

Date received by Central Office: _____

BURGETTSTOWN AREA SCHOOL DISTRICT BUILDING USE CONTRACT

Forms must be submitted for Superintendent's approval at least ten (10) working days prior to scheduled event.

Today's Date: _____ Facility Requested: Middle/High School Elementary Center Football Stadium Other

Area/Room Requested (Be Specific): _____
(Include all rooms, cafeteria, hallways, ticket booth, etc.)

Purpose: _____

Requested By: _____
Name (Please print) Signature

Name of Organization: _____

Address: _____
(Street) (City) (Zip Code) (Phone)

Sponsor or Person in Charge (if different than requester) _____
Name (Please print) Signature

| | |
|--|-----------------------------------|
| Date(s) Requested: _____ | Approx. # of People: _____ |
| Event Time: From: _____ am/pm - To: _____ am/pm Reserve Time: From: _____ am/pm - To: _____ am/pm <i>(Times may vary each day. Please be specific and include set-up/tear down, etc.)</i> Please use this space for extra days: _____ | |
| Admission Fee: \$ _____ Will there be any other types of monetary transactions? (Food, T-shirts, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No Hours monies will be collected for admission, concessions, etc.: From: _____ am/pm - To: _____ am/pm | |

Materials/Equipment requested:

_____ *(Use additional sheets if necessary)*

List equipment provided by you for use in our facility:

_____ *(Use additional sheets if necessary)*

By signature above, I acknowledge that I have read the Building Use policies on the attached sheet and agree to abide by said policies and assume full responsibility for all actions of all participants of this activity for which above use is contracted.

-----**DISTRICT USE ONLY**-----

School-Affiliated Organization Class I Organization Class II Organization

| |
|---|
| <input type="checkbox"/> Insurance Certificate Received <input type="checkbox"/> Security Deposit Received \$ _____ By _____ Rental Charge \$ _____ * Additional Fee(s) \$ _____ Total Charge \$ _____ *ALL RENTAL FEES MUST BE PAID FIVE (5) DAYS PRIOR TO EVENT. |
|---|

Approved Not Approved _____ *Building Principal (date)* Approved Not Approved _____ *Buildings & Grounds (date)*

Approved Not Approved _____ *Superintendent (date)*

Admin Office Use Only: Director of Technology Director of Food Services Athletic Director School Police Officer

Comments: _____

PLEASE SEE ATTACHED SHEET FOR MORE INFORMATION

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BURGETTSTOWN AREA SCHOOL DISTRICT POLICIES FOR USE OF DISTRICT FACILITIES

The following is a partial listing of the policies for use of BASD facilities. A more detailed copy of this policy, list of fees and expenses may be obtained from the Office of the Superintendent, 100 Bavington Road, Burgettstown, PA 15021 or by visiting our website at www.burgettstown.k12.pa.us.

