

UPPER ADAMS SCHOOL DISTRICT
Biglerville, Pennsylvania 17307
USE OF SCHOOL FACILITIES

U.A.-0511
9/6/2024

GENERAL INFORMATION:

Name of Organization: _____
Address of Organization: _____
Responsible Party: _____
Address of Responsible Party: _____
Phone Number of Responsible Party: Home: _____ Work: _____

FACILITIES TO BE USED:

1. Building: (check appropriate building to be used)
_____ BHS/UAMS _____ UAIS _____ Biglerville Elementary
2. Specific location(s) within the the of building you are requesting to use (classroom, cafeteria, north gym, south gym, etc.):

3. Describe purpose of facility usage (program, activity, meetings, etc.): _____
4. ACTUAL TIME OF EVENT: Start Time: _____ End Time: _____

5.	Date(s)	Time to Set Doors to		Door location:						
		Open	Lock	Gym	Front	Back	Side	Cafe	Other	
	_____			_____	_____	_____	_____	_____	_____	
	_____			_____	_____	_____	_____	_____	_____	
	_____			_____	_____	_____	_____	_____	_____	
	_____			_____	_____	_____	_____	_____	_____	
	_____			_____	_____	_____	_____	_____	_____	

6. Will the program be open to the public? _____ Yes
7. Will admission be charged? _____ Yes
8. State purpose for which any profits will be used: _____
9. List any special equipment needed: _____
10. Are Janitorial Services Needed: _____ Yes _____ No
11. Will food be provided: _____ Yes _____ No
12. Name and address to which all charges will be sent: _____

IMPORTANT: THE ORGANIZATION IS RESPONSIBLE FOR COMPLYING WITH THE CHILD PROTECTIVE SERVICES LAW. THE ORGANIZATION WILL ENSURE THAT ALL ADULTS IN DIRECT CONTACT WITH CHILDREN POSSESS CURRENT CRIMINAL BACKGROUND CLEARANCES TO THE EXTENT REQUIRED BY LAW AND THAT SUCH CLEARANCES HAVE BEEN REVIEWED TO DETERMINE ELIGIBILITY FOR SERVICE. THE ORGANIZATION WILL FURTHER ENSURE THAT SUCH CLEARANCES ARE RENEWED EVERY THREE YEARS AS REQUIRED BY LAW.

IMPORTANT: CERTIFICATE OF \$1,000,000 LIABILITY INSURANCE MUST BE FILED WITH THIS FORM BEFORE REQUEST MAY BE GENERATED BY BUILDING PRINCIPAL.

THE REQUESTING ORGANIZATION COVENANTS AND AGREES TO EXONERATE, SAVE HARMLESS, PROTECT AND INDEMNIFY THE UPPER ADAMS SCHOOL DISTRICT FROM AND AGAINST ANY AND ALL LOSSES, DAMAGES, CLAIMS, SUITS OR ACTIONS, JUDGEMENTS AND COSTS WHICH MAY ARISE OUT OF AND ATTRIBUTABLE TO THE NEGLIGENCE OR ACTS, OR OMISSIONS OF, OR USE BY THE REQUESTING ORGANIZATION, ITS PARTICIPANTS, AGENTS, SERVANTS, EMPLOYEES, GUESTS, PATRONS OR CUSTOMERS ON THE PREMISES.

THE REQUESTING ORGANIZATIONS NAMED, ASSUMES FULL RESPONSIBILITY FOR ANY DAMAGES OR LOSS TO EQUIPMENT, FURNISHINGS, BUILDING OR GROUNDS BEYOND THAT WHICH CAN BE DESIGNATED AS FAIR WEAR AND TEAR, AND THAT THE REQUESTING ORGANIZATION WILL ABIDE BY THE SCHOOL DISTRICT'S USE OF FACILITIES POLICY. SMOKING IS PROHIBITED ON ALL DISTRICT PROPERTY.
(See Attached)

CERTIFICATE OF LIABILITY INSURANCE IS REQUIRED TO BE SUBMITTED TO THE SCHOOL PRINCIPAL PRIOR TO THE APPROVAL OF THE REQUEST FOR USE OF SCHOOL FACILITIES, MINIMUM AMOUNT OF LIABILITY MUST BE \$1,000,000.

