

A. W. BEATTIE CAREER CENTER

SECTION: PROPERTY

TITLE: USE OF FACILITIES

ADOPTED: June 24, 1999

REVISED: September 23, 2010

APPROVED: October 28, 2010

707. USE OF FACILITIES	
<p>1. Purpose SC 1701</p>	<p>The Joint Operating Committee recognizes that although the primary purpose of the school and facilities is to provide students with an appropriate learning environment, the Joint Operating Committee may make school facilities available to individuals and community groups without discrimination and in accordance with this policy, provided the use does not interfere with the educational program of the schools. When school facilities are not in use for these purposes, they may be made available to community or non-community groups or individuals.</p>
<p>2. Authority SC 511, SC 775</p>	<p>It shall be the policy of the Joint Operating Committee and its administration to encourage maximum use of school facilities by both student and community or non-community groups and individuals.</p> <p>The Joint Operating Committee directs that permission for the use of school facilities will be restricted to responsible organizations or adult individuals under the provisions of this policy.</p> <p>Authorization for use of the facilities shall not be considered as endorsement of approval of the activity, group or the purposes they represent.</p> <p>The Joint Operating Committee shall establish a schedule of fees for the use of school facilities by approved groups, organizations and individuals.</p> <p>The Joint Operating Committee delegates to the Executive Director the authority to administer the community uses of the school facilities consistent with this policy.</p>
<p>3. Guidelines SC 511, SC 775</p>	<p>The following guidelines have been adopted by the Joint Operating Committee in order to fulfill its obligation and still permit the use of school property for proper activities:</p>

Application

1. A written Use of Facilities application must be completed and submitted to the building administrator and approved by the Executive Director.
2. All fees must be paid in advance of using the requested facility. The fees will be assessed according to the current fee schedule as adopted by the Joint Operating Committee.
3. The use of school facilities by individuals, community and non-community groups cannot interfere with the school's instructional or extracurricular programs. All organizations and individuals granted permission to use the facilities under this policy must provide adequate supervision of all attendees and participants 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 individual or organization requesting use of the facility shall be required to contract independently with an approved security firm or the McCandless Township Police as a condition precedent to use of the facilities. The requesting individual or organization may also be required to present written verification that the required security arrangements have been made prior to and as a condition precedent to is use of the facility. At least one (1) adult must remain until the premises are vacated as scheduled.
4. For the purpose of determining rental fee and priority for use of property the Joint Operating Committee establishes the following classes:

Class I

A. W. Beattie Career Center and, member district sponsored organizations, groups, clubs and activities including district recognized booster groups and PTO's.

Class II

Nonprofit 501© (3) groups that have 75% or more of group membership consisting of participants of A. W. Beattie Career Center or residents of member districts.

Class III

Nonprofit 501 © (3) groups with less than 75% of group membership consisting of A. W. Beattie Career Center participants or residents of member districts.

Class IV

Nonprofit events sponsored by individuals that are participants of A. W. Beattie Career Center or residents of one of the member districts.

Class V

All for profit events hosted by a group, organization or individual.

5. Permittees shall furnish certificates of insurance that insure the Joint Operating Committee against claims for personal injuries or property damage in the required amount as specified by the Use of Facilities Fee Schedule as approved by the Joint Operating Committee.
6. For profit use: The application for use fro private profit shall require the applicant to state the purpose for which the school facility will be used. The Executive Director may withhold permission and request direction for the Joint Operating Committee.
7. Selected school equipment, i.e. audio visual equipment, computers or other similar items may be made available at the discretion of the building administration.

Limitations and Conditions of Use

School district functions shall have priority for use of all school facilities. A permit is subject to cancellation at any time upon a determination by the Executive Director that facilities are needed for school use.

The permit is subject to the right to cancel during use of the premises when it becomes necessary to clear the area for a school activity which is not anticipated or where it is evident that a group is abusing the privileges implied by this permit or violating any of these conditions.

