regulation.
5. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Board or administration.
6. Use of tobacco products inside school buildings or anywhere on district property, including without limitation on athletic fields and stadiums.

#### Violations

The district reserves the right to revoke the permit of any individual, group or organization and remove from the district premises any individual, group or organization that fails to comply with the terms and conditions of this policy and all other requirements and terms set forth in the AASD Facilities Use Application and Agreement.[\[2\]](#)

Any individual, group or organization that violates the terms of this policy shall be prohibited from any future use of the district's facilities or buildings, except upon prior approval of the Board.

## ASSOCIATED FEES

Class I-School District Activities							
Class II-School Affiliated Organizations							
Class III-Community Youth Organizations							
Class IV A -Resident/Non Profit Organizations							
Class IV B-Non-Resident/Non Profit Organizations							
Class IV C-Resident/Profit Making/Commercial Activities							
Class IV D-Non-Resident/Profit Making/Commercial Activities							
<b>FACILITY (Per Hour)</b>	<b>Class I</b>	<b>Class II</b>	<b>Class III</b>	<b>Class IV A</b>	<b>Class IV B</b>	<b>Class IV C</b>	<b>Class IV D</b>
High School Auditorium	N/C	N/C	N/C	\$150	\$200	\$350	\$450
High School Gymnasium	N/C	N/C	N/C	\$50	\$100	\$250	\$350
Field House Gymnasium	N/C	N/C	N/C	\$50	\$100	\$250	\$350
Junior High Auditorium	N/C	N/C	N/C	\$75	\$125	\$175	\$200
Junior High Gymnasium	N/C	N/C	N/C	\$25	\$50	\$100	\$125
Elementary Multi-Purpose Rooms/Gyms	N/C	N/C	N/C	\$25	\$25	\$35	\$50
Football Stadium	N/C	N/C	N/C	\$300	\$300	\$300	\$500
Cafeteria	N/C	N/C	N/C	\$20	\$50	\$50	\$100
Classrooms	N/C	N/C	N/C	\$15	\$25	\$15	\$30
<b>Class IV Rentals Include 1 hour for set up and 1 hour for cleanup (This is not counted towards hourly rate)</b>							
<b>Groups II-IVD</b>							
Lights-\$100/event (Stadium Light Usage) not based on hourly							
<b>Groups II-IVD</b>							
Stage Manager-\$30/hour or \$45/hour (past 8 hours)							
Stage Hand-\$10/hour or \$15/hour (past 8 hours)							
Site Manager- \$10/Hour							
<b>Groups II-IVD</b>							
Custodial/Maintenance overtime per hour will be charged (Overtime Rates Can Vary)							
Weekend and Non Traditional Hours with Large Groups require a custodian for a minimum of 3 hours and a site manager for the duration							