



CAMP HILL SCHOOL DISTRICT

418 S.24th Street

Camp Hill, PA 17011

717-901-2400

www.camphillsd.k12.pa.us

Camp Hill School District Facility Use Conduct & Terms Agreement ("Agreement")

This Agreement is made between the Camp Hill School District ("District") and _____ ("Organization"). The District agrees to allow the Organization to use _____ ("facilities") during the following times and dates:

_____.

The Organization's use of the facilities is subject to and shall be consistent with Board Policy 707, Use of School Facilities or Fields, other relevant Policies of the Board of School Directors and applicable law.

Facility Use and Conduct

At all times, orderly conduct shall be required of the Organization and the participants in the scheduled event, including the performers, athletes and the audience. The Organization and the participants shall confine themselves and their activities to areas specified in the Agreement. The areas used shall be left in a clean and orderly condition. There is to be NO FOOD OR BEVERAGES IN ANY DISTRICT AUDITORIUMS OR GYMNASIUMS. ALCOHOLIC BEVERAGES ARE NOT PERMITTED ON ANY SCHOOL PROPERTY AND PREMISES. THE USE OF TOBACCO & VAPE PRODUCTS IS NOT PERMITTED ON SCHOOL PROPERTY.

Responsibility

The Organization will assign one person to be responsible for overseeing the use of the facility during occupancy. This person **must** be present, or designate another responsible person on their behalf, during the time the district facility is being used. The Organization will provide for proper chaperonage. The responsible party is identified as follows:

Name

Contact Number During Occupancy

Fire Code

Local fire codes must be followed at all times. All decorations must be flame proof or be treated to retard flame spread. Inspection by the local fire department may be required by the district.

Damage & Theft

The Organization shall be responsible for all thefts of school property, damage or destruction occurring during the use of facilities. The district assumes no responsibility for theft or damage of equipment owned by others while using a district facility. The Organization shall be responsible for the repair and/or replacement of school equipment or property damaged beyond reasonable wear and tear. The Organization is also responsible for the security of the building at the time of their use. **AT NO TIMES SHALL ANY DOORS BE PROPPED OPEN. THE PROPPING OF DOORS MAY RESULT IN THE LOSS OF FUTURE FACILITY USE.**

Equipment

Any district equipment that is to be used in conjunction with requested facilities should have been identified at the time the request for use was made. The users of school equipment are liable for any damage or loss to such equipment that occurs while it is in your use. Where rules specify, no items of equipment may be used except by a qualified operator.

District Liability

Neither the school district, nor its Board members, Administrators, or employees shall be held liable for accidents and/or injury suffered by individuals engaged in activities occurring within or upon the school facilities during the time the facilities are being used. The school district assumes no liability for loss of property.



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Clearances

The Organization is responsible for complying with provisions of the Child Protective Services Law, including but not limited to obtaining necessary clearances or certifications for any adult in direct contact with children.

Camp Hill School District Rules

Organization agrees to comply with the following:

1. Absolutely NO entrance into unrented parts of the facilities, unless otherwise noted
2. At NO times shall any doors be left open or propped for any reason
3. All children MUST be supervised by an adult at all times
4. Absolutely NO tape or markings on the gym floor for any reason
5. Absolutely NO food or beverages permitted in any District Gymnasium or Auditorium
6. NO kicking or throwing balls towards the ceiling, walls or windows
7. NO possession, use or distribution of illegal drugs and/or alcoholic beverages
8. No possession of weapons
9. User will leave the facility clean and in the same condition it was in prior to use
10. Report any misuse, damage or untidiness immediately
11. NO use of tobacco or vape products anywhere on school property

Violations

The school district reserves the right to remove from the school district premises any individual or community group who fails to comply with the terms and conditions of the District's Facility Use Policy and established procedures as follows:

1. First offense will result in a verbal and written warning.
2. Second offense will result in a loss of use of our facilities for a month following the incident.

In the event an individual or community group continues to violate the terms outlined here, the District's Facility Use Policy or the terms under which permission was granted to use school facilities, that individual or community group forfeits the right to submit future written requests to use school district property, unless otherwise decided by the Board.

Organization Liability

As a condition for use of the facility, Organization agrees to indemnify, save and hold harmless Camp Hill School District, its employees, representatives, and agents from any and all claims, liabilities, demands, lawsuits, allegations, judgments, and all forms including attorney fees and recoverable costs, (singularly or collectively 'claims') including claims for bodily, emotional, and personal injury, property damage or loss, brought or made against it, arising out of, relating to, caused by, or resulting from Organization's use of the facility, including claims relating to, arising out of, or caused by the physical condition of the facility, whether or not the basis of the claim(s) was caused by or contributed to, in whole or in part, the negligence of Camp Hill School District its employees, representatives, and agents.

I, an authorized representative of the Organization, have read, understand and agree to abide by the foregoing Agreement.

Signature

Print Name

Date



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Facility Use Emergency Information

ALL EMERGENCIES (police, fire or EMS)

911

Camp Hill Police 717-737-1570

Camp Hill Fire Department

717-737-4623

Camp Hill EMA 717-737-4623

Cumberland County Dispatcher 717-238-9676

Cumberland County Department of Public Safety 717-218-2900

PA State Police 717-249-2121

Building Maintenance Issues (lighting, HVAC, plumbing, etc) Todd Stroup 717-514-4487

Poison Control Center 1-800-222-1222

When calling, you are located at:

Eisenhower/Performing Arts Center - 340 North 21st Street, Camp Hill, PA

Hoover Elementary – 420 South 24th Street, Camp Hill, PA

Middle/High School – 100 South 24th Street, Camp Hill, PA

If there is an alarm system available, make a back-up call to 911, as soon as everyone is in a point of safety. Although redundant, this assures response and provides additional information to the responders.

Give the dispatcher the following information: – your name – location – brief description of the incident.

Answer all questions. Prepare to follow instructions, and do not hang up until directed by the dispatcher.

EVACUATE EVERYONE TO A POINT OF SAFETY.

In case of Fire or Smoke:

1. Pull fire alarm. Evacuate and close doors as you go without locking them.
2. Smoke is the greatest danger in a fire. So, stay near the floor where air will be more breathable.
3. Do NOT use elevators in case of fire.
4. Evacuate building using the most direct route and nearest exit.

AED LOCATIONS

HS Nurse Office

HS Gym

Hoover Nurse Office

Hoover Gym

Eisenhower Nurse Office

Eisenhower Gym

Eisenhower 2nd Floor

Pollock Center Lobby

Administration Building

HS/MS Auditorium