Date
Signature of person representing Organizations

THIS SECTION FOR USE BY SCHOOL DISTRICT PERSONNEL:

1. Date application received: _____
2. Certificate of Insurance received? Yes ☐ No ☐ Amount: _____
3. CATEGORY appropriate (For requesting organization)
- I School Related Groups ☐
- II-A Non-School Related Community Groups ☐
- II-B Non-School Related Community Groups ☐
- III Community Groups Not Related to the School ☐
- IV Non-Community Groups ☐
- V Other ☐
- Application: APPROVED ☐ DENIED ☐ Date: _____
- Requesting Organization Notified (Date) : _____
- *Director of Building & Grounds/Building Principal: _____

***PLEASE SEE ATTACHED RULES AND REGULATIONS FOR BUILDING USE**

<u>Estimated Charges</u>	<u>Activity Completion Report</u>
Basic Rental: _____	Personnel Employed: _____
Labor: _____	Hours: _____
Other: _____	Condition of Facilities: _____
Class of Organization (from policy): _____	

CENTRAL OFFICE APPROVAL (FOR CATEGORIES III, IV, V)

Yes ☐ No ☐ Deposit Amount Required \$ _____ Superintendent's Signature: _____

Are Janitorial Services billable for this event?	Yes ☐	No ☐	
Copy of this form sent to Aramark for planning purposes	Yes ☐	No ☐	Date: _____
Confirmation of services needed	Yes ☐	No ☐	Date: _____
Confirmation of special equipment needed	Yes ☐	No ☐	Date: _____

UPPER ADAMS SCHOOL DISTRICT
161 North Main Street
Biglerville, PA 17307
(717) 677-7191

Community Use of School Facilities and Procedures

The Upper Adams School District welcomes your community group to share in the usage of our school facilities. At times, however, the regularly scheduled usage of the facilities must be altered or curtailed due to inclement weather or other conditions beyond our control. As always, safety is our first consideration. Your help and cooperation is essential in assuring that they use of our facilities is safe for your community group.

Inclement weather (snow, sleet, etc.) is the most common reason that our facilities are unavailable to the public. In general, when school is closed our facilities are closed and therefore unavailable to the public. When school facilities are scheduled for use over weekends, holidays, and other non-school days, questions frequently arise as to proper procedures.

Community groups may be asked to cancel, adjust, or reschedule events by the building Principal or other school official. Snow must be removed from sidewalks, driveways, and parking areas before facilities are safe for public use. Removal of snow, etc. may alter typical custodial schedules and that in itself may cause an event to be cancelled or altered. Under no circumstances are school facilities to be used under unsafe conditions. Also, sometimes the school must reschedule events, which may result in a community group being asked to cancel its activity. School functions always have priority.

It is important for each group to designate one or more contact persons. In the event of a change, district personnel will notify the contact person. It will then be the responsibility of the contact person to notify the appropriate members of the community group and/or public.

Frequently some weather conditions are moment to moment and can change quickly. In the event that the community group has questions as to whether or not to cancel an event or whether facilities will be available, the community contact person should consult with the building principal in charge of the facility. Communication between the community group and the school is essential.

The following is a list of all Building Principals and other pertinent district personnel:

<u>Biglerville High School:</u>	Beth Graham	677-7191
<u>Upper Adams Middle School:</u>	Shane Brewer	677-7191
<u>Upper Adams Intermediate School:</u>	Sonia Buckely	677-4300
<u>Biglerville Elementary:</u>	Jamie Kerstetter	677-5200
<u>Property & Maintenance:</u>	Anthony Graham	677-7191

RENTAL FEES SCHEDULES FOR USE OF SCHOOL FACILITIES

Rental fees for school facilities have been established because of the need to cost justify facility use with expenses incurred. The category of heat cost will be effective only during the months of October through April, while all other categories will remain in effect throughout the year in accordance with current costs as per the following:

Category

1. Heat & Electric - calculated on estimated current per hour costs to operate requested facility.
2. Custodial - cost of wages per hour if during the regular work schedule/ time and one-half if time required is in addition to the regular work schedule.
3. Preparation/ Cleaning Time - to be determined on a per facility request basis as it relates to the district's estimate of time needed for pre/ post preparation and cleaning.

