

CHARLEROI AREA SCHOOL DISTRICT

125 Fecsen Drive
Charleroi, PA 15022

Phone: 724-483-3509 Fax: 724-483-3776 Web: www.charleroisd.org

Application and Permit for the Use of School Facilities TYPE B - Non Profit Organizations

Date: ____/____/____

Name of Applicant Organization: _____

Name of Person Filing Application: _____

Address: _____

Contact Person (print name): _____

Home Phone: (____)____-____ Work Phone: (____)____-____ Cell Phone: (____)____-____

Email: _____ Number of Adult Sponsors: _____

NOTE: REQUESTS CANNOT BE MADE MORE THAN SIX (6) MONTHS IN ADVANCE. PERMITS ARE NOT AUTOMATICALLY RENEWED FROM YEAR TO YEAR. ATHLETIC FACILITIES REQUESTED MAY NOT EXCEED A ONE-SEASON PERMIT. DISTRICT EVENTS TAKE PRECEDENT IN SCHEDULING OF FACILITIES IN ALL CASES. WHEN POSSIBLE, AN ALTERNATIVE DATE WILL BE GIVEN.

Please note: Uniformed security may be required by the School District depending upon the nature of the activity/event. Subsequent requests may be denied if equipment and/or facilities are damaged or if adequate supervision is not provided.

Date(s) Requested _____ (Hours) From: _____ To: _____

Estimated Number of Participants: _____ Admission (if applicable) \$ _____ Adult \$ _____ Children _____

Type Program/Activity	Description
____ Public Meeting	_____
____ Private Meeting	_____
____ Sporting Event	_____
____ Speech/Assembly	_____
____ Play/Musical	_____
____ Vocal/Instrumental Concert	_____
____ Dance	_____
____ Other	_____

Facilities Requested (Check All That Apply) (You will be approved *ONLY* for areas checked)

- | | | |
|---|---------------------------------|----------------------------------|
| ____ Alumni Room | ____ MS Classroom # _____ | ____ HS Baseball Field |
| ____ Elementary Classroom # _____ | ____ MS Computer Lab | ____ HS Classroom # _____ |
| ____ Elementary Library | ____ Track | ____ HS Main Gymnasium |
| ____ Elementary Playground | ____ Stadium | ____ HS Gym Concession Area |
| ____ Elementary Basketball Court | ____ Field Practice Area | ____ Auxiliary Gymnasium |
| ____ Elementary Gym | ____ Press Box | ____ Batting Cages |
| | (Time Keeper Area Only) | ____ HS Fitness Center/Weight Rm |
| | ____ Reception Room (Press Box) | ____ HS Auditorium |
| | ____ Stadium Concession | ____ Wrestling Room |
| | | ____ HS Planetarium |
| | | ____ HS Conference Room |
| | | ____ HS/MS Library/Media Center |
| | | ____ HS Computer Lab |
| | | ____ HS Outside Amphitheater |

Approved by: _____ Superintendent
Date: _____

NO EQUIPMENT, SUPPLIES OR PERSONNEL ARE PROVIDED UNLESS PRE-ARRANGED

Complete for Stadium Use (check all that apply):

- Scoreboard/Press Box
- Lights
- Reception Room

Complete for Gymnasium Use (Check all that apply):

- Bleachers
- Locker Rooms
- Scoreboard*
- Wrestling Room
- Sound System*
- Chairs - Number _____

Other. Please specify _____

*Additional charge will be assessed for school personnel to operate the high school sound system and/or scoreboards.

Complete for Stadium Concession Use (Check all that apply):

- Use of Equipment
- Fryers
- Roasters/Crock Pots
- Griddle
- Popcorn Maker
- Proofer
- Hot Dog Roller
- Nacho Machine
- Cooler
- Freezer
- Microwave Oven

Complete for Theatre/Auditorium Use (Check all that apply):

- Stage Lighting (*Note: Requires School Personnel to Operate. Check All Required*):
- Orchestra Pit
- Stage, Front
- Stage, Middle
- Stage, Full

Projector (*Specific Type*): _____

Sound System Required

Piano

Chairs on Stage (*Number*) _____

Other (*Explain*) _____

Number of Ushers to be Used _____

Number of Stage Hands _____

Microphones (*Number*) _____

Lectern

Table on Stage

Table in Hall (*Number*) _____

*Additional charges apply for operation of School District equipment.

Additional School Personnel. Please Specify _____

Complete for Alumni Room in Sport Complex Use (Check all that apply):

Outside Caterer: Name: _____

Inside

Outside Balcony

Tables (*Number*) _____

Chairs (*Number*) _____

Table cloths/centerpieces

Use of Equipment

Refrigerator

Microwave Oven

Dishwasher

Food/Drink Prepared by Food Service Department. (*Must be coordinated with Food Service Director.*)

Additional School Personnel. Please specify: _____

***Terms and Conditions**

In the event this application is approved by the Charleroi Area School District, the applicant herein named is responsible for the cost involved for all insurance riders, rental fees and security deposits as indicated on the attached District Rental Cost form. The applicant (group/organization) must submit proof of insurance and payment for all services prior to rental date of the requested event. The School District reserves the right to retain all or any part of the applicant (group/organization) security deposit and/or request payment in order to address any issues as a result of the rental event. The applicant (group/ organization) further agrees that in no event shall the School District be charged with any damages whatsoever to either the person or property of any member of the group/organization, or any guest or participant of same, while on the school premises and the applicant hereby covenants and agrees to hold the said School District harmless from any and all suits, claims, actions, or demands of whatsoever nature pertains to personal injuries or damage or loss of property of any members, guest, participant of the applicant's group/organization or to any third person or to the property of any third person as may arise out of, or be caused by the use of the School District's facilities by the applicant or any member, guest, participant or constituent thereof.