Use of the facilities shall be confined to those areas for which proper application has been made and approved. Only those items and facilities indicated on the approved permit may be used. Under no circumstance shall anyone other than school trained personnel attempt to use the video conferencing equipment, specialized equipment in the career program classrooms and shops, including culinary kitchen facilities.

All advertising and promotional materials distributed by the requesting organization must clearly state that the event or activity is not sponsored by A. W. Beattie Career Center.

The applicant group and sponsoring organization or person agrees to indemnify, hold harmless and defend the A. W. Beattie Career Center Joint Operating Committee, employees, agents or assigns from and against any and all claims, demands and suits of whatsoever nature on account of property damage or personal injury sustained or suffered by the school districts or others or death of any person or persons arising or growing out of or in connection with the use of the school facilities granted pursuant to this permit.

Application and Approval

Application for use of school facilities or equipment may be secured from the Administrative Secretary. To ensure full consideration, the completed application must be submitted to the Executive Director at least thirty (30) days prior to the date of requested use of the facilities.

Additional equipment may not be brought into the school by permit holders without prior permission from the administration.

Appropriate adult supervision for all activities must be provided at all times. It is the responsibility of the permit holder to ensure events are properly supervised and the permit holder is responsible for enforcing all rules and regulations.

No grant of permission to use school facilities shall carry with it any right to exclude the custodians or official representatives of A. W. Beattie Career Center. Official representatives shall have full and free access to all areas at all times. Depending upon the size and nature of the event, the administration may designate a member of the administrative team, professional or classified employee, or the on-duty custodian as the schools on site representative. All groups or individuals granted a facilities use permit are required to fully cooperate with the school's designated on-site representative at all times and to follow his/her lawful directions.

The Joint Operating Committee or its representative reserves the right to deny an application due to noncompliance with established policy and procedures, limit or revoke a permit previously granted, and shall bear no responsibility, expressed or implied, for inconvenience caused by such action.

The facility must be vacated at the time indicated on the permit. Groups shall confine themselves to rooms and areas assigned to their use.

The Executive Director reserves the right to reject any and all applications.

SC 511, 10 P.S.,
311 et seq,
20 U.S.C.
Sec 7181 et seq
35 P.S. 1223.5

Prohibited Activities

Organizations, groups, or individuals granted a facilities use permit under this policy are strictly prohibited in engaging in or permitting any of the following activities to occur during their use of the building and facilities:

1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.
2. Possession of weapons.
3. Conduct that would alter, damage or be injurious to school property
4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state, federal, or local laws and regulations.
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 Joint Operating Committee or administration.
6. Possession or use of tobacco products on school property. Violators will be prosecuted under the provisions of BOCA Basic Fire Prevention Code.
7. Any activity that violates A. W. Beattie Career Center student and school policy.

Violations

The administration reserves the right to (1) revoke the permit of any group or individual and (2) remove from the premises any individual, group or organization that fails to comply with the terms set forth in the A. W. Beattie Career Center Facilities Use Application and Agreement.

Any group, organization, or individual 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 Joint Operating Committee.