Gymnasium

North Gym - fee of \$70.00 per hour + custodial fee
South Gym - fee of \$70.00 per hour + custodial fee
(Both gymnasium areas include use of locker rooms)

Cafeteria/Kitchen - fee of \$25.00 per hour + custodial fee and staff member

Library - fee of \$25.00 per hour + custodial fee

Band Room - fee of \$15.00 per hour + custodial fee

Auditorium

High School (with stage) -fee of \$50.00 per hour + custodial fee
(without stage) -fee of \$40.00 per hour + custodial fee
Elementary (with stage) -fee of \$40.00 per hour + custodial fee
(without stage) -fee of \$35.00 per hour + custodial fee

Computer Room - (must have a district qualified personnel at current hourly rate)

High School - Fee of \$15.00 per hour + staff member per room.
Elementary - Fee of \$8.00 per hour + staff member per room

Shop

Agricultural - not available for rental
Power Tech - not available for rental
Visual Arts - not available for rental
Electronics - not available for rental
Home Economics - (cooking) - fee of \$20.00 per hour + custodial fee

Science Lab - not for rental

<u>Stadium</u> -	Fee to be determined according to usage
(with lights) -	current rate for electricity will be added
(with public address system) -	Fee of \$10.00 to be added
(with restrooms) -	Fee of \$10.00 to be added

Baseball/Softball Field - Fee of \$5.00 per hour (no field preparation)

Other Facilities - Facilities not identified herein will be evaluated by the

*Cafeteria/ Kitchen- any approved organization, which desires to use any of the school kitchens for preparation and/or serving of foods must comply with certain personnel provisions:

1. Cafeteria Manager or designee must be present
2. Custodian to be present for kitchen clean up.

**Equipment - Any power equipment used must be supervised by certified school personnel.

****Gymnasium - NO food is permitted in the gymnasiums

GENERAL PROVISIONS FOR USE OF FACILITIES

The following rules and regulations for use of school facilities shall include:

- A. ***THE ORGANIZATION IS RESPONSIBLE FOR COMPLYING WITH THE CHILD PROTECTIVE SERVICES LAW. THE ORGANIZATION WILL ENSURE THAT ALL ADULTS IN DIRECT CONTACT WITH CHILDREN POSSESS CURRENT CRIMINAL BACKGROUND CLEARANCES TO THE EXTENT REQUIRED BY LAW AND THAT SUCH CLEARANCES HAVE BEEN REVIEWED TO DETERMINE ELIGIBILITY FOR SERVICE. THE ORGANIZATION WILL FURTHER ENSURE THAT SUCH CLEARANCES ARE RENEWED EVERY THREE YEARS AS REQUIRED BY LAW.***
- B. Any school equipment that is to be used in conjunction with requested facilities shall be identified at the time that the request for use of facilities is made. The users of school equipment must accept liability for any damage or loss of such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by the qualified operator.
- C. The Board shall be held harmless by the users for any liability that arises from the use of school facilities by any school related and/or non-school related organization, individual or activity as defined in Categories I, II, III, IV and/ or V.
- D. Smoking is prohibited on School District grounds.
- E. The requesting organization must assume responsibility for the actions of anyone participating in the program.

- F. Users shall be financially liable for damage to the facilities and for proper supervision
- G. Users shall provide adequate security personnel as deemed necessary by the School District for events where the activity is such that crowd control appears essential to the safety and welfare of the spectators and the participants and the safety of school property.
- H. All activities must terminate by 12:00 midnight unless approved by the superintendent.
- I. A custodian or other designated school employee is required to be present in the building at any time the facilities are in use and is responsible to assure that participants utilize only those authorized facilities.
- J. All fees and charges will be assessed for the entire time that school district personnel are on duty, including preliminary preparation activities, the event itself, and the clean-up period.
- K. The School District requires a **certificate of insurance** form from all applicants in the amount of **\$1,000,000.00**. Category I applicants are exempt from this requirement.
- L. The building must not be entered before, nor vacated after the agreed time.
- M. Use of tractors, mowers, vehicles not include in Policy 707.
- N. Non-compliance with or direct violation of the above regulations and procedures by any group or individuals representing such group will be considered immediate termination of agreement with the board of Education and, thus, forfeiture of future rights under this policy.