

CONNELLSVILLE AREA SCHOOL DISTRICT FACILITY UTILIZATION APPLICATION

This application is to be completed and returned to the facility you are requesting to use **AT LEAST 30 DAYS** prior to your event.
One application must be submitted for each facility you are requesting to use

Organization Name _____

Name of individual responsible for use of facility: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____ Phone: _____

Facility Requested: _____ High School _____ Middle School _____ CACTC _____ Bullskin
 _____ Dunbar Twp _____ Springfield _____ West Crawford _____ STADIUM

Area(s) to be used: _____ Cafeteria _____ Auditorium _____ Classroom(s) _____ Gym _____ Pool

To be used for: _____

DAY	MON	TUE	WED	THUR	FRI	SAT	SUN
DATE							
OPEN TIME							
EVENT TIME							
ENDING TIME							

Is the general public invited? Yes No If yes, is there an admission fee? \$ _____

Special requests (chairs, tables, screen, projector, sound):

*Charges may apply for the use of district furniture and equipment.

I have read the attached regulations for the use and care of school facilities and if this application is approved, I agree to comply with said regulations fully and completely.

Signature

Date

POLICIES FOR THE USE OF SCHOOL FACILITIES
BY SCHOOL AND LOCAL COMMUNITY ORGANIZATIONS

RULES AND REGULATIONS:

1. By submitting this facilities utilization request form the requesting organization agrees to collect, catalogue, and make available for inspection by any authorized district representative or outside agency all appropriate and valid clearances including but not limited to: PA Criminal Background, PA Child Abuse and FBI (if applicable)
2. All usage fees include rental of facilities (such as auditorium, cafeteria, kitchen, classrooms, gymnasium, stadium), security and custodial costs.
3. If applicable, you will be responsible for the additional expense of kitchen personnel, stage lighting personnel, and air conditioning if requested.
4. **Everyone**, other than school sponsored activities, must provide proof to the school district of a **Certificate of Insurance** upon completion of this form and prior to use of the facility.
5. The District's "Utilization of School District Facilities Policy" should be thoroughly reviewed for detailed information, rules, ect. The District Policy can be found on the School District website under the tab "School Board
6. Due to the safety of others, live animals are prohibited inside of facilities.
7. In compliance with the Fire and PANic Act of 1927, P.L. 465,299, no flammable or explosive oil or material shall be used or stored
8. If an emergency situation arises during your event contact Mike Parlak, Director of Security/Facilities Manager at 724-323-2212.
9. After administrative and Board review, an estimated bill, as determined by school district policy, will be mailed to the group representative. Payment must be received prior to the group utilizing a facility. Please mail a check payable to Connellsville Area School District:

Attn: Diana DeWitt
 732 Rockridge Road
 Connellsville, PA 15425

INVOICE RATES FOR NON-DISTRICT PROGRAMS

EFFECTIVE JULY 1, 2024-JUNE 30, 2025
(RATES ARE PER HOUR)

	Regular Hours	Overtime
MAINTENANCE	\$39.23	\$58.84
CUSTODIAL	\$34.05	\$51.07
STAGE LIGHTING	\$39.97	
SECURITY	\$34.26	
AIR CONDITIONING	\$100	

FEE SCHEDULE FOR BUILDING USE (rates are per hour)

A. SENIOR HIGH

	<u>GROUP 1 & 2</u>	<u>GROUP 3</u>	<u>GROUP 4</u>
1. Auditorium	-----	\$100	\$100
2. Swimming Pool	-----	\$100	\$100
3. Gymnasium	-----	\$100	\$100
4. Cafeteria	-----	\$100	\$100
5. Cafeteria & Kitchen	-----	\$100	\$100
6. Classroom	-----	\$100	\$100

B. MIDDLE SCHOOL

	<u>GROUP 1 & 2</u>	<u>GROUP 3</u>	<u>GROUP 4</u>
1. Auditorium	-----	\$100	\$100
2. Gymnasium	-----	\$100	\$100
3. Cafeteria	-----	\$100	\$100
4. Cafeteria & Kitchen	-----	\$100	\$100
5. Classroom	-----	\$100	\$100

C. ELEMENTARY

	<u>GROUP 1 & 2</u>	<u>GROUP 3</u>	<u>GROUP 4</u>
1. Gymnasium	-----	\$100	\$100
2. Cafeteria	-----	\$100	\$100
3. Cafeteria & Kitchen	-----	\$100	\$100
4. Classroom	-----	\$100	\$100

C. CACTC

	<u>GROUP 1 & 2</u>	<u>GROUP 3</u>	<u>GROUP 4</u>
1. Gymnasium	-----	\$100	\$100
2. Cafeteria	-----	\$100	\$100
3. Cafeteria & Kitchen	-----	\$100	\$100
4. Classroom	-----	\$100	\$100

C. ELEMENTARY

	<u>GROUP 1 & 2</u>	<u>GROUP 3</u>	<u>GROUP 4</u>
1. Stadium	-----	\$45	\$45
Stadium w/lighting	-----	\$100	\$100
2. Baseball/Softball Fields	-----	\$45	\$45

GROUP CLASSIFICATIONS:

Groups requesting to use the educational facilities of Connellsville Area School District shall be classified in the following manner.

Group 1 NON-PROFIT STUDENT RELATED GROUP

Category includes-Sports Programs, Music Programs, School Clubs, Falcon Foundation, Elementary Sports Programs, Scouts, and others as determined by the Board of Directors.

During Operational Hours

NO FEE

After Operational Hours

FEE TO ASSESSED USING SLIDING SCALE A

GROUP 2 PROFIT-SCHOOL/STUDENT RELATED GROUP

Category includes School Fundraisers, Drama Club, Tri-Hi-Y, Student Council, Prom Committee, Art & Culture Club, Adult Groups, and others as determined by the Board of Directors.

During Operational Hours

NO FEE

After Operational Hours

FEE TO ASSESSED USING SLIDING SCALE A

GROUP 3 NON-SCHOOL/STUDENT RELATED GROUP

Category includes Dance Studios, World Christian Outreach, and others as determined by the Board of Directors.

During Operational Hours

NO FEE

After Operational Hours

FEE TO ASSESSED USING SLIDING SCALE B

GROUP 4 NON-SCHOOL/PROFIT GROUPS

May include but not limited to custodial, security, air conditioning, stage lighting, etc. Fee charges will be based on costs as calculated by the district business office.

SLIDING SCALE A \$30 per hour

SLIDING SCALE B (FLAT RATE) \$100 per hour

Operational hours are from Monday-Friday until 9:00pm

After operational hours include Saturday and Sunday or whenever buildings are not staffed.

Connellsville Area School District reserves the right to classify requesting groups.