A. W. Beattie Career Center

Facilities Use Application and Agreement

- ◆ Please review this application packet carefully. Your signature on page five (5) constitutes your acknowledgement that you have read and understand all of the information contained in the Application and your agreement to comply with its terms.
- ◆ Approval of this application is contingent upon your organization's agreement to and compliance with A. W. Beattie Career Center School Board Policy #707 (Use of School Facilities) and A. W. Beattie Career Center Rules and Regulations for Use of School Facilities, the terms of which are incorporated by reference. Copies of these documents are attached under Appendix B.
- ◆ Activities and events sponsored by A. W. Beattie Career Center take first priority with regard to scheduling. A. W. Beattie Career Center reserves the right to move or terminate your requested event, without liability, in the event that an A. W. Beattie Career Center sponsored event requires the use of the requested building or facility on your requested date and time or in the event of inclement weather or other emergency.
- ◆ All advertising and promotional materials for your event must clearly state that the event is not sponsored by A. W. Beattie Career Center.
- ◆ A. W. Beattie Career Center cannot guarantee the availability of equipment requested on this form. Additional equipment may not be brought onto A. W. Beattie Career Center property by your organization unless such equipment is specifically identified in and approved as part of your application.
- ◆ Security may be required for your event, depending upon the number of attendees and the nature of the function. you are responsible for contracting with a security firm acceptable to A. W. Beattie Career Center administration or the McCandless Township police department to provide the required security.
- ◆ Depending upon the size and nature of your event, the A. W. BEATTIE CAREER CENTER may, at its discretion, assign one or more representatives to serve as A. W. Beattie Career Center's on-site event manager(s) for your requested function. The assignment of an A. W. Beattie Career Center event manager(s) may be required in addition to or in lieu of security personnel. You are responsible for payment of the applicable staffing fee for any A. W. Beattie Career Center event manager(s) assigned to your function, as set forth on the fee schedule attached under Appendix A.
- ◆ **POSSESSION AND/OR USE OF ALCOHOLIC BEVERAGES AND TOBACCO PRODUCTS ARE PROHIBITED ON A. W. BEATTIE CAREER CENTER PROPERTY AT ALL TIMES.**
- ◆ You must complete all sections of this form and provide all requested information. Failure to provide any of the requested information may result in the denial of or a delay in the processing of your application.
- ◆ Your application must be submitted a minimum of thirty (30) days prior to your requested event.
- ◆ Refer to Appendix A for current rental and staffing fee schedules.
- ◆ Completed applications should be submitted to the A. W. Beattie Career Center administrative secretary by mail or by fax as follows:

Attention: Administrative Secretary
9600 Babcock Blvd.
Allison Park, PA 15101
Fax: 412-366-9600

- ◆ **Return only the completed application form.** Retain copies of these instructions and attached schedules for your records.

- ♦ If your application is approved, you will be issued a Facilities Use Permit for your organization and event. You are required to present this permit to the designated A. W. Beattie Career Center on-sit representative at the time of your event. Failure to present the permit to the A. W. Beattie Career Center on-sit representative may result in your organization being denied access to or entry upon A. W. Beattie Career Center property.
- ♦ If an organization needs to cancel a permit, it must notify A. W. Beattie Career Center Administrative Secretary, in writing, at least 48 hours prior to the scheduled date of the event. Failure to provide timely notice of a cancellation may result in the imposition of staffing and rental fees and denial of future facility request applications.

LINE BY LINE INSTRUCTIONS

Section I. Organization Information

1. Make sure to provide the complete name of your group or organization.
2. You must check one of the boxes indicating the status of your organization. Verification of status, including residency status of members of Class II, III, IV organizations, may be required. Class III, IV or V organizations.
3. Provide complete contact information for the authorized representative of the organization submitting the application.
4. You must have a designated supervisor on-site at all times during your requested event. If this, individual will be someone other than the person identified in response to the preceding question, please provide the on-site representative's contact information.

PERMIT #: _____

Section II. Meeting/Event Information

5. Please check the appropriate box(es) for each facility that you are requesting. Access will not be permitted to facilities that have not been pre-approved. A permit to use the Restaurant does not include access to kitchens.
6. Provide all dates on which the requested facility will be used. Please make sure to include all days on which the facility will not be available for use by other groups due to set up and clean up.
7. Provide the start and end times for your event, including set-up and clean up time.
8. State the number of people expected to attend your event, including participants, officials and spectators, if applicable. The number of expected attendees is required in order to determine security needs for your requested event. In general:

100 to 200 attendees requires 2 security/police personnel
201 to 400 attendees requires 4 security/police personnel

The foregoing provides only a general guideline. The A. W. BEATTIE CAREER CENTER will make final determinations regarding necessary security in its sole discretion. You are responsible for contracting with the A. W. BEATTIE CAREER CENTER's designated security firm or the McCandless Township police department to provide the required security.

