

*Use of District Facilities – Teamer Field and Conestoga High School (CHS) Athletic Complex*

**Use of Teamer Field and CHS Athletic Complex by Outside Organizations**

1. Teamer Field and the CHS Athletic Complex will be available for use by outside organizations with user classifications consistent with those identified in Use of District Facilities Policy 7040.
2. The available hours and dates are located in Appendix A.
3. The rental fees by classification are located in Appendix B.
4. All users in any classification are welcome to submit requests, but use will be prioritized by classification beginning with Class A.
5. There will be no use of District concession stands available at Teamer Field. The User is permitted to set up concession tables for the sale of refreshments or merchandise on the circulation area, not on the field. Concessions are only available for use at the CHS Athletic Complex. A temporary event license from the Chester County Health Department may be required for food sales.
6. Teamer Field bathroom facilities will be available for the organization and attendees except as indicated in Appendix A. Bathroom facilities at the CHS Athletic Complex are available to rent.
7. Custodian(s) and Security person(s) as determined by the District will be required throughout the day and the organization will be charged for their service.
8. The District is not responsible for the clearing of snow from parking lots, sidewalks, walkways, bleachers, or stands at Teamer Field or the CHS Athletic Complex prior to or during an event. Clearing of snow from any field surface and surrounding turf areas is not permitted.
9. Use of the sound system is prohibited without approval of the District. No portable sound systems are permitted.
10. If approved, scoring systems will be operated only by qualified District personnel, if available, and the organization will be charged for their service.
11. Police presence may be necessary for traffic control and assistance crossing Conestoga Road and nearby roads bordering or adjacent to school property. The District will determine in advance if police presence is necessary and the organization will be responsible for making the arrangements and for any police department charges.
12. Rules for field use will be distributed to the organization prior to the event and must be obeyed, e.g., no dogs, no gum, no seeds, molded plastic cleats only, etc.
13. Parking for the use of Teamer Field will be in the main Conestoga High School parking lot. Parking is prohibited in the following areas: Conestoga High School and Tredyffrin/Easttown Middle School bus circles, the Conestoga High School loading dock area and Conestoga High School parent drop off areas. Entrance and exit for the use of Teamer Field will be at the Conestoga Road gate only. Parking for the use of CHS Athletic Complex will be in parking lots and interior roadways on or adjacent to the property.

14. All other applicable rules and requirements in Administrative Regulation 7040 apply to the use of Teamer Field and the CHS Athletic Complex as well as these stipulated in this regulation.
15. No portable lights permitted.
16. If excessive and/or unexpected custodial services are required, those charges will be billed directly to the User according to the fee schedule in Appendix C. The User will be notified by the Business Office if such custodial services were required after the custodial pay records are reviewed.
17. Rental fees do not include support personnel. Those charges will be billed separately according to the fee schedule in Appendix C.

The School District reserves the right to change user classification or deny access to Teamer Field and the CHS Athletic Complex to any organization that violates the Policy or accompanying Administrative Regulations.

Appendix A  
Teamer Field Availability

Days/Dates

Hours

From November 25 to March 1

- Bathrooms will not be available.

From March 2 to June 15

3:30PM – 7:00PM

Weekdays

From June 16 to August 3

Weekdays

9:00 AM – 9:00 PM

Saturday and Sunday

9:00 AM – 9:00 PM

\*Start and end times may be adjusted seasonally at the discretion of the Business Manager.

