

**Conneaut School District
Utilization of School Facilities Form**

SECTION I

Section I to be completed by person requesting utilization of school facilities.

Name of Organization: _____

Officer or Individual Responsible: _____

Address: _____

Phone Number: _____

Please select the class that best describes your organization:

See attached School Board Policy for additional information

| | | | |
|-----------------------------|---|---|-----------------------------|
| School District | Non-Profit CSD | Profit or Non-CSD | Tournament/ |
| ____ Class A Related | ____ Class B Resident Organization | ____ Class C&D Resident Organization | ____ Class E Playoff |

Which facility does your organization wish to use?

| | | | |
|--------------------------------|--------------------------|---------------------------|-------------------------|
| ____ Conneaut Lake Elem | ____ Conneaut Area MS | ____ Conneaut Valley Elem | ____ Conneaut Valley MS |
| ____ Conneaut Area Senior High | ____ Alice Schafer Annex | ____ Athletic Fields | |

Facility to be used for:

Date(s) desired _____

Number of participants _____

Will funds be raised at this event? ____ Yes ____ No Entrance fee charged _____

Will games of chance be conducted? ____ Yes ____ No

Set Up _____ AM/PM Start _____ AM/PM Clean Up _____ AM/PM Total Hours _____

Specific area(s) needed for this request:

| | | |
|--------------------------------|-----------------------|-----------------------|
| ____ Auditorium | ____ Library | ____ Gymnasium |
| ____ Kitchen | ____ Computer Lab | ____ Football Field |
| ____ Cafeteria | ____ Conference Rm | ____ Concession Stand |
| ____ Classroom (Room # Needed) | ____ Boys' Locker Rm | ____ Baseball Field |
| ____ Other (Specify) | ____ Girls' Locker Rm | ____ Softball field |

Personnel requested:

____ Cafeteria ____ Technology (audio-visual, etc.)

Additional Information:

Please include any additional detail, such as the number of tables needed, equipment needed, etc.

SECTION II

Section II to be completed by Building Staff

1. Are the date(s) requested available? Yes No
 - a. If "Yes" go on to question 2.
 - b. If "No" contact organization.
2. Does the request meet School Board Policy 707? Yes No
 - a. If "Yes" go on to question 3.
 - b. If "No" contact organization.
3. Do you approve this Building Request? Yes No
 - a. If "yes" go on to question 4.
 - b. If "No" sign and date below and return the request to the organization.
4. Contact appropriate supervisors to determine if staff is scheduled to be on duty. If staff is not scheduled to be on duty, supervisors must provide you with an estimate of fees for this request.
 - a. Estimated Cost – Facility Fee: _____
 Is organization requesting a fee waiver? Yes No
 - b. Estimated Fee – Custodial: _____
 - c. Estimated Fee – Cafeteria: _____
 - d. Estimated Fee - Technology: _____
 - e. Total Estimated Cost: _____
5. Has the organization agreed to the fees for this event? Yes No
 - a. If "Yes" sign and date below and forward a copy to the Supervisors involved for scheduling and a copy to the Business Administrator for billing.
 - b. If "No" return request to organization.

_____ Date
 Building Principal's Signature

SECTION III - AGREEMENT

I have read, understand, and agree to abide by Conneaut School District Policy 707, especially the General Conditions section, regarding the Utilization of School Facilities during the period of use as stipulated in Section I of this form. I acknowledge and agree to the estimated fee of \$_____, and that the Business Office, upon completion and inspection of the facility, will invoice me for the actual fees. I hereby bind myself to abide by said Rules and Regulations and assume full responsibility for all actions of all participants of the activity for which above use is contracted. I have completed the Indemnification Form and supplied a certificate of insurance in accordance with the Rules and Regulations.

_____ Date
 Organization Representative Signature

SECTION IV

Approved Yes No _____ Date
 Business Manager Signature

Approved Yes No _____ Date
 Superintendent Signature

SECTION V

Approved by Board of Education Yes No _____ Date

INDEMNIFICATION AGREEMENT

TO: Conneaut School District
219 West School Drive
Linesville, PA 16424

DATE: _____

As part of the consideration for allowing the undersigned organization to use the _____ facilities/grounds of the Conneaut School District, we, the undersigned, hereby agree to defend, indemnify and hold harmless the Conneaut School District, their agents and employees, from and against all liability, claim demands, demands, judgments, fees, fines, proceedings, actions and causes of action of any kind and nature, including attorney's fees and costs of defense, arising or growing out of or in any way connected with the said use of such facilities/grounds.