Section III. Facility Setup

10. Check the box(es) for each piece of equipment you will need.
11. Please describe any basic set-up requirements for your event, e.g. number of tables and chairs, if applicable.
12. Please indicate whether you are requesting permission to bring your own equipment onto A. W. BEATTIE CAREER CENTER's property and describe each piece of equipment and the purpose for which it will be used.

PERMIT #: _____

A. W. BEATTIE CAREER CENTER

RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES

In addition to the rules and requirements set forth in A. W. BEATTIE CAREER CENTER Board Policy #707 and in the A. W. BEATTIE CAREER CENTER Facilities Use Application and Agreement, organizations granted a permit to use any requested event or use of A. W. BEATTIE CAREER CENTER facilities:

1. The following announcement must be made to patrons, spectators and attendees at your event:

The buildings and grounds of A. W. Beattie Career Center are smoke-free, as well as drug and alcohol-free. Smoking, as well as the use of smokeless tobacco, is prohibited inside or outside of the school buildings or anywhere on the school property. The use or possession of drugs, drug paraphernalia and/or alcoholic beverages on School property is strictly prohibited, and will result in your immediate expulsion from the District's property and possible legal action.

2. By Order of the McCandless Township Fire Marshall, if the fire alarm sounds:

- All patrons, participants and spectators must evacuate (no exceptions).
- The organization's on-site representative will be responsible for ensuring that everyone in his or her group leaves the building. Move to a location well away from the building.
- The fire alarm must not be silenced until all occupants are evacuated.
- Under no conditions will the alarm be reset until approval from the A. W. BEATTIE CAREER CENTER on-site representative or Fire Department official has been given.
- Individuals who violate these regulations will be subject to fines levied by the District Justice for failing to abide by the BOCA National Fire Prevention Code.

3. Permits to use school kitchen areas are subject to the following additional conditions:

- The requesting organization is responsible for the cleanliness of all work areas used, including sweeping and mopping of floors. If additional clean up is required, an additional custodial fee will apply.
- Equipment may not be removed from the kitchen areas.
- Groups are responsible for providing their own supplies of bags, wraps, etc. for storage of food and leftovers.
- No children under the age of 16 are permitted in the kitchens.
- Proper footwear (enclosed flat, non-skid soled shoes - no toeless or backless shoes) must be worn in the kitchen.
- Access to food storage areas, offices and locker rooms are not available.

A. W. Beattie Career Center Use of Facilities Fee Schedule

Class	Administration Center Multi Purpose Room	Use of Kitchen facilities in Student Conference Center	Learning Center	Manda Beattie/ Academic Computer Lab	Single Classroom	Double Classroom	Use of smart board & projector in classroom	Dining Room (seating only no kitchen facilities use)	Custodian	Security	Insurance
I	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	As needed prevailing wage	As needed permit holder must provide private security	Required See (A) below
II	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	As needed prevailing wage	As needed permit holder must provide private security	Required See (A) below
III	\$100	\$15	\$15	\$25	\$10	\$15	No Charge	\$60	As needed prevailing wage	As needed permit holder must provide private security	Required See (A) below
IV	\$100	\$15	\$15	\$25	\$10	\$15	\$5	\$60	As needed prevailing wage	As needed permit holder must provide private security	Required See (A) below
V	\$250	\$30	\$75	\$75	\$30	\$50	\$10	\$125	As needed prevailing wage	As needed prevailing wage	Required See (A) below

(A) Insurance Required - Minimum 1,000,000 personal injuries and property with A.W. Beattie named as insured. Applicants insurance to be named primary insurance.

A. W. BEATTIE CAREER CENTER

USE OF FACILITIES APPLICATION

Section I. Organization/Group Information

1. Name of Requesting Organization (no abbreviations): _____
2. Status of Requesting Organization (Check One):

Class I

A. W. Beattie Career Center and member district sponsored organizations, clubs, groups, and activities.

Class III

Nonprofit 501 C (3) groups with less than 75% or more of group membership participants of A. W. Beattie Career Center or residents of member districts.