Appendix A Continued  
CHS Athletic Complex Availability

**Turf Field #1 (Cassat Rd.) and Turf Field #2 (Irish Rd.):**

<b>Days/Dates</b>	<b>Hours</b>
<b>From August 4 to November 30</b>	
• Weekdays	3:30 PM – 6:00 PM
• Saturday	2:00 PM - 6:00 PM
• Sunday	10:00 AM - 6:00 PM
<b>From December 1 to March 1</b>	
• Weekdays	3:30 PM – 6:00 PM
• Saturday and Sunday	9:00 AM - 6:00 PM
<b>From March 2 to June 15</b>	
• Weekdays	3:30 PM – 6:00 PM
• Saturday	2:00 PM - 7:00 PM
• Sunday	10:00 AM - 7:00 PM
<b>From June 16 to August 3</b>	
• Weekdays	9:00 AM - 9:00 PM
• Saturday and Sunday	9:00 AM - 9:00 PM

**Softball Field:**

<b>From August 4 to November 30</b>	
• Weekdays	3:30 PM – 6:00 PM
• Saturday	2:00 PM - 6:00 PM
• Sunday	10:00 AM - 6:00 PM
<b>From December 1 to March 1</b>	
• Weekdays	3:30 PM – 6:00 PM
• Saturday and Sunday	9:00 AM - 6:00 PM
<b>From March 2 to June 15</b>	
• Weekdays	3:30 PM – 6:00 PM
• Saturday	2:00 PM - 7:00 PM
• Sunday	10:00 AM - 7:00 PM
<b>From June 16 to August 3</b>	
• Weekdays	9:00 AM - 9:00 PM
• Saturday and Sunday	9:00 AM - 9:00 PM

## Appendix A Continued

**Practice Field (Grass):**

<b>Days/Dates</b>	<b>Hours</b>
<b>From August 4 to November 30</b>	
• Weekdays	3:30 PM – 6:00 PM
• Saturday	2:00 PM - 6:00 PM
• Sunday	10:00 AM - 6:00 PM
<b>From December 1 to March 1</b>	
• Weekdays	3:30 PM – 6:00 PM
• Saturday and Sunday	9:00 AM - 6:00 PM
<b>From March 2 to June 15</b>	
• Weekdays	3:30 PM – 6:00 PM
• Saturday	2:00 PM - 7:00 PM
• Sunday	10:00 AM - 7:00 PM
<b>From June 16 to August 3</b>	
• Weekdays	9:00 AM - 9:00 PM
• Saturday and Sunday	9:00 AM - 9:00 PM

**Tennis Courts:**

<b>From August 4 to November 30</b>	
• Weekdays	3:30 PM – 6:00 PM
• Saturday	2:00 PM - 6:00 PM
• Sunday	10:00 AM - 6:00 PM
<b>From December 1 to March 1</b>	
• Weekdays	3:30 PM – 6:00 PM
• Saturday and Sunday	9:00 AM - 6:00 PM
<b>From March 2 to June 15</b>	
• Weekdays	3:30 PM – 6:00 PM
• Saturday	2:00 PM - 7:00 PM
• Sunday	10:00 AM - 7:00 PM
<b>From June 16 to August 3</b>	
• Weekdays	9:00 AM - 9:00 PM
• Saturday and Sunday	9:00 AM - 9:00 PM

\*Start and end times may be adjusted seasonally at the discretion of the Business Manager.

**Appendix B  
Teamer Field Rental Fees**

	Class A&B	Class C	Class D	Class DD	Class E	Class EE**	Class G
Teamer Field	(No Charge)	\$325.00 /hr	\$487.50 /hr	\$487.50/hr	\$487.50/hr	\$487.50/hr	\$812.50/hr

