

2024-2025 Request for Use of School Facilities

1. Rental and service fees are charged for the use of Grove City Area School District buildings and facilities. Fees defray the cost of on-going maintenance and improvements to the facilities and fields. District Facilities will only be made available for community purposes if such use does not interfere with the Academic, Arts and/or Athletic programs of the district.
2. Payment is due within 30 days of billing. Please refer to the fee schedule
3. All manipulation of stage equipment is to be under the direct control and supervision of the school stage manager.
4. Additional equipment shall not be brought into the school without prior permission.
5. A group representative must be present in the building before participants arrive and until everyone has left.
6. Buildings and facilities are to be left reasonably neat and clean after each event. In substantially the same condition as upon rental.
7. Additional cleaning or repair fees will be assessed should the District determine this requirement has not been met.
8. Whenever a facility is used, a district custodian or another responsible employee must be on duty. Keys will not be provided to any group.
9. Food and/or beverage are NOT permitted in the gymnasiums or auditorium at any time.
10. Rental fee may be requested in advance.
11. Continued use of school buildings and grounds is contingent upon the strict adherence to the rules and regulations.
12. Any school facility use request may be denied or revoked by school officials.
13. In the event that snow removal or salting is required for a rental, the group will be responsible for all expenses.
14. Political signs or advertisements may not be displayed, posted, or distributed on school property without administrative approval.
15. All WIFI usage will be filtered and monitored.
16. A certificate of insurance must be submitted prior to the event. District policy requires liability insurance with a minimum of \$1,000,000 combined single limit. The District must be listed by the insurance policy as the certificate holder.
17. The Board prohibits weapons, tobacco, drugs, alcohol or use of profane language by any persons in its school buildings and on any property that is owned, leased, or controlled by the School District. The following announcement must be made to patrons at all events: Hermitage School Board policy prohibits weapons, the use of cigarettes, smokeless tobacco, electronic cigarettes, drugs, alcohol or profane language in its school buildings or anywhere on the School District Campus.
18. Board policy prohibits gambling, games of chance, 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.
19. The custodian on duty or stage manager is the on-site school representative. Your group is expected to cooperate with them at all times. He/she shall not be required to function in any capacity other than to be responsible for school district facilities and equipment.
20. Any group or organization granted permission for building use is responsible for any damage to the building, grounds, or school district property incurred by their group or a group member.
21. The administration reserves the right to hire security/police whenever groups are using school facilities. The group requesting the use of facilities shall pay the cost of hiring security/police.
22. Please leave the building at the time indicated. Groups must confine themselves to the room and areas assigned to their use. Additional fees will be charged if additional areas are used and may result in additional custodial fees.
23. The sponsoring organization shall be responsible for the preservation of order, the proper conduct of the people whom they will admit and the enforcement of such rules and regulations as the school district may require.
24. Whenever use of a facility is granted without charge for a rental, the organization or individual shall still be responsible for additional costs over and above the normal maintenance services provided.
25. In such cases where rental agreements stipulate that charges for employees' services will be made, the employee will be paid by the school district and the organization will be billed for the services after the event.

26. The district shall be held harmless by the user for any liability that arises from the use of the school facility by any non-school related organization, individual, or activity.
27. Due to local fire code, the use of fireworks and/or smoke/fog machines are NOT permitted in the buildings or anywhere on the School District Campus.
28. Fire Alarms:

By Order of Grove City Borough and Grove City Police, if the fire alarm sounds:

- A. Everyone must evacuate (no exceptions)
- B. Persons in charge of an event or group are responsible to see that everyone in their group leaves the building.
- C. The fire alarm must not be silenced until all occupants are evacuated.
- D. Persons, who fail to abide by the rules and regulations, will be subject to fines levied by the District Justice for failing to abide by the BOCA National Fire Prevention Code.
- E. If the fire alarm is accidentally pulled by a patron, the group using the facility will be responsible for any costs.

I have read the rules and regulations governing the use of school facilities, on this form and I fully understand that the Grove City Area School District, or its representatives, shall not be responsible for any accidents, personal or group losses, or damages incurred to individual or group property. I further understand that the organization I represent shall comply with all School Board policies, set fee schedules, and shall be responsible for damages or losses to school property.

Event Representative Printed Name: _____

Event Representative Signature: _____ Date: _____