As part of the consideration for allowing the undersigned organization to use the _____ facilities/grounds of the Conneaut School District, we, the undersigned, hereby agrees to assume total responsibility for any all damages done to the facilities/grounds of the Conneaut School District while said organization is using the facilities/grounds. It is the responsibility of the organization to make timely restitution and to reimburse Conneaut School District in accordance with provisions set forth in Board Policy #707 (Use of School Facilities & Grounds).

Signature of Organization Representative: _____

Name of Organization: _____

Date(s) Facilities/Grounds to be used: _____

Date of Signature: _____

CONNEAUT SCHOOL DISTRICT
DISTRICT ADMINISTRATION OFFICE

219 West School Drive
Linesville, Pennsylvania 16424

PHONE (814)683-5900 - FAX (814)683-4127

SUPERINTENDENT'S REGULATION

POLICY 707

Effective January 15, 2020

FACILITY USE REQUEST FORM PROCEDURES

Persons or groups wishing to use a facility should first contact the facility's office to confirm availability. If the date requested is open, the individual or group should submit a "Request for Facilities Use" form.

Whenever feasible, the Facility Use Request should arrive in the building office six weeks prior to the proposed date of use. At a minimum, the form must be completed and contain all applicable approval signatures before use of the facility is allowed. If a fee waiver is being requested, the form must be completed with enough lead time to allow the Board to approve/deny the request before the scheduled date of the event.

Steps in Facility Use Request Form Process

1. The requestor should fill out all applicable parts of Section I, which includes the entirety of the first page of the form. When Section I is complete, the form should be returned to the main office of the building in which the proposed event will take place.
2. Building staff should complete Section II, **including all estimated fees**.
 - a. Facility use fees can be located on the District's Facility Use Fee Schedule.
 - b. Custodial, Cafeteria and Technology fees (if applicable) can be determined by contacting the applicable department supervisors.
 - c. If a fee waiver is being requested, the waiver only applies to the "Facility Fee" line. **All other fees still apply.**
3. Once a total estimated fee has been calculated, the organization should be contacted by building staff. If they are in agreement with the fee, the Building Principal may sign the form and Section II can be considered complete.
4. The organization should then be contacted to sign the form and indemnification agreement. This signature not only signifies agreement to the estimated fee, but also acknowledgement of the District's expectations for facility use as laid out in Policy 707. In addition, if the event involves minors, proof of insurance as laid out in Policy 707 must be provided by organization at this time.
5. After both the Building Principal and the requesting organization have signed off on the form, it should be forwarded to the Business Office for approval. The completed packet should include the form, signed indemnification agreement and proof of insurance (if applicable). If the Business Manager and Superintendent are in approval of the request, it will be placed on the agenda for Board review and/or approval.
6. Once all approvals have been obtained, copies will be provided to the following:
 - i. Requesting Organization
 - ii. Building Principal
 - iii. Director of Buildings & Grounds
 - iv. Business Office
 - v. Food Service Director (if applicable)
 - vi. Director of Technology (if applicable)
7. Custodial staff should bill the District for time and costs incurred at the applicable rate. The District will then include this charge in the invoice sent to the organization upon completion and inspection of the facility.

**Conneaut School District
Facilities Use Schedule of Fees**

| Rental Area | Class A | Class B | Class C | Class D | Class E |
|----------------------------------|---------|------------|------------|------------|------------|
| Library | No Fee* | \$ 30 | \$ 35 | \$ 60 | Negotiable |
| Conference Room/Meeting Room | No Fee* | \$ 15 | \$ 20 | \$ 30 | Negotiable |
| Avg Classroom | No Fee* | \$ 15 | \$ 20 | \$ 30 | Negotiable |
| Small Gymnasium | No Fee* | \$ 15 | \$ 20 | \$ 30 | Negotiable |
| Large Gymnasium | No Fee* | \$ 195 | \$ 200 | \$ 250 | Negotiable |
| Elem Gymnasium | No Fee* | \$ 105 | \$ 110 | \$ 150 | Negotiable |
| Hourly Custodial Contractor Rate | \$ 18 | \$ 18 | \$ 18 | \$ 18 | \$ 18 |
| Athletic Fields | No Fee* | Negotiable | Negotiable | Negotiable | Negotiable |

*If District Custodial, Cafeteria and Technology staff are not scheduled to be on duty, fees will be assessed.

