

ALLEGHENY-CLARION VALLEY SCHOOL DISTRICT  
Foxburg, PA 16036

**APPLICATION FOR USE OF SCHOOL FACILITIES**

**THIS CONTRACT MUST BE SIGNED AND RETURNED TO THE DISTRICT OFFICE SIX WEEKS PRIOR TO THE DATE(S) REQUESTED.**

**Before completing this form, it is required that School Board Policy 707 is read and each page initialed by the person taking responsibility for this request.**

The undersigned makes this application on behalf of:

\_\_\_\_\_ (Organization)

Building and room(s) requested: \_\_\_\_\_

Equipment requested: \_\_\_\_\_

For the purpose of: \_\_\_\_\_

On \_\_\_\_\_  
(Day of the week, month, day, year)

Time needed for access to the facility (include setup and clean up): \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Circle the number of expected participants and required security personnel for the event:

Number of participants and spectators	Number of Security Personnel
Up to 250	0
251 to 500	1*
501 to 750	2*
751 to 1000	3*
1001 or more	4*

*\*Security personnel must be scheduled by the organization, at the organization's expense.*

Does this event involve direct contact with children under the age of 18?  Yes  No

If **yes**, ALL adults having direct contact with children **MUST** have their clearances on file at the District Office or submit them with this request, per School Board Policy 707. For those who have their clearances on file at their place of employment, see Appendix A.

**\*Proof of Organizational Liability Insurance must be provided before this application will be considered.**

The person in charge of activity:

Printed Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

We agree to the following conditions:

- Exercise due care to avoid damage to the building or equipment.
- To be financially responsible for any damage to facilities.
- To serve food and beverages only in areas normally used for this purpose.
- To refrain from attaching any objects to floors or walls that could mar the building.
- To accept any instructions from the custodian who is responsible for the enforcement of building rules and regulations.
- To accept cafeteria help and police (if applicable) as assigned by the school.
- The A-C Valley School District shall be held harmless by the user for any liability that arises from the use of school facilities by any non-school related organization, individual, or activity.
- Students must be **supervised at all times**. Students are not to run the halls or use any facility or room other than what is designated on this form.
- Restrooms must be kept clean.
- The room will be left in the same condition in which it was found.
- Custodians working on the weekend are to be compensated by the outside organization at a rate of one and one half times their regular rate.
- The school facilities may not be used by an outside organization on weekends or when school is not in session unless there is a custodian available.
- In event of three inches of snow and/or icy road conditions, weekend use of school facilities by outside organizations is cancelled.
- School facilities shall be made available for community purposes, provided that such use does not interfere with the educational program of the schools.
- Use of school facilities shall be granted in accordance with the following priority: requests by school related organizations, requests by non-school related community activities, and requests by private interest groups.

I have read the School Board Policy 707 and the above conditions for facility use:

Signature: \_\_\_\_\_

**FOR SCHOOL USE ONLY**

Please initial:

\_\_\_\_\_ **Athletic Director**  
 \_\_\_\_\_ **Building Secretary**

\_\_\_\_\_ **Building Principal**  
 \_\_\_\_\_ **Superintendent**

**Building Rental Charges**     Yes     No

**Cafeteria Charges**     Yes     No

**Custodian Compensation**     Yes     No

\_\_\_\_\_ **Building Principal**

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Superintendent**

\_\_\_\_\_ **Date**

cc: \_\_\_\_\_ **District Office**

\_\_\_\_\_ **High School/Elem**

\_\_\_\_\_ **Requester of Contract**

\_\_\_\_\_ **Maintenance**

\_\_\_\_\_ **Cafeteria**

**NOTICE OF NON-DISCRIMINATION**

The Allegheny-Clarion Valley School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex or disability in its admission procedures, educational programs, activities or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact the Office of the Superintendent of Schools, Box 100, Foxburg, PA 16036. Telephone: (724) 659-5820.  
 Revised 11/25/13