**CHS Athletic Complex Rental Fees**

	Class A&B	Class C	Class D	Class DD	Class E	Class EE**	Class G
Turf Field #1 (Cassat Rd.)	(No Charge)	\$350.00 /hr	\$512.50 /hr	\$512.50 /hr	\$512.50 /hr	\$512.50 /hr	\$837.50 /hr
Turf Field #1 w/ Lights	(No Charge)	\$400.00 /hr	\$562.50 /hr	\$562.50 /hr	\$562.50 /hr	\$562.50 /hr	\$887.50 /hr
Turf Field #2 (Irish Rd.)	(No Charge)	\$300.00 /hr	\$325.00 /hr	\$325.00 /hr	\$325.00 /hr	\$325.00 /hr	\$787.50 /hr
Tennis Court	(No Charge)	\$45.00 /crt	\$60.00 /crt	\$75.00 /crt	\$90.00 /crt	\$105.00 /crt	\$120.00 /crt
Softball Field	(No Charge)	\$150.00 /hr	\$175.00 /hr	\$200.00 /hr	\$225.00 /hr	\$250.00 /hr	\$275.00 /hr
Practice Field (Grass)	(No Charge)	\$75.00 /hr	\$90.00 /hr	\$105.00 /hr	\$120.00 /hr	\$135.00 /hr	\$150.00 /hr
Field House:							
Locker Room (single)	(No Charge)	\$50.00 /hr	\$65.00 /hr	\$80.00 /hr	\$95.00 /hr	\$110.00 /hr	\$125.00 /hr
Bathrooms	(No Charge)	\$75.00 /hr	\$90.00 /hr	\$105.00 /hr	\$120.00 /hr	\$135.00 /hr	\$150.00 /hr
Concessions	(No Charge)	\$100.00 /hr	\$115.00 /hr	\$130.00 /hr	\$145.00 /hr	\$160.00 /hr	\$175.00 /hr

## Appendix C

## LABOR RATES

	<u>Weekday</u>	<u>Weekend</u>	<u>Holiday</u>
Custodian	\$ 42.00	\$58.00	\$84.00
Security Guard PT*	\$ 48.00	\$76.00	\$104.00
Security Guard FT*	\$ 56.00	\$84.00	\$112.00
Maintenance	\$ 70.00	\$ 105.00	\$ 140.00
Field Monitor	\$ 35.00	\$ 35.00	\$ 35.00
Event Manager	\$40.00	\$60.00	\$80.00

Rates for all personnel are hourly per employee.

The basic labor rate for evening and Saturday usage is comprised of one and one half times the regular pay rate plus benefits. The Sunday labor rate is two times the regular rate plus benefits. The holiday labor rates are three times the regular rate plus benefits.

Appendix E

BLDG. \_\_\_\_\_

TREDYFFRIN/EASTTOWN SCHOOL DISTRICT
940 West Valley Road, Suite 1700, Wayne, PA 19087 610.240.1900

APPLICATION AND AGREEMENT FORM (AAF) FOR USE OF SCHOOL DISTRICT FACILITIES

Agreement between the Tredyffrin/Easttown School District ("T/E") and \* \_\_\_\_\_ ("User" Exact Name of Organization); Witnesseth, that the noted User is applying for the use of the following:

\* \_\_\_\_\_ at \* \_\_\_\_\_ for the following date(s) and time(s),
(Facility, Room(s), Field(s) (TE School/Building)

Date(s): \_\_\_\_\_ Day of Week \_\_\_\_\_ Time: from: \_\_\_\_\_ to: \_\_\_\_\_
Date(s): \_\_\_\_\_ Day of Week \_\_\_\_\_ Time: from: \_\_\_\_\_ to: \_\_\_\_\_
Date(s): \_\_\_\_\_ Day of Week \_\_\_\_\_ Time: from: \_\_\_\_\_ to: \_\_\_\_\_
Date(s): \_\_\_\_\_ Day of Week \_\_\_\_\_ Time: from: \_\_\_\_\_ to: \_\_\_\_\_
Date(s): \_\_\_\_\_ Day of Week \_\_\_\_\_ Time: from: \_\_\_\_\_ to: \_\_\_\_\_

(If necessary, please attach additional sheet using the same format as above

for the sole purpose of \_\_\_\_\_, subject to the terms and conditions expressed on page 2

(List the title and describe the event)

of this form and in Policy 7040 and Regulation 7040.

AAF FORMS MUST BE SUBMITTED 12 BUSINESS DAYS IN ADVANCE OF EVENT BUT NO SOONER THAN 6 MONTHS.