Charleroi Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, gender and handicap in its activities, programs or employment practices as required by Title VI, title IX and Section 504. For information regarding civil rights or grievance procedures or services, activities and facilities that are accessible and usable by handicapped persons, please contact the Superintendent, Charleroi Area School District, 125 Fecsen Drive, Charleroi, PA 15022, phone number 724-483-3509, extension 1213.

Regulations Governing Use of School Facilities

1. Availability of facilities to non-school organizations will be determined after school needs are satisfied with first priority to school related groups. Applications by non-school organizations will be reviewed in terms of the benefit to be derived by the residents of the School District.
2. All leases and permits are subject to cancellation or postponement at anytime upon a determination of the School District that facilities are needed for school use due to an unscheduled or rescheduled event, or where it is evident that privileges and/or properties are being abused.
3. Only items and facilities requested on the application and entered on the permit will be made available. Building custodians are not authorized to furnish other items or facilities. Only school authorized personnel are permitted to use the light panels, projection booth, public address equipment, movie projectors, stage apparatus, and other technical equipment. A maximum of 3 people will be permitted into the press box in addition to the authorized school personnel.
4. Smoking/tobacco is not permitted at any time on school grounds. By policy, Charleroi Area School District is a tobacco-free campus. Use of drugs and alcohol is prohibited.

5. Spectators and participants will not be permitted in rooms or parts of a building not included in the agreement.
6. The group or organization obtaining a permit is liable to the School District for property damage resulting from careless, negligent, or abusive use of the building, property or equipment, shall make appropriate financial adjustment if such damage should occur, and waives any claims against the School District and its agents for damages or injuries occurring to property of the applicant group while on school premises.
7. The School District and its agents shall not be liable for injuries sustained by any person. The applicant group or person hereby agrees to indemnify, save harmless and defend the Charleroi Area School District and its directors, employees, agents, or assigns, from and against all claims, demands and suits of whatsoever nature on account or property damage or personal injury sustained or suffered by the School District or others, or death of any person or persons, arising or growing out of or in connection with the use of school facilities granted pursuant to this application.
8. When the applicant group includes students, adequate adult supervision must be provided and shall be reasonable for enforcement of all rules, regulations and ordinances. Building custodians are not permitted to admit minors until adult supervisors are present.
9. Building custodians are not permitted to admit anyone to any building unless their permit appears on the weekly calendar or they are instructed to do so by a direct supervisor. Access to approved area will be permitted two (2) hours prior to event. Permit must be presented by authorized party.
10. No activity, building or facility use will be authorized or scheduled without custodial or maintenance people or a Building Principal or designee on the premises due to liability, insurance and security requirements.
11. The applicant is responsible for the preservation of order. If this requires police or security attendance, such arrangement will be provided by the School District and paid by the applicant. Need to provide shall be determined by the District.
- 12. Food and refreshments are limited to designated areas. No food or drinks are allowed in the auditorium or planetarium.**
13. Stage rental includes dressing rooms; gymnasium rental includes showers and locker rooms.
14. The School District reserves the right to reject any and all applications, to modify an application, or to waive certain stated charges when the District determines that such waiver is justifiable.

15. All individuals, groups, or organizations who are not affiliated with the Charleroi Area School District or whose intended use of a facility is not school district related must provide a certificate of liability insurance in the minimum amounts of \$500,000 per person with a limitation of \$1,000,000 maximum per accident for bodily injury; also property damage insurance in an amount of not less than \$100,000 per accident. Such certificates of insurance shall be issued by an insurance underwriter approved by the Pennsylvania Commissioner of Insurance and shall name the Charleroi Area School District as an additional insured.
16. When an employee or student is directed by the School District to perform duties in connection with the use of school facilities paid by an outside organization, any compensation due the employee or student shall be paid by the School District. All fees for such services shall be paid by the permit holder to the Charleroi Area School District. No employee shall receive direct payment from an outside organization for performing such services.
17. School District technician(s) and/or stage crew members must be employed during any use of the theatre and/or stage requiring stage lighting, sound or use of curtains or drops. The rate payable to any additional individual(s) will be in addition to the rental fee.
18. The rental of District Cafeterias, concessions or Alumni Room does not include staff or food. An additional application for these facilities must be completed and submitted along with the standard Facility Request Form when any food or drink is to be served. At least one member of the School District staff must be present any time equipment is used regardless of whether the food or drink is district prepared. The rate payable to such individuals will be in addition to the rental fee. If food preparation is desired, arrangements must be made with the Director of Food Service. The phone number is 724-483-3509 x 3028.
19. Rental rates include the services of a custodian if the facility use is scheduled when a custodian is working his/her regular shift. Otherwise custodial fees will be in addition to the rental fee. If the rental area requires extensive cleaning after your use, you will be charged for the custodial time and any special cleaning materials used. This remains at the discretion of the School District.
20. Organizations and groups that operate for the benefit of the School District have access to certain facilities at no charge. However, when such use causes extra or additional expenses to the School District, e.g., extra lighting, cafeteria help, custodial services, and security the group will be assessed an amount equal to those expenses.
21. Additional services of cafeteria workers or custodians will be charged at the current hourly rate per the CAESPA Collective Bargaining Agreement. The Charleroi Area School District reserves the right to set the charge.
22. Cancellation of facility use by permit holder is to occur no later than 48 hours prior to the scheduled time and is to be registered with the School Board Secretary, 724-483-3509, extension 1225.

