

School District of Pittsburgh
S 50 - Application for Permit

Section A - Organization/School Information

Organization Name (No abbreviations)

Date of Submission

Leader or Instructor

Address:

Phone:

Name of Requested School

Part of School Requested (classrooms, gym, grounds, etc.)

Purpose of the Use of School Property:

Approximate Attendance Expected at Each Use:

Special Requests/Comments:

Section B - Requested Date and Time

School Year:

Semester (Only one semester per application):

Sept-Jan

Feb-Jun

Jul-Aug

Complete this section if requesting 10 or fewer days:

Complete this section if requesting more than 10 days:

Date Start Time Finish Time

Dates Requested: From: To:
 Days of the week permit will be used (Check all that apply)

Mon Tues Wed Thurs Fri
 Sat Sun

Hours Requested: From: To:

Notes/Dates Exempted

Section C - Charges/Fees FOR SCHOOL DISTRICT USE ONLY

Charges may be added in the following categories and you will be liable to pay them.

Rental Charge \$

Custodial Charge\$

Other Personnel Charges\$

Total Charges \$

After School
Program

Act 151
Clearances

Act 34
Clearances

Does Not
Have Clearances

School District Employee
Clearances on file in HR

Section D - Signature/Approval

I have read, understand and agree to abide by the rules and regulations attached to this application and to pay as indicated and all future charges

Signature:

(Title)

Organization:

Recommended:

Principal

Approved:

Chief Operations Officer or Assistant Secretary

REGULATIONS REGARDING THE USE OF PITTSBURGH PUBLIC SCHOOL FACILITIES
(Revised October 24, 2018)

1. The Board has authorized the Chief of Operations or designee to issue formal, written permits, subject to cancellation for just cause including need of the facility for School District purposes. A complete set of rules is available for review in the school office or Operations Office. During the school term, a completed application for a permit shall originate with the school's designated permit processor. If the designee is not available, applications shall initiate in the Operations Office and with the Project Manager of Operations. After normal school hours, ALL uses of the facilities require a written permit authorization.
2. Permits shall not be granted in the following instances: (a) permits during normal school hours that are detrimental to the educational process or disruptive to students and personnel; (b) for meetings for which admission is charged in which motion pictures or video tapes are shown for commercial purposes; (c) for meetings at which intoxicants will be consumed; (d) for events in which facility renovations or modifications are required; (f) for events in which the permit applicant intends to transfer or sub-contract the permit to another party; (g) for events in which conflict with building maintenance and improvement projects; (h) for continuous use by non-school organizations for more than the length of a semester; (i) for any applicant that would be disqualified from employment with the School District as set forth in Section 1-111 of the School Code, 24 P.S. §1-111, due to the contents of their criminal background report. Permits will also be denied to applicants who fail to produce child abuse clearances pursuant to Act 151, 23 Pa. C.S.A. §6355, and Act 114, as defined in 22 Pa. Code §8.1.
3. Other regulations – (a) the permit holder shall be responsible to reimburse the Board for School District personnel as required to facilitate the permit; (b) when required by School District, the permit holder shall be responsible for security services; (c) the uses of swimming pools shall require a Board-approved lifeguard instructor and appropriate adult supervision in pool and locker rooms; (d) permits not requiring rental or wage charges, except Pittsburgh Public Schools student activity groups, will not be authorized beyond 9:30 P.M.; (e) permit holder is required to reimburse the Board for vandalism caused by any persons under the control of the permit holder (failure to pay Board charges or vandalism revokes future use of facilities and is subject to collection); (f) usage of tobacco products and electronic cigarette's (smoking) on school property is prohibited. Property includes, but is not limited to, facilities, sidewalks, school grounds, parking lots, and athletic safety requisitions in District-wide safety program under District Policy No. 805.

CHARGES FOR USE OF PITTSBURGH PUBLIC SCHOOL FACILITIES

1. Rental Charges – (a) Pittsburgh Public School activity groups, political meetings, and PTA, Parent Representatives and similar groups are NOT required to pay rental charges, provided that all net proceeds of the event accrue to the school organization/activity; (b) Boy Scouts, Girl Scouts and regularly organized non-profit community groups located within School District boundaries are entitled to, at the discretion of the District, up to two (2) free uses, per week, per school, rental, and other fees may apply for any additional days uses after the two (2) free uses; (c) all other groups are not entitled to free use, any free use offering is at the sole discretion of the District. All other uses are applicable to the District Fee Schedule, and the pricing is on file in the Operations Office. This pricing is based on rental of fields and facilities and does not include Pittsburgh CAPA, which is priced separately. Applicable fees include: Custodial labor, Field Man labor, Security labor, Athletic Field maintenance and facilities rental. Principals are authorized to limit continuous use in effort to maximize the availability of the facility.

DISCLAIMER LIABILITY CLAUSE

The applicant hereby agrees to indemnify, defend and hold harmless the Board of Public Education of the School District of Pittsburgh, Pennsylvania, its Directors, Officer, Agents and Employees against all loss, damage, costs and expenses which the Board may suffer and incur arising from the use of or relating to the use of Pittsburgh Public School facilities.