# SENECA VALLEY

Request for Use of School Facilities Form

*Please complete form in its entirety*

Requested by (group name): _____ Date Submitted: _____

Representative: _____ Address: _____

City, ST, Zip: _____ Email Address: _____

Phone: _____ Emergency Contact: _____ Phone: _____

Type/ Name of Activity: _____

Estimate Number of People on Campus for Activity: _____ Requesting Outside Vendor (i.e., Food Truck) Yes ☐ No ☐

| **Dates Requested** (use separate column for each date) | **Date:** | **Date:** | **Date:** | **Date:** | **Date:** | **Date:** |
|---|---|---|---|---|---|---|
| Building is open at: | | | | | | |
| Technical Crew—report at: | | | | | | |
| Activity will begin at: | | | | | | |
| Activity ends at: | | | | | | |

**Building Requested:**

- ☐ Senior High
- ☐ Intermediate High
- ☐ Ryan Gloyer MS
- ☐ Connoquenessing Valley Elem.
- ☐ Ehrman Crest Elem./MS
- ☐ Haine Elem./MS
- ☐ Rowan Elem.
- ☐ Field House, EAST (new)
- ☐ Field House, WEST (old)
- ☐ Other: _____

**Facilities Requested:**

- ☐ Gym
- ☐ Aux. Gym (I HS)
- ☐ Multi-purpose Room (MPR-RGMS)
- ☐ NexTier Stadium (turf)
- ☐ Myers Law Group Stadium (turf)
- ☐ RGMS Turf
- ☐ Baseball Field (turf)
- ☐ Softball Field (turf)
- ☐ Athletic Grass Field
- ☐ Other: _____

- ☐ Aquatics Center (Pool)
- ☐ Auditorium
- ☐ Cafeteria
- ☐ Classroom
- ☐ Haine MS Main Gym
- ☐ Haine Elem. Blue Gym
- ☐ LGI
- ☐ Weight Room
- ☐ Wrestling Room

**Equipment Needs** (indicate # of each):

- ☐ Tables: # of _____
- ☐ Chairs: # of _____
- ☐ Risers: # of _____
- ☐ Band Shells: # of _____
- ☐ Other: _____

**Audio-Visual Needs** (stage manager):

- ☐ Technical Crew
- ☐ Microphone & Stand
- ☐ Laptop/Projector
- ☐ Public Address System
- ☐ Other: _____

- ☐ Spotlight Service
- ☐ Microphone (Portable)
- ☐ Podium
- ☐ Scoreboard

**Special Requests/Notes:**

I have read the rules and regulations, governing the use of school facilities and I fully understand that the Seneca Valley School District shall not be responsible for any accidents, personal or group losses, or damages incurred to individual or group property. I further understand that the organization I represent shall comply with all School Board policies, set fee schedules, and shall be responsible for damages or losses to school property.