**ALLEGHENY-CLARION  
VALLEY  
SCHOOL DISTRICT**

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: October 20, 2003

REVISED: November 11, 2013

707. USE OF SCHOOL FACILITIES	
1. Purpose	School facilities of this district shall be made available for community purposes, provided that such use does not interfere with the educational program of the schools.
2. Authority	<p>The Board will provide for the use of school facilities when permission has been requested in writing and has been approved by the Board in accordance with the following order of priority: requests by school related organizations, requests by non-school related community activities, and requests by private interest groups.</p> <p>The use of school facilities shall not be granted for any purpose which is prohibited by law.</p>
3. Definition	School facilities - School facilities include designated classrooms, board room, large group rooms, cafeterias, auditoriums, gymnasiums, locker rooms, athletic fields, weight room, lobbies, designated school furniture, and designated school equipment. School facilities do not include district vehicles, tools, materials, supplies, or other items selected for exclusion by the Superintendent.
4. Delegation of Responsibility	<p>The Superintendent or designee shall develop procedures for the granting of permission to use school facilities and shall promulgate rules and regulations for such use, which shall include:</p> <ol style="list-style-type: none"> <li>1. For organizers of events that include contact and/or collision type activities, they shall present evidence of the purchase of organizational liability insurance to the limit prescribed by district rules. Activities in question will be under the discretion of the superintendent.</li> <li>2. Any school equipment that is to be used in conjunction with requested facilities shall be identified at the time that the request for use of facilities is made. The users of school facility and equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.</li> </ol>

3. The Board shall be held harmless by the user for any liability that arises from the use of school facilities by any non-school related organization, individual or activity.
4. Each request must be submitted on an "Application for Use of School Facilities," form.
5. The Superintendent or designee is given authority to assign the necessary employees or outside contractors to staff the facility at the expense of the individual, group, or organization using the facility.
6. Security personnel must be scheduled by the organization, at the organization's expense, when an organization uses the facility according to the following schedule:

<u># of participants and spectators</u>	<u># of security personnel</u>
up to 250	0
251 to 500	1
501 to 750	2
751 to 1000	3
1001 or more	4

7. All outside groups are responsible for providing a currently employed A-C Valley custodian to provide coverage at all events at their own expense, unless the event occurs during normal custodial hours.
8. The person who signs the application is responsible for assuring that all rules and regulations of the school district will be properly implemented as stated in the Use of School Facilities policy. Therefore, the individual requesting the facility must be present during the use of the facility event, or the individual must present a list of responsible individuals who will be present during the event to assure that all rules and regulations are followed.
9. Coaches and/or persons in-charge of an event that involves working with children under the age of 18 and use the facilities on a regular basis will need to provide the school district with copies of mandatory background clearances, such as:
  - Act 33 – Child Abuse Clearances
  - Act 34 – Criminal History Check
  - FBI fingerprinting requirement

10. Outside groups will also need to include the individual's printed and signed

<p>5. Guidelines</p> <p>SC 511</p> <p>10 P.S. 311 et seq</p> <p>20 U.S.C. Sec. 7181 et seq 35 P.S. 1223.5</p>	<p>name, a phone number, and dates and times they will be the responsible party. This list must be presented with the application.</p> <p>11. When policy infractions are reported, the use of the school facilities will be suspended effective immediately and will remain suspended until the issues are discussed and addressed with satisfaction by the Building Principal and/or Superintendent.</p> <p>12. Any multi-team contest must have an ambulance on site at all times. All arrangements must be made by the organization.</p> <p><u>Prohibited Activities</u></p> <p>The following activities are strictly prohibited in school facilities when individuals and community organizations are granted written permission to use said school facilities:</p> <ol style="list-style-type: none"> <li>1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.</li> <li>2. Possession of weapons.</li> <li>3. Conduct that would alter, damage or be injurious to any district property, equipment or furnishings.</li> <li>4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.</li> <li>5. Gambling, games of chance (unless current license is attached to the request), 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.</li> <li>6. Use of tobacco products.</li> </ol> <p><u>Violations</u></p> <p>The school district reserves the right to remove from school district premises any individual or community organization who fails to comply with the terms and conditions of this policy and established procedures.</p> <p>In the event an individual or community organization violates this policy or the</p>
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<p>SC 775</p> <p>School Code 511, 775</p> <p>35 P.S. 1223.5</p> <p>20 U.S.C Sec. 7181 et seq</p> <p>20 U.S.C. Sec. 7905</p>	<p>terms under which permission was granted to use school facilities, that individual or community organization forfeits the right to submit future written requests to use school district property, unless otherwise decided by the Board.</p> <p><u>Fee Schedule</u></p> <p>The Board shall establish annually a schedule of fees for the use of school facilities based upon the following factors:</p> <ol style="list-style-type: none"><li>1. The use of school facilities for activities related to the educational program and district operations shall be without cost to the users for all school related organizations (such as clubs and extra-curricular activities).</li><li>2. All other organizations or individuals granted the use of school facilities shall assume the scheduled fee established by the district.</li></ol>
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