1. The above fees are minimums and are based on a five (5) hour unit of time. Time in excess of five (5) hours shall be charged for such excess time on a pro-rated basis for the applicable class rate.
2. Classes B-E will also be subject to all expenses incurred by the school district over and above rental charges for said facility used, i.e, janitorial charges, cafeteria charges, and tech charges.

See Also: Facility Use Policy 707, Section C

6. School Related Youth Programs
7. Organizations donating directly to the district General Fund all profits from a particular event for which a Facility Use Contract is approved.

Rental of facility fees are waived. Custodial, Cafeteria and Technology fees will be assessed for those personnel not otherwise scheduled to be on duty and for applicable contracted custodial services. The Board of Education reserves the right to waive all fees if appropriate.

Class B: Non-Profit Resident Organizations

An organization having their offices in Conneaut School District that exist for service to the community and/or qualify under Internal Revenue Service rules as non-profit organizations and its purpose for the request of the use of the facility is for a non-profit reason. These can be for, but are not limited to meetings of Community Support Organizations such as Kiwanis, Lions' Club, Chamber of Commerce, Rotary, etc.

1. Rental fee and any other applicable fees may apply. See schedule of fees and general conditions. Board of Education reserves the right to waive all fees if appropriate.

Class C: Non Resident Non-Profit Organizations

Organizations having their offices outside Conneaut School District that exist for service to the community and that qualify under Internal Revenue Service rules as non-profit organizations. In order to qualify for this classification, the purpose for the request of the use of the facility must be for a non-profit reason.

Rental fee and applicable fees will apply. See schedule of fees and general conditions.

Class D: Profit

Private Interest Groups, including any organization existing as a commercial or profit-making organization.

Rental fee and applicable fees will apply. See schedule of fees and general conditions.

Class E: County, District and State Tournaments or Playoff Games

Fees to be negotiated by the Athletic Director, Building Principal and Superintendent. Superintendent is to include in monthly report to Board.

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| <p>3. Delegation of Responsibility</p> | <p><u>General Conditions</u></p> <ol style="list-style-type: none">1. School functions have priority for use of any kind and all facilities. The School District reserves the right to cancel, reschedule or relocate any use of school facilities without prior notice. An effort will be made to contact the organization representative as soon as any conflict in scheduling is determined.2. A date which has been cleared and assigned for a nonschool group (Class B, C, D) may be changed only by the Board for good reason, which shall be presented in writing. In the event that the next scheduled board meeting is after the requested date, the Superintendent can act in lieu of the Board for approval.3. The use of school facilities shall not be granted for partisan political activities, private social functions, church services or any purpose prohibited by law.4. Facilities will not be available on Sundays or holidays, except with prior board approval, nor will facilities be available on any day schools are closed due to weather or other emergencies.5. Any group or person using any facility of the district shall be totally responsible for any and all damages which happen during the time when the building/grounds are being used by the group/person whose name appears on the Facility Use Request form. The group/person will be billed for such damages and shall be required to make payment to the school district for these damages within ten (10) days of the billing date. It is also the responsibility of the group/person renting said facilities/grounds to file the claim(s), etc., with the insurance company if the organization has said coverage.6. Facility use hours are calculated from the time the first person enters until the last person leaves. All activities must terminate by 12:00 midnight with the exception of "Prom to Dawn". Other exceptions will require the Superintendent's recommendation and Board approval.7. A responsible adult representative from the organization desiring to use the school facilities must fill out and sign the Facility Use Request form located in the school office. Adequate adult supervision is required for all activities. Chaperones, attendants, supervisors, scoutmasters, etc. shall remain at the facility until all persons have left.8. Custodial fees will be paid in addition to the schedule of fees if deemed necessary.9. The kitchen facilities of the cafeteria shall never be used without the presence of the Cafeteria Supervisor or personnel designated by the Supervisor. A fee for this service will be added to the schedule of fees. School breakfast/lunch supplies shall not be used. |
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10. Proper shoes shall be used in the gym at all times.
11. The presence of a uniformed police officer may be required for all public events if deemed necessary by the district and will be at the expense of the organization using the facility.
12. Organizations will be responsible for keeping all fire lanes and driveways open. Organizations will employ Parking Supervision if deemed necessary by the district.
13. Approval for use of school equipment will be granted only when a skilled operator is named and charges will be assessed per the fee schedule. Users of school equipment will be liable for damage to or loss of such equipment.
14. All groups must stay within their contracted area.
15. Each group will supply their own materials unless otherwise noted on application.
16. All groups are responsible for cleaning up their own materials.
17. All games of chance conducted on school property must have a legal authorized license to operate such games of chance. A copy of said license shall be submitted to the Business Manager's office prior to the commencement of games of chance.
18. Organizations will be financially responsible for activating security alarms and/or false fire alarms.
19. Organizations cannot privately negotiate with an employee or contracted service provider of the district to work at an event. However, employees may donate their time to work at an event. Any donation of time must be clear and in writing between the organization and the volunteer.
20. No group or person receiving a Facility Use Contract shall assign their rights under such contract to another group or person.
21. Any event or request that has been approved by the Board prior to the enactment of this revised policy will be grandfathered.
22. The district shall not be responsible for props, non-school equipment and/or personal items belonging to persons using school facilities.
23. A violation of these prohibitions may result in the revocation of any grant of school facility use.

