



APPLICATION FOR USE OF FACILITIES

Please review Chester Community Charter School
Use of School Facilities Policy prior to submitting this application

USE OF SCHOOL FACILITIES POLICY

For permission to use the following Chester Community Charter School Facility:

Name, Organization or Person: _____

Non - Profit? Yes No If yes, please provide State Tax Exempt #: _____

On _____ DATE _____ 20 _____ from _____ Time Entering Facility _____ to _____ Time Leaving Facility _____

Location (campus/building(s): _____

Multi-Purpose Rm Cafeteria Tech AV
 Classroom(s) Lavatories Custodial
 Gymnasium Parking Lot areas Other (Please Specify)
 Locker Room Audio/Visual Equip Advertising (Attach Sample)

The purpose for which said facilities and equipment or grounds will be used is:

 _____ and for no other purpose.

Admission Charge Tickets Sold Donation Estimate Attendance

Information of responsible officer or individual who will be **PRESENT AT ALL TIMES:**

Name:	Email:
Address (street, city, state, zip)	Primary Number:

The applicant has read the "Use of School Facilities" regulations and will comply with and be bound by the regulations of Chester Community Charter School. By signing the applicant agrees to hold the Charter School, the Board of Trustees and any other parties requested by the Charter School harmless from any and all legal actions brought as a result of the use and/or rental of Charter School facilities by the applicant.

Print Name: _____ Signature: _____

**** FOR OFFICE USE ONLY ****

Approved Disapproved Remarks: _____

CEO/Designee _____ Date: _____



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Insurance and Indemnification Requirements for Use of Facilities

USE OF SCHOOL FACILITIES POLICY

Please review the following Insurance and Indemnification Requirements that must be meant prior to use of facilities:

Insurance and Indemnification Requirements:

1. Persons, groups or organizations using school facilities for any purpose shall provide the Charter School with a certificate of insurance for a Comprehensive Public Liability Insurance in the amount of not less than One Million Dollars (\$1,000,000) indemnifying the school against possible tort claims arising from such use.
2. The insurance shall be placed with insurers lawfully authorized to do business in Pennsylvania and acceptable to the Charter School.
3. The company or agency which issues the Certificate of Insurance must provide a complete street address where it can be served with notice (Post Office box addresses will not be accepted) and a telephone number. The company or agency must certify that it is an agent of the insurance company issuing the policy and that its statement is subject to the penalties of 18 Pa. C.S. § 4904[1] relating to unsworn falsification to authorities.
4. The Charter School shall not accept any policy (1) written on a claims made basis or (2) which only names the Charter School as an additional insured or (3) which is written only on an “excess or umbrella” basis or which carries any deductible or self-insured retention over \$500.00. However, deductibles or self-insured retentions may be declared to and approved by the Board of Trustees. If the deductibles or self-insured retentions are not approved, the user shall procure a bond guaranteeing payment of losses, investigation, claims administration and defense expenses up to the amount of the deductibles or self-insured retentions.
5. Charter School shall be named specifically as an additional insured on the liability policy of insurance and documented proof of same must be provided to Charter School at least two weeks prior to use by a group unless otherwise approved by the Charter School. The additional insured should include:
 - a. Chester Community Charter School
 - b. Chester Education LLC
 - c. Friends of Chester Community Charter School
 - d. RM Chester Upland PA LLC