

## **Policy on Use and Rental of Facilities Wyoming Valley West School District**

Wyoming Valley West School District and Board of Directors strive to make available school building and facilities to organizations within the WVW community as long as it does not interfere with Wyoming Valley West school activities.

All facilities use requests need to adhere to Wyoming Valley West School District board policy 707: Community Use of WVW School District Facilities.

Applications to use the Wyoming Valley West School District facilities **must be submitted no less than thirty (30) days prior to anticipated use. Any cancelation of a lease use be made with 48 hours notice.**

Availability of staff and cost to the district will be a consideration in granting the approval of the lease.

The Board of Directors has a responsibility for protecting all school facilities against damage and from increased operating costs due to extended or after-hours use of the facilities. Certain rules, regulations, and fees shall be used when applicable.

Regular school activities have priority for all spaces/facilities.

It is understood that the school district or its employees will not be held liable for personal injuries, accidents, or damage to or loss of personal property.

Only those people from the organized group, who have signed up for the use of facilities, and their invited guests, should be allowed in your activity area.

Any activity carried out on school facilities shall be in accordance with all Pennsylvania law and in conformity with borough ordinances as well as the dignity and moral standards associated with public schools.

Wyoming Valley West School District may revoke a lease at any time and may restrict rental spaces.

Organizations must abide by the regulations at each facility. No smoking, gambling, alcoholic beverages. Nothing should be sold, exhibited, or displayed without prior permission.

Thank you for your cooperation in these matters.

## WVW Facilities Use Form

DATE: \_\_\_\_\_

ORGANIZATION MAKING REQUEST: \_\_\_\_\_

TYPE OF ORGANIZATION: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

IS THIS GROUP PROFIT OR NON-PROFIT: \_\_\_\_\_

DAY AND DATE OF EVENT: \_\_\_\_\_

SPECIFIC TIME PERIOD--- BEGINNING TIME: \_\_\_\_\_ ENDING TIME: \_\_\_\_\_

ADMISSION CHARGE AND EXPECTED ATTENDANCE: \_\_\_\_\_

BUILDING REQUESTED: \_\_\_\_\_

EXACT PART OF BUILDING BEING USED: \_\_\_\_\_

PLEASE CHECK ANY ADDITIONAL SERVICES:

\_\_\_\_ EQUIPMENT SET UP/ TEAR DOWN

\_\_\_\_ MICROPHONE

\_\_\_\_ PROJECTOR

\_\_\_\_ AV TECHNICIAN

\_\_\_\_ OTHER PLEASE BE SPECIFIC

SIGNATURE OF PERSON REQUESTING USE OF FACILITES: \_\_\_\_\_

PHONE # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_ APPROVED

\_\_\_\_ NOT APPROVED

Schedule of charges and Classifications of Groups:

Category 1: Organizations directly associated with the WVV School District. These include PTA's, Teacher's Organizations, Athletic and Band Booster Clubs, and activities the WVV Board of Directors may direct.

Category 2: Local youth-oriented organizations and community service organizations of semi-educational or recreational association. These include youth athletic organizations, Boy Scouts, Girl Scouts, Lions Club, etc.

Category 3: Governmental Organizations (Local, State, Federal) for purposes of a public meeting or hearing.

Category 4: Non-profit Organizations. These organizations will need to provide credentials of non-profit status upon request from Board. These organizations include: faith-based organizations, educational based organizations (example Community Colleges), Cultural based organizations (example fine arts, theatre groups, or independent adult-oriented recreational groups). Other organizations of a charitable or philanthropic nature using school facilities for non-commercial activities.

Category 5: For profit organizations including private individuals, commercial entities, for profit educational institutions, etc., who seek to use school facilities for profit, where admission is charged or collection is taken and profit is used for the advancement of the individual(s) or group(s).

Because the School District incurs additional costs when facilities are being used beyond normal hours, it is necessary to pass along the costs to the using groups: Because the School District

|  | <u>CATEGORY 1</u> | <u>CATEGORY 2</u> | <u>CATEGORY 3</u> | <u>CATEGORY 4</u> | <u>CATEGORY 5</u> |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|
| <u>Facility Use Fee</u>  | \$0               | \$200             | \$300             | \$400             | \$500             |
| <u>Custodial Fee (If outside of normal hours or if district determines additional staff is needed for the event)</u> | \$0               | \$35/hr           | \$35/hr           | \$35/hr           | \$35/hr           |
| <u>Security (Need determined by district)</u>  | \$0               | \$40/hr           | \$40/hr           | \$40/hr           | \$40/hr           |
| <u>AV Technician</u>   | \$0               | \$55/hr           | \$55/hr           | \$55/hr           | \$55/hr           |
| <u>Pool</u>  | \$0               | \$0               | \$0               | \$80/hr           | \$110/hr          |
| <u>Lifeguard</u>   | \$0               | \$30/hr           | \$30/hr           | \$30/hr           | \$30/hr           |
| <u>Gymnasium</u>   | \$0               | \$0               | \$0               | \$40/hr           | \$40/hr           |
| <u>Athletic Field/Stadium</u>  | \$0               | \$0               | \$0               | \$40/hr           | \$80/hr           |
| <u>Auditorium</u>  | \$0               | \$0               | \$0               | \$40/hr           | \$80/hr           |
| <u>Cafeteria/Kitchen</u>   | \$0               | \$0               | \$0               | \$40/hr           | \$80/hr           |
| <u>Classroom</u>   | \$0               | \$0               | \$0               | \$10/hr           | \$20/hr           |
| <u>Equipment Set up/ Tear Down Fee</u>   | \$0               | \$35              | \$35              | \$35              | \$35              |

incurs additional costs when facilities are being used beyond normal hours, it is necessary to pass along the costs to the using groups:

