

West Chester Area School District Building and Field Use Terms and Conditions

In making this request, we fully understand and accept the general conditions on the following:

1. Compensation will be made to the school district for time and materials to correct loss or damages to school property resulting from usage.
2. User assumes responsibility for all participants and/or spectators for liability/injury resulting from accidents. User further agrees this to be on a "*Use At Your Own Risk*" basis and holds harmless the Board of Directors and its agents.
3. Alteration or relocation of items or components, mechanical or otherwise, is prohibited unless prior approval has been granted.
4. Serving of food/refreshments is prohibited without prior approval.
5. Use of or possession of alcoholic beverages is prohibited on school premises.
6. There will be no smoking or vaping in school buildings or grounds, and user will strictly comply with all fire and safety codes. No firearms or weapons of any kind will be allowed on school property.
7. The hours stated for use on the building/field Facility Use Approval email will be the actual time the building/field may be occupied and must be vacated in accordance with such. Additional charges will be made for overage. Staffing is required for all rentals and user is responsible for all staffing fees in accordance with fee schedule in administrative guidelines.
8. User will present to the School District, not less than thirty (30) calendar days prior to use of the facility, a **CERTIFICATE OF INSURANCE** evidencing the following minimum coverage:
\$1 million dollars in liability, \$100,000.00 property damage, and the exclusion of the Care, Custody and Control provision of the liability contract. Such Certificate shall be on the form of the insurance company providing the coverage, and shall name, THE WEST CHESTER AREA SCHOOL DISTRICT as an "ADDITIONAL INSURED."
9. All rental fees and/or staff fees and other charges shall be paid to the district no less than twenty (20) days from the date the invoice was sent.
10. Failure to comply with items either "8" or "9" above will result in the automatic termination of permission to use the facility.
11. No group may use any facility in the district without properly requesting and receiving a Facility Use Approval email from the online reservation system.
12. Use of district facilities is automatically cancelled when the facilities are closed by school authorities because of local, state, or national disasters or emergencies, school construction, or normal weather-related school closings, unless otherwise stated.
13. The school will make reasonable efforts to make sure there is no conflict between school activities and outside group activities. A situation may arise when the school must have an event in a room and at a time for which an outside group has been given a Facility Use Approval Email, either because a situation has arisen, or an oversight was made by the school. In this event, the school may cancel the outside group's use. Groups that cannot accept the cancellation of their events should not use WCASD facilities.

NO PARKING IS PERMITTED ON THE GRASS OR ALONG DRIVES. Parking should be in parking stalls only.

PLEASE CALL 484-266-1253 IMMEDIATELY TO INFORM THE DISTRICT IF YOU ARE CANCELING YOUR FUNCTION. **Note, cancelation must be made 72hrs. prior to request date to not to incur fees.**

Approval emails are issued and processed in strict accordance with Policy 707 District Facility Use