

REQUEST TO USE SCHOOL FACILITIES

Brockway Area School District

40 North Street, Brockway, PA 15824

Date: _____

Building Requested: _____ Facility Requested: _____

Date(s) Requested: _____

Note: Use of a facility will be granted for no more than three months at a time (excluding classrooms)

Time(s) Requested: Building to open: _____ Building to close: _____ Activity to begin: _____ Activity to end: _____

Purpose of use of facility: _____

Describe the activity taking place: _____

Name of Organization: _____ Number of People: _____

Name: _____ Address: _____ Phone: _____

Will items be sold? _____ Yes _____ No If yes, list items _____

Will admission be charged? _____ Yes _____ No If yes, list charges _____

Will team fees be charged? _____ Yes _____ No If yes, list charges _____

The applicant agrees to:

. Assume financial responsibility for all damages for destruction of school property and/or equipment that occurs while using the facility.

. Abide by the nondiscrimination policy as adopted by the Brockway Area School District (see reverse side).

. Provide a **"Certificate of Insurance"** at the time the request is submitted.

. Basic Fee from facility rate list on back: (See policy #707 for listing of groups eligible for waiver of basic fee - **Category I**)

The use of school facilities when school is in session, must fall outside of operational hours (7:15 a.m. to 3:15 p.m.)

My signature below indicates that I have read and acknowledged the facility rate list and restrictions for facility use as shown on this form.

Signed: _____

Date: _____

Please remember there is a possibility that on an occasion a school function may take precedence over your request. In the event this happens, every attempt will be made to notify you in advance so you can make arrangements to reschedule your time or possibly reschedule it in another school for that one particular night.

To make all of the necessary arrangements, please contact the **Building Principals** for use of the **Elementary Building, High School Building, and Peter Grecco for use of the Elementary & High School Gyms, Multi-Purpose Buildings and Fields**. Because of safety concerns for the public, students and staff, the buildings of the Brockway Area School District will not be open for public use during weather or safety related school closings. Also, approval for weekend building use during the winter months is contingent upon safe weather conditions and may necessitate the buildings being closed at the last minute.

Note: Availability must be confirmed by building representative prior to being sent to the Administrative Center for board approval.

NOTE: The person requesting the use of school facilities will complete top section and return it to the Principal's or Athletic Office. One copy of the application will be returned to the applicant indicating the estimated charges before the scheduled use of the facility. Actual charges will be billed after the scheduled event and must be paid within 30 days of the receipt of the invoice by the organization. The checks should be made payable to the Brockway Area School District.

SCHOOL COMPLETES THIS SECTION:

Availability confirmed by: _____

Date: _____

(Signature of Building Principal/Representative Required)



Certificate of Insurance Submitted (**Must be submitted at the time of request**)

(See Explanations of Categories, Facility Usage Fees, and Personnel Charges on back of form.)



Category I Brockway Area School District Related Organizations



Category II Government, Community, Civic/Service Organizations (**Requires Prior Board Approval**)



Category III In-District Private Interest Groups (**Requires Prior Board Approval**)



Category IV Out-of-District Private Interest Group (**Requires Prior Board Approval & 50% Deposit upon Board Approval**)

All Category II, III, & IV requests must have Board Approval. Estimated Total \$ _____

(Morning events conclude by 7:15 a.m. and after school events cannot begin prior to 3:15 p.m.)



Recommended



Not Recommended

Mr. Brian Mulhollan, Superintendent

At the regular meeting of the Brockway Area School Board held _____, the above request was approved.

cc: Maintenance/Custodial Supervisors, Building Principals, Peter Grecco, Athletic/Transportation Director

EXPLANATION OF CATEGORIES

Category I – Brockway Area School District Related Organizations

Brockway Area School District Related Organizations whose primary purpose and function is the support of educational activities of the Brockway Area School District. Organizations approve for this category are:

Student organizations sponsored by the Brockway Area School District, volunteer booster groups approved by the Brockway Area School Board, approved athletic feeder programs, Brockway Area School District Bargaining Unit Agents, Brockway Area School District advisory groups approved by the Superintendent, Continuing Education Programs approved by the Superintendent, and school employees for activities approved by the Superintendent. **All organizations under Category I, except for student organizations, using the facility for a profit motive will be classified as a Category II (ex. Tournaments with fees, gate admission, fundraising dinners, etc.)**

Category II – Government, Community, Civic/Service Organizations

Government, Community, Civic/Service Organization – Any non-profit (501(c)3) organization within the Brockway Area School District whose primary purpose is the betterment of the community and the providing of services to the residents in general.