23. School cancellation on the day of the facility rental results in the said rental also being canceled.
24. School facility is to be returned to its original condition (including original placement of furniture, gymnasium equipment, proper disposal of trash items, etc.) before users leave the facility.
25. Applicants are responsible for reimbursement of any damage to school property or equipment.
26. Applicants are to respect student/teacher personal and instructional property by not opening desks/lockers or using items that are accessible.
27. HEELYS are NOT permitted to be worn on the school grounds or inside any of the buildings. If a child comes on campus in these shoes we will remove the wheels and ask that you pick them up at the end of the event that they are here for. Please know that we are only trying to keep our children and others safe while attending our events and we sincerely appreciate your cooperation in this endeavor.
28. Applicants must pay all fees prior to rental/use of Charleroi Area School District facilities.
29. **PENALTIES:** Applicants that have an area reserved and fail to notify the School District of cancellation less than 48 hours in advance, will be charged accordingly (Rental Cost Form).

On behalf of the Applicant listed above, I accept the conditions stated on this form.

Signature _____
 Title _____
 Phone _____

Name (*Print or Type*) _____
 Address _____

FOR SCHOOL DISTRICT USE

Basic Use Fee.....	\$ _____
Required Security Deposit.....	\$ _____
Custodial Fees- Current Negotiated Wage Rate.....	\$ _____
Concessions.....	\$ _____
Stadium Lighting.....	\$ _____
Projectionists/Projector/Computer/Scoreboard.....	\$ _____
Security.....	\$ _____
Other.....	\$ _____

TOTAL RENTAL COST (DUE PRIOR TO THE EVENT).....\$ _____

Fees entered above are based on facilities and services and hours requested on application, and are subject to change when invoice is rendered if use has differed or required more personnel and services than the original request.

NOTE: Insurance certificate for property damage and personal liability:

_____ Required

RETURN APPLICATION TO: Charleroi Area School District
Attn: Board Secretary
125 Fecsen Drive
Charleroi, PA 15022

THANK YOU

For Internal Use Only:

Security Deposit _____
Proof of Insurance _____

CHARLEROI AREA SCHOOL DISTRICT

RENTAL COSTS

TYPE B: Non-Profit Organizations/Activities/Meetings *TYPE C:* For Profit Organizations
501 (c) 3 – Proceeds must benefit School District

AREA RENTED	TYPE B	TYPE C	COMMENTS
Auditorium	\$250 per day \$250 per day Security Deposit	\$500 per day \$500 per day Security Deposit	Light Controller - \$30 per hour Custodial Fee - \$35 per hour
High School, Elementary & Auxiliary Gymnasiums	\$100 per day \$100 per day Security Deposit	\$200 per day \$200 per day Security Deposit	Custodial Fee - \$35 per hour
High School Gymnasium Concession Area	\$50 per day	\$100 per day	Renter must clean up after use Custodial Fee of \$35 per hour, if needed
Classrooms	\$20 per day; per room	\$25 per day; per room	Custodial Fee of \$35 per hour, if needed
Turf Field	No Charge	\$300 (the Board has the authority to waive fee)	Custodial Fees - \$35 per hour Security Fees - \$30 per hour
Press Box with Scoreboard	Operator Fee \$30 per hour	Operator Fee \$30 per hour	Custodial Fees - \$35 per hour
Lights (Field)	\$150 per day	\$150 per day	
Reception Area (No Press Box Use)	\$50 per day	\$50 per day	Custodial Fees - \$35 per hour
Stadium Concession	\$200 per day \$200 Security Deposit 3 or more days - \$500 \$500 Security Deposit	\$300 per day \$300 Security Deposit	Custodial Fees - \$35 per hour
Outside Amphitheatre	No Charge	No Charge	Custodial Fees - \$35 per hour
Alumni Room	Community Meetings may be held at no cost at the discretion of the Board	\$200 per day \$200 Security Deposit per day	Custodial Fees - \$35 per hour
Planetarium	\$50 per hour	\$50 per hour	Custodial Fees - \$35 per hour
Cafeteria	\$20 per day	\$25 per day	Custodial Fees - \$35 per hour

*All Types will pay for Custodial and Security costs as incurred by the District