Use of Alcohol, Illegal Drugs and Controlled Substances

Groups seeking to use school facilities are reminded that the Board has established policies prohibiting the use of tobacco products in school buildings, possession, use, sale, distribution of any illegal drug or controlled substance, mood altering chemical, or alcohol products on school property, or possession or bringing of any weapon onto school property. These policies shall apply equally to groups seeking use of school facilities. Groups are reminded that they are not only responsible for the conduct of their members, but also their patrons. **As a condition of the grant of school facility use, groups shall covenant and agree to enforce these policies. A violation of these prohibitions may result in the revocation of any grant of school facility use in the future.**

Liability of Sponsoring Group or Person

Each sponsoring group or person in Classes B, C, D must submit, along with the Facility Use Request form. (See Policy 707).

1. A certificate of insurance that said group or person will have liability insurance in effect on the date(s) of usage with limits of \$1,000,000 per person and \$1,000,000 per each occurrence and \$2,000,000 general aggregate.
2. Each group or person will also agree to sign an indemnification form which will hold harmless the district for any and all liabilities, included counsel fees imposed on the district for the negligence of the district or the negligence of others arising from said usage. The indemnification forms are available in the school office.

Use of Facilities in Emergency:

The Conneaut School District recognizes the importance of availability of facilities in time of emergency. In order to be of public service and to be able to react quickly in times of emergency the Board has granted the Superintendent the authority to declare an emergency for purposes of this policy and has granted him/her the authority to use buildings and facilities to the best advantage during emergencies regarding mass care or other emergency services to the community.

Procedures to be used in filling a Facility Use Request Form

Persons or groups wishing to use a facility shall first go to the Building Principal in charge of the facility. He/She shall, if the date requested is clear, submit a "Request for Facilities Use Form." Request for Athletic Fields must go to the Building Principal Class A, B

- a. Facility Use Request shall be in the Building Principal's office no later than two weeks prior to the proposed date of use.
- b. Building Principal must approve facility use request. Superintendent and/or Board of Education approval is not required unless the request requires the assignment of

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| <p>School code 511, 775</p> | <p>district personnel or district contracted service providers, or requires a request to waive fees. Where special requests are being made, the requests should be submitted no later than four weeks prior to the requested date of the event. All such permission granted to nonprofit agencies and organizations shall be included in the monthly Superintendent's Report to the Board.</p> |
| | <p>2. Class C,D</p> <ul style="list-style-type: none">a. Facility Use Request shall be in the District Administration Office no later than six weeks prior to the proposed date of use.b. If the requested date for the facility use is available, the Business Manager must contact the Director of Facilities, Cafeteria Supervisor (Kitchen Use Only), and/or the Technology Coordinator to determine estimated charges for the use of the facility. The Business Manager will then contact the person requesting the use of the facility to inform him/her of the estimated cost associated with this request.c. If all parties are in agreement, the Facility Use Form is then submitted to the Superintendent. Upon Superintendent approval, the Superintendent will list this item on the Board of Education agenda.d. Upon Board of Education approval, the Business Manager will issue a Facility Use contract. Copies of the contract will be issued to:<ul style="list-style-type: none">i. Requesterii. Building Principaliii. Director of Facilitiesiv. Business Officee. Upon completion and inspection of the use of the facility, the Business Manager will invoice the organization.f. A non-refundable deposit of 10% of the original estimate, rounded up to the nearest dollar, will be required when the Facility Use contract is signed. The Board of Education may waive this requirement if deemed appropriate. The deposit will be returned if a conflict develops under Item #1 under the General Conditions.g. All such permission granted to nonprofit agencies and organizations shall be included in the monthly Superintendent's Report to the Board. |