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|--|----|--|
| RETURN APPLICATION TO: Nick Gill                     | or | Dave Cordes  |
| WVW High School                                      |    | WVW Central Office                                       |
| 150 Wadham St  |    | 450 N. Maple Ave   |
| Plymouth Pa 18651                                    |    | Kingston Pa 18704  |
| 570-779-5361   |    | 570-288-6551   |
| <a href="mailto:ngill@wvwsd.org">ngill@wvwsd.org</a> |    | <a href="mailto:dcordes@wvwsd.org">dcordes@wvwsd.org</a> |

#### REGULATIONS TO BE ADHERED TO:

1. The activity must be sponsored or provide for substantial participation by the residents of the Wyoming Valley West School District.
2. Gambling, immoral, or unbecoming behavior will not be permitted on school property. No alcoholic beverages may not be served for consumed on school property.
3. No smoking on school property, school buildings, or school grounds.
4. Adequate adult supervision must be provided for each activity.
5. When a group uses equipment technically difficult to operate, it will be required that someone who is connected to the school and who has knowledge of the equipment, must operate it. He/She will be paid for his/her services by the user group (i.e. kitchen, stage lighting, science equipment, audio/visual equipment)
6. School custodians on duty are responsible for opening and closing the building, policing it, and cleaning the premise after use. The facilities should be left clean and be in order for the next school use. Custodial services must be paid by the for by the organization at the appropriate rate. (See rate scale)
7. The organization who leases the facilities is responsible for any damages caused by the group and will be charged accordingly for repairs and replacement.
8. The School Board reserves the right to deny any use of the facilities to any person or organization at any time and is the final authority on the interpretation and modification of the policy on public use of facilities. In particular, the School Board reserves the right to deny the privilege of continued use of facilities to any user who does not comply with all School Board regulations.
9. Security may be needed for an event. This will be at the discretion of the Administration and all expenses will be paid by the group/organization sponsoring the event.



**RELEASE AND WAIVER OF LIABILITY AND INDEMNIFICATION FOR COMMUNITY USE OF SCHOOL  
DISTRICT FACILITIES**

Any individual, non-profit group or community organization (hereinafter the "Applicant") using Wyoming Valley West Area School District (the "District") premises, facilities, furnishings or equipment for any purpose shall hereby waive any claim against and shall indemnify, save, and hold harmless the District and its officers, board members, agents and employees for any damages to the premises, facilities, furnishings or equipment during the time the premises are used or occupied, and against claims for personal injury, including accidental death, as well as claims for damage to property occasioned by or in conjunction with the Applicant's activities conducted upon or use of District premises, facilities, furnishings or equipment.

Applicant agrees to conduct its activities on the District premises in a careful and safe manner. As a material part of the consideration of the District, Applicant hereby assumes all risk of damage to and loss or theft of property, and injury or death to persons related to Applicant's use or occupancy of any portion of the District premises or buildings from any cause whatsoever, and Applicant hereby waives all claims in respect thereof against District. Applicant shall indemnify, defend, and save harmless District and all of its officers, board members, employees, agents, and representatives from any and all claims, demands, suits, actions, proceedings, losses, cost, and damages of every kind and description, including but not limited to any attorney's fees and/or litigation expenses, which may be brought or made against or incurred by District, on account of loss or damages to any property and for injuries to or death of any person arising out of any act or omission by Applicant, its members, employees, agents, representatives, or participants, or arising out of Applicant's use of the District's premises, facilities, furnishings or equipment, including but not limited to the negligent conduct, acts or omissions of the District, its employees, agents or representatives, or any natural or artificial condition which exists upon the District premises or buildings, or arising out of workers' compensation claims or unemployment disability compensation claims of employees of Applicant or out of claims under similar such laws.

Whenever, in the opinion of the District Superintendent, the proposed use of District premises or buildings is of such a nature to make it appropriate Applicant shall be required to file certificates of insurance with the District naming the District as a co-insured as evidence that it has and will continue to have during the period of such use such public liability and property damage insurance as shall protect the Applicant and the Wyoming Valley West Area School District, its officers, board members, employees, agents and representatives from all claims of personal injury, including accidental death, as well as from all claims for property damage arising from Applicant's activities or use of District premises or buildings, in the amount of: Public Liability and Property Damage Insurance (per occurrence) of \$1,000,000.00; Public Liability and Property Damage Insurance (combined aggregate) of \$1,000,000.00.

The District reserves the right to revoke its permission to use its premises or buildings at any time, with or without cause or provocation.

SIGNED BY COMMITTEE IN CHARGE:

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Name

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Address

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Telephone Number