Class V

All for profit hosted by a group, organization or Individual.

Class II

Nonprofit 501 C (3) groups that have 75% or more of group membership participants of A. W. Beattie Career Center or residents of member districts.

Class IV

Nonprofit 501 C (3) groups that have 75% or more of group membership participants of A. W. Beattie Career Center or residents of member districts.

3. Organization Representative/Contact:

Name: _____

Address: _____

Fax No: _____

Email: _____

Phone: _____

4. Event Supervisor/Coordinator (if different from Organization Contact):

Name: _____

Address: _____

Fax No: _____

Email: _____

Phone: _____

PERMIT#: _____

Section II. Meeting/Event Information

5. Facility Requested: Please check all that apply

FACILITY

- | | | |
|--|---|--|
| <input type="checkbox"/> Student Conference Center | <input type="checkbox"/> Manda Beattie Center | <input type="checkbox"/> Single Classroom
Double Classroom |
| <input type="checkbox"/> Kitchen Facility for Student
Conference Center | | |
| <input type="checkbox"/> Learning Center | <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Use of Smartboard and
Projector in Classroom |
| <input type="checkbox"/> Dining Room | | |

6. Date(s):

7. Start Time: _____ End Time: _____

8. Group Size/Expected Attendance:

9. Description of Event (attach additional sheets if necessary):

Refreshments Served: _____

Admission Fee: _____

Disposition of Proceeds: _____

Section III. Facility Setup

10. Equipment Requirements:

- Microphone
- Overhead Projector
- TV
- Podium
- Video Projector

PERMIT#: _____

11. Number of additional chairs and tables, if applicable: _____

12. Are you requesting permission to bring equipment into the facility (Y/N) ? _____

Describe: _____

Section IV. Insurance Information

13. Certificate of insurance attached (Y/N): _____

Section V. Acknowledgement and Agreement

By signing below, you acknowledge and agree as follows:

- The individual signing this request has the full power and authority to act on behalf of and to enter into binding agreements for the organization or entity listed above.
- You have read and fully understand this Application, the A. W. BEATTIE CAREER CENTER Rules and Regulations for Use of School Facilities and Board Policy #707 and agree to be bound by and comply with their respective terms.
- You are responsible for paying the A. W. BEATTIE CAREER CENTER the applicable rental and staffing fee(s) described on Appendix A. Payment is due within fifteen (15) days of your receipt of A. W. BEATTIE CAREER CENTER's invoice. Late payments are subject to a \$25 late fee.
- You agree to and do hereby assume all risks relating in any way to your organization's use of A. W. BEATTIE CAREER CENTER's facilities, including, without limitation, any risks of property damage and/or personal injury to any person, including employees of your organization, who use or whom you permit to use to have access to A. W. BEATTIE CAREER CENTER's facilities. You agree to and do hereby completely release A. W. BEATTIE CAREER CENTER and its employees, administrators, and Board of Directors from all liability, known and unknown, relating to your organization's use of A. W. BEATTIE CAREER CENTER's facilities, and you further agree to indemnify and hold A. W. Beattie Career Center and it employees, administrators and Joint Operating Committee harmless from and against any damage or loss, including without limitation attorney's fees and costs, which arises out of or relates in any way to your use of A. W. BEATTIE CAREER CENTER's facilities.

Signature: _____

Print Name: _____

Title: _____

Date: _____

PERMIT#: _____

A. W. BEATTIE CAREER CENTER INTERNAL USE

ADDITIONAL STAFFING / NUMBER REQUIRED

- Security: _____
- Custodians: _____
- On-site representatives: _____

REQUIRED DOCUMENTS

- Insurance Certificate
- Non-Profit Certificate
- Security Deposit
- Proof of Required Security for event

FEE DETERMINATION

Facility: _____

Equipment: _____

Custodian: _____

On-Site Representative: _____

Total Due: _____

APPROVALS

Executive Director

Date

PERMIT#: _____