

# APPLICATION TO USE PEQUEA VALLEY SCHOOL DISTRICT FACILITIES

Name of Organization: \_\_\_\_\_ Date: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Name Address Phone  
 Description of Activity: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

**Please provide the following information by placing yes/no in the space provided:**

- \_\_\_\_\_ Will an admission or registration fee be charged?
- \_\_\_\_\_ Is this a fund-raising event? If yes, who is beneficiary? \_\_\_\_\_
- \_\_\_\_\_ Will participation be limited to students residing in the Pequea Valley School District?
- \_\_\_\_\_ Will a stipend or payment be provided to any instructor in this event?
- \_\_\_\_\_ Does organization have liability insurance with \$250,000/\$500,000 bodily injury and \$100,000 property damage?
- \_\_\_\_\_ Copy attached \_\_\_\_\_ Copy will follow \_\_\_\_\_.

**Date(s) of Event:** \_\_\_\_\_ **Time of Event:** \_\_\_\_\_

<b>Building:</b>	<b>Room(s) Requested:</b>	<b>Athletic Facilities</b>
_____ Paradise	_____ Auditorium	_____ Stadium
_____ Salisbury	_____ Gymnasium	_____ Concession Stand
_____ Intermediate School	_____ Cafeteria	_____ Restrooms
_____ High School	_____ Kitchen	_____ Pressbox (w/ PA & scoreboard)
	_____ Wrestling Room	_____ Field Hockey Field
	_____ Cafeteria Annex	_____ Varsity Baseball Field
	_____ Classroom (number requested)	_____ Practice Fields (list) _____
	_____ Library	

**Special Requests:** Please list any special requirements such as need for district staff to provide custodial services, kitchen supervision, building security, field lining equipment or sound/lighting services. Include district equipment that your group will use. NOTE: district staff must be present to operate kitchen equipment and auditorium sound/lighting controls; a fee will be assessed. Renting organization is responsible to provide special set-up of furniture and to return to original location.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Keys/Building Access:** Please note the name of anyone to whom a key is to be issued. There is a \$25.00 deposit required which is refundable upon return of keys at the conclusion of the activity. Note that keys may NOT be transferred to individuals not listed below:

Name/Address/Phone of Keyholder(s) \_\_\_\_\_  
 \_\_\_\_\_

I acknowledge that the information provided above is a complete and accurate description of the activity that will take place in the district facilities as noted above. I agree to provide full supervision of all participants in this event and limit their access to the dates, times, and locations noted above. I also acknowledge that I have read and understand the rules as noted on the reverse of this sheet and agree to abide by all provisions.

Signature	Date
Approved by Building Principal (sign and date) *	_____
Approved by Athletic Director (sign and date) *	_____
Approved by Facilities Director (sign and date) *	_____
Approved by Food Serv. Director (sign and date)*	_____
Modifications noted by Principal/A.D./Facility Dir./FS Dir. *	_____

\* Note: Include details such as: Door where access will be granted, estimated billable costs, etc., on reverse.

Approved by Business Administrator (sign and date) \_\_\_\_\_

Rental Fees: \_\_\_\_\_ Other Fees: \_\_\_\_\_ Total Due: \_\_\_\_\_ Payable to PVSD by: \_\_\_\_\_

\_\_\_\_\_ **COPY TO RENTING ORGANIZATION --- KEEP A COPY OF THIS APPROVAL WITH YOU WHEN USING FACILITIES TO PROVIDE IDENTIFICATION IN THE EVENT OF SECURITY CHECKS.**

**PEQUEA VALLEY SCHOOL DISTRICT  
RULES FOR USE OF DISTRICT FACILITIES**

Organizations that request the use of district facilities are responsible to follow the guidelines and rules listed below in accordance with board policy #3513.

**Application Process:**

1. *At least 30 days prior to the event*, contact the office of the appropriate building to determine availability of dates and times requested. If the request involves athletic fields or gymnasiums, contact the Athletic Director.
2. Complete the current "Request for Use of District Facilities" form that is available on the Pequea Valley website or at any school office.
3. Attach a copy of the insurance certificate to the application. Certificate must be in the name of the group making the request and provide evidence of liability insurance with \$250,000/\$500,000 bodily injury and \$100,000 property damage.
4. The building principal and/or athletic director will approve the request based on appropriate use and availability of facilities and/or district staff.
5. The form will be forwarded to the Business Administrator who will verify that the request complies with board policy, appropriate security/staffing is in place, and that evidence of insurance is satisfactory.
6. If the application is complete and conforms with board policy, the request will be approved, rental charges and/or fees will be assigned and invoiced, and appropriate district personnel will be informed of the event.
7. If the application is not complete or does not comply with board policy, the application will be returned to the person making the request with an explanation.
8. No facilities will be granted before the application has been approved by the Business Administrator.

**Rules for Care and Use of Facilities:**

1. Each request must include the name and phone number of the person who will assume full responsibility for the activities. This individual agrees to accept responsibility for building security, care of district facilities, and supervision of students and spectators throughout the event.
2. A copy of the approved application must be available during all scheduled events. Failure to produce this application will result in immediate removal from the facilities if district personnel do not have the event noted on the master schedule.
3. Facilities must be left in the condition they were found. Trash is to be put in containers, spills are to be wiped up, floors should be swept if dirt was tracked into the building, and doors shall be locked.
4. No food or drinks in the gymnasium at any time. If food was served in the cafeteria or other authorized areas, trash bags must be taken to the dumpster.
5. The district's "No Smoking" policy must be enforced in all buildings and grounds.
6. The group will limit all participants to the area(s) requested and approved on the form.
7. Keys and security codes must only be used by the person assigned. Evidence that keys and/or codes were shared with others may result in immediate termination of the activity.
8. When stage lighting and/or sound equipment is requested, a district-employed technician must be present.

**Rules for Scheduling Facilities:**

1. Facilities will not be available before 8:00 a.m. or after 10:00 p.m., on school holidays, or on Sundays before 1:00 p.m. Exceptions must be approved by the board.
2. No requests will be considered more than one year in advance and will only be approved for a maximum of six months. If continued use is requested, the application must be resubmitted.
3. Requests may be denied or cancelled in the event that the burden on staff and/or facilities is deemed to be unreasonable.
4. Previously-approved events may be cancelled or rescheduled if the facility is needed for a school-sponsored activity.
5. If school is cancelled due to inclement weather or other emergencies, the event will be cancelled.
6. If the organization cancels the event, the building principal and/or athletic director is to be notified at least 5 days in advance (except for inclement weather). Failure to provide notice may result in a partial assessment of fees.