1. Burgettstown does not charge rental for organizations affiliated with the school district: PTA, Band Boosters, youth organizations (football, basketball and wrestling), etc, unless the request is for Sunday use only.
2. Burgettstown requires evidence of liability insurance in the amount of one million dollars (\$1,000,000) for each individual or organization request. Organizations not directly associated with the district will be required to show proof of current liability insurance prior to final approval of the Building Use Contract.
3. Class I = individuals or organizations which do not charge admission and are not affiliated with the school district.
4. Class II = individuals or organizations conducting events at the school district's facilities for which admission is charged and are not affiliated with the school district.
5. No district facility will be scheduled for use on Sunday, except in accordance with the terms outlined in Policy No.707 - Use Of School Facilities.
6. Building use contracts must be submitted for Superintendent approval at least ten (10) working days before the scheduled event. District activities and events will take precedence over outside organizations for use of district facilities. **The building use calendar is available for reservations beginning July 1 or the first business day thereafter, for the upcoming school year.*
7. Building use contracts must be signed by the requester, and should the person-in-charge of the event be other than the requester, the contract is to be signed by that individual as well.
8. Building use contracts are approved for the specific date(s) requested. Should an event be rescheduled or be extended beyond the requested date, a new form must be submitted for approval.
9. According to Policy No. 707 - Use of School Facilities, police protection must be provided for crowd control and security. Police coverage will be arranged by the district.
10. All organizations granted permission to use district facilities shall observe regulations of the Board of Directors and state and local fire codes regarding the use of school buildings. Regulations shall be shared with all participants and families in attendance.
11. Flammable materials, alcoholic beverages or other controlled substances, smoking and/or other forms of tobacco are not permitted in district buildings or on the district campus, including all athletic facilities.
12. Food and drinks are not permitted inside the Middle/High School or Elementary Center gymnasiums or Middle/High School auditorium. All food must be sold and consumed in the cafeteria or lobby area only. Rental of cafeteria is required when hot food items or a high volume of food will be sold.
13. Any person or group of persons causing damage to district property will be held liable for the cost of repairs and/or replacement and may be denied future use of the facilities.
14. Any organization failing to use proper care to provide adequate supervision when using facilities may be denied future use of all district facilities.
15. Equipment or utility service is not to be altered in any form. If a special service such as electrical service is required, these requirements must be noted on the Building Use Contract for approval by the Superintendent. A labor fee may be charged to provide such services.
16. School personnel must be present in district buildings while they are in use.
17. Use of kitchen equipment will require that at least one (1) employee of the kitchen be present while the kitchen is in use and the approval of the Food Service Director. The district may provide food and beverage service, for the district's profit, if the rental organization does not object.

18. Use of athletic areas will require the approval of the Athletic Director. For use of scoreboard/timer, an individual must be pre-trained by the Athletic Department.
19. The maintenance department must be notified of any equipment such as smoke machines or other devices that will be used in district facilities.
20. Security deposit is due at the time of reservation.
21. All rental fees MUST be paid in full five (5) days prior to the event.
22. Athletic fields include the Hill Memorial Football Stadium and softball and baseball fields at Hillman Park.
23. Auditorium usage fee includes police, custodial services, and one (1) lighting/sound technician. The technician is the only authorized operator.
24. Use of the Computer Room will include a twenty-five (\$25)/hour fee for a technician, along with a rental fee noted in the table below.
25. If additional custodial assistance is needed, it will be billed at the hourly rate as specified in the BAESPA contract.
26. Organizations within the district, who are registered with the IRS as a 501(c)(3) organization, are eligible for a 25% discount off of the total rental fee. IRS 501(c)(3) documentation is required.

RENTAL FEES

* RENTAL OF MULTIPLE ROOMS/FACILITIES, RECEIVE A DISCOUNTED RATE *

| Facility Requested | Class I | Class II | For Anyone Requesting Sunday Use Only |
|---|---------------|---------------|---------------------------------------|
| Auditorium* | \$ 150 | \$1500* | \$1500* |
| Athletic Fields | \$ 100 | \$ 250 | \$ 250 |
| Gym – Middle School | \$ 50/hour | \$ 100/hour | \$ 100/hour |
| Gym – Elementary School | \$ 50/hour | \$ 100/hour | \$ 100/hour |
| Gym – High School | \$ 50/hour | \$ 250/hour | \$ 250/hour |
| Gym & Locker Room | \$ 75/hour | \$ 300/hour | \$ 300/hour |
| Football Field | \$ 250 | \$ 500 ## | \$ 500 ## |
| Track Only | \$ 100 | \$ 300 | \$ 300 |
| Indoor Batting Cages | \$ 10/hour | \$ 25/hour | \$ 25/hour |
| Cafeteria (No kitchen use) | \$ 50/hour | \$ 100/hour | \$ 100/hour |
| Kitchen (Plus labor cost for district cafeteria employee) | \$ 250/hour | \$ 500/hour | \$ 500/hour |
| Classroom | \$ 25/hour | \$ 50/hour | \$ 50/hour |
| Computer Room | \$ 50/hour ## | \$ 75/hour ## | \$ 75/hour ## |
| L.G.I. Room | \$ 50/hour | \$ 100/hour | \$ 100/hour |
| Parking Lot (No building use) | TBD | TBD | TBD |

Plus hourly fee noted in item #24.

* Includes security, one (1) lighting and sound technician and custodial assistance.