Category III – In-District Private Interest Groups

Organizations within the District which are not directly related to the educational program of the District, betterment of the community, or providing services to the residents in general but certify their use of facilities to be of a nature which is educational, cultural, civic, or recreation and beneficial to the participants.

Category IV – Out-of-District Private Interest Groups

Organizations or groups which do not qualify for Category I, Category II, or Category III, because they do not qualify as a local group. A local group is defined as a body of people containing within its active membership 51% or more residents of the Brockway Area School District. When the activity involves more than one group or organization at least one participating group must qualify as a local organization. The local group associated with a Category IV facility usage must have been in existence for a minimum of one year prior to making application

RATE SCHEDULE (FROM ADMINISTRATIVE PROCEDURES #707)

Category I –	No fees charged for facility usage
Category II & III –	Rental Fees per Fee Schedule
Category IV –	Rental Fees per Fee Schedule Required to submit a 50% deposit of the rental fee upon approval by the Board.

Facility Rate List

(Where admission is charged by the unit using the facility)

***NOTE:** If the use of facility is for commercial use, the charge will be four times the normal basic fee listed below. Custodial fees are included in the amounts listed below. The fees are for each session, even if scheduled for the same date.*

	<u>Category II</u>	<u>Category III</u>	<u>Category IV</u>
Auditorium (Extra charge for spotlights \$10/night plus cost of personnel)	\$100.00	\$200.00	\$375.00
Computer Room (must have technology staff) Technology Staff	\$100.00 \$ 30.00 per hour	\$200.00 per night \$ 30.00 per hour	\$375.00 per night \$ 30.00 per hour
Cafeteria	\$ 50.00	\$100.00	\$275.00
Classrooms	\$ 30.00/classroom	\$ 30.00/classroom	\$ 30.00/classroom
Gyms Gym – High School	\$125.00	\$250.00	\$425.00
Multi Purpose Buildings	\$ 50.00	\$100.00	\$275.00
Elementary Gym	\$ 75.00	\$150.00	\$325.00
Kitchen	\$ 75.00	\$150.00	\$325.00
Varischetti Field (extra charge for night events)	\$175.00	\$350.00	\$525.00
Plus lights	\$250.00	\$250.00	\$250.00
Softball /Baseball Field (for each field)	\$250.00	\$500.00	\$675.00

Basic fees may be waived by Board.

Facility requests must be received at the Administrative Center in accordance with the deadline established by the superintendent's office to be placed on the agenda. Fees are due within thirty days after the event, unless waived. Fees are based on the particular facility used and are calculated from the time the building opens until cleanup is completed.

The Undersigned does hereby agree and covenant, that it shall now and hereafter forever hold harmless the Brockway Area School District, for any and all liability arising out of or in conjunction with the use and utilization of the facility owned by the aforesaid, The Brockway Area School District, Brockway, Pennsylvania, by members of the undersigned's group, or employees, wards, or any other person so using such facility as undersigned, if required, will forever defend and indemnify the Brockway Area School District from any and all legal suits, proceedings, actions and liabilities which might arise out of such use and utilization in said facility, and which may result in injury or loss of life to a person, damage to property, or any other loss.

The Brockway Area Schools, an equal opportunity employer, will not discriminate in employment, educational programs or activities, based on race, sex, handicap, or because a person is a disabled veteran or a veteran of the Vietnam Era. This policy of nondiscrimination extends to all other legally protected classifications. Publication of this policy in this document is in accordance with state and federal laws including Title IX of the Education Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973.

Inquiries should be directed to the Affirmative Action Officer, 503/504 Coordinator and Title IX Coordinator, Brockway Area School District, 40 North Street, Brockway, PA 15824. Phone number: 814-265-8411.