Signed: _____ *(Sponsor)* Date: _____

Approved: _____ *(Administrator)* Date: _____

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*Terms & Conditions*

**GENERAL TERMS & CONDITIONS**

- The use of school buildings, grounds, facilities and equipment shall be granted to such persons or groups only if they satisfy the Board that they are engaged solely in community services and/or charitable and public welfare activities.
- Rental and service fees are charged for the use of the Seneca Valley School District buildings and facilities. Fees defray the cost of ongoing maintenance and improvements to the facilities and fields. ***Payment is due within 30 days of billing.*** Please refer to the fee schedule.
- Outside groups will be required to show proof of insurance 2 weeks prior to their event.
- Requests should be submitted at least two weeks (14 days) in advance of intended use.
- Elementary and secondary facilities are not available for community use when school is closed to students (i.e., school holidays, cancellations, employee in-service days).
- Whenever a facility is used, a district custodian, an employee of one of the district's contracted cleaning companies, or another responsible employee must be on duty and hourly fees may be invoiced.
- Any group or organization granted a permit for building use is responsible for any damage to the building, grounds, or school district property incurred by their group or a group member.
- The administration reserves the right to hire school security whenever groups are using school facilities. The group requesting the use of facilities shall pay the costs of security personnel.
- Due to local fire code, the use of smoke/fog machines is NOT permitted in any of the district facilities.
- All manipulation of stage equipment is to be under the direct control and supervision of the school stage manager in the secondary schools. Additional stage help needed must be approved by the stage manager.
- The Board prohibits tobacco, drugs, or alcohol use by any persons in its school buildings and on any property that is owned, leased, or controlled by the school district. The following announcement must be made to patrons at all events: The Seneca Valley Schools, fields, and campus are smoke-free, as well as drug free. Board policy prohibits smoking, or the use of smokeless tobacco, drugs, or alcohol inside or outside of the school buildings or anywhere on the school campus.
- Additional equipment shall not be brought into the school without prior permission of the Principal, Designee, or the Supervisor of Maintenance or Supervisor of Buildings and Grounds.
- The custodian on duty or stage manager is the on-site school representative. Your group is expected to cooperate with them at all times.
- All school related functions shall be supervised by a faculty advisor. Advisors/chaperones must remain in the building until everyone has left.
- Please leave the building at the time indicated on the permit. Groups must confine themselves to the room and areas assigned to their use. Additional fees will be charged if additional areas are used and may result in custodial fees.
- Groups wishing to meet at regular intervals throughout the year will be issued a permit covering all regularly scheduled meetings. Invoices will be issued to cover the period of occupancy and the custodial/security fees.
- Food and/or beverage is NOT permitted in the auditorium at any time.
- All or one-half the anticipated rental fee may be requested in advance.
- Continued use of school buildings and grounds is contingent upon the strict adherence to the rules and regulations. Any school facility permit may be revoked by school officials, with due cause.
- In the event snow removal or salting is required for a rental, the group will be responsible for all expenses.
- Whenever use of a facility is granted without charge for a rental, the organization or individual shall still be responsible for additional costs over and above the normal maintenance services provided.
- The district shall be held harmless by the user for any liability that arises from the use of the school facility by any non-school related organization, individual, or activity.
- The district is not responsible for any accidents.
- Political signs or advertisements may not be displayed, posted, or distributed on school property without administrative approval.
- No outside food vendors (i.e., food trucks) permitted at event unless pre-approved (see first page.)
- Seneca Valley School District has implemented a lifesaving Cardiac Emergency Response Plan. Please click this link **(https://athletics.svsd.net/inside-athletics/facilities/overview)** and read details for AED locations and how to be prepared in the event of a cardiac emergency.

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- During the summer months, the custodian overtime rate will go into effect at 3:00 p.m.

- Fire Alarms: By Order of the Jackson Township, Cranberry Township, Zelienople Borough and Evans City Borough Police:

  If the fire alarm sounds:
  1. Everyone must evacuate (no exceptions.)
  2. Persons in charge of an event or group are responsible to see that everyone in their group leaves the building.
  3. The fire alarm must not be silenced until all occupants are evacuated.
  4. Persons, who fail to abide by the rules and regulations, will be subject to fines levied by the District Justice for failing to abide by the BOCA National Fire Preventive Code.
  5. If the fire alarm is accidentally pulled by a patron, the group using the facility will be responsible for any costs.

**ATHLETIC FIELDS & FACILITIES**

- The Athletic Director schedules all athletic fields and facilities.
- Any outside group wishing to use District facilities must submit a request for usage form to the Athletic Director.
- All School District fields and facilities will be assigned on an as available basis.
- Organizations using the Seneca Valley School District playing fields/facilities must carry liability insurance. A certificate must be on file in the athletic office.

**AQUATICS CENTER**

- Community groups wishing to rent the Aquatics Center should contact the Athletic Director. When renting the pool an insurance policy, pool manager and lifeguard are required in addition to any rental and/or maintenance fee. A liability insurance policy must be presented before permission is given for usage.
- The number of people in the pool is limited to 100. Groups renting the swimming pool must have one qualified lifeguard with current lifesaving certificate for each 25 guests. This certificate must be posted at the Athletic Director's office when the pool is rented.

**KITCHEN AND CAFETERIAS**

- The seating capacity for the Senior High cafeteria is 500, Intermediate High School is 400, Ryan Gloyer Middle School is 425, Connoquenessing Valley Elementary is 375, Ehrman Crest Elementary/Middle School 200 per section, Haine Elementary/Middle School 600, and Rowan Elementary is 240.
- Groups wishing to use District cafeterias should make arrangements for the kitchen facilities through the Food Service Director, at (724) 452-6040, ext. 1634.
- It is not permissible to use kitchen equipment unless a cafeteria employee is working the event.

**AUDITORIUM SEATING CAPACITIES**

- The auditorium at the Senior High School seats 615; the Intermediate High School auditorium seats 1,150.

**SUNDAY USE OF BUILDINGS**

- Use of the school facilities on Sundays shall be permitted only on the approval of the administration.
- The Seneca Valley School District policy does not permit groups to use a school facility before noon unless pre-approved by administration.

**CONFIRMATION of RESERVATION**

- The District will do its best to meet all requests; however, adjustments may be made due to extenuating circumstances.
- Confirmation will be sent to requestor once facility request has been granted.