\*Signed \_\_\_\_\_

(User or User's Contact and Certificate Holder)

\*Name (Print) \_\_\_\_\_

\*Telephone # \_\_\_\_\_

\*Cell Phone # \_\_\_\_\_

\*Address \_\_\_\_\_

\*Email Address: \_\_\_\_\_

\* Billing Information

\* Organization: \_\_\_\_\_

\* C/O: \_\_\_\_\_

\* Address: \_\_\_\_\_

\* Phone #: \_\_\_\_\_

\* Non Profit Status: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, then applicable documentation must be submitted with this form.

\*Is your primary function to enhance the community by providing service to Tredyffrin/Easttown youth and/or adults? \_\_\_ Yes \_\_\_ No

\*Does your group actively support the students' educational program? \_\_\_ Yes \_\_\_ No

\*Are you a current or former TESD employee? \_\_\_ Yes \_\_\_ No \*Do you live within the boundaries of T/E School District? \_\_\_ Yes \_\_\_ No

\*Estimated number of TESD resident participants \_\_\_\_\_ \*Estimated number of non-TESD resident participants \_\_\_\_\_

\*Date: \_\_\_\_\_

\* Are you charging an admission fee or tuition for this event?

\_\_\_\_\_ Yes \_\_\_\_\_ No

\* All items marked with an asterisk (\*) are required to be completed by the User.

User's signature on this form attests that the information submitted is true and accurate and constitutes acknowledgement that User has read and understands the School District's Policy and Administrative Regulations on the Use of Facilities as well as the text on page 2 of this document.

CLASSIFICATIONS - Please see Policy 7040, Use of Facilities, for Classification Definitions

NOTE: ALL ACTUAL CHARGES ARE ASSESSED BY BUSINESS OFFICE AFTER USE - PLEASE NOTE THAT IF PAYMENT IS MADE PRIOR TO THE END OF THIS AGREEMENT, ADDITIONAL CHARGES MAY BE INVOICED IF NECESSARY.

The District reserves the right to assess late fees of up to 1% per month.

PLEASE MAKE ALL CHECKS PAYABLE TO: TREDYFFRIN/EASTTOWN SCHOOL DISTRICT

DO NOT COMPLETE THIS SECTION OF THE AAF

DATE AAF RECEIVED IN THE BUSINESS OFFICE \_\_\_\_\_

User Classification: \_\_\_\_\_

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_

Explanation if Not Approved: \_\_\_\_\_

Table with 2 columns: Charge Type and Amount. Rows include ESTIMATED Rental Charge, ESTIMATED Support Staff Charge, and ESTIMATED Total.

Signed: \_\_\_\_\_ (Business Manager) (Date)

**TREDYFFRIN/EASTTOWNSCHOOL DISTRICT**  
**940 West Valley Road, Suite 1700, Wayne, PA 19087 610.240.1900**  
**APPLICATION AND AGREEMENT FORM (AAF) FOR USE OF SCHOOL DISTRICT**  
**FACILITIES**

1. **Notwithstanding fees stated on the AAF, additional fees may be levied if the School District incurs additional expense as explained in Regulation 7040. All charges are payable within 30 days after the billing date. The District reserves the right to assess late fees of up to 1% per month. Any individual or organization not satisfying the bill within ninety (90) days may be denied the privilege of further use of school facilities until all outstanding charges are paid.**
2. All facilities must be left in the same condition as found.
3. Should conflicts with School programs develop, the building Principal, Athletic Director, or their designee, may cancel any Application and Agreement Form (AAF).
4. This AAF is subject to the appropriate support personnel being available and willing to work as needed. T/E reserves the right to cancel any use of facility when custodial or kitchen services are not available for any reason and upon giving the User three (3) days notice prior to the time the use is to commence.
5. The T/E School District reserves the right to cancel this agreement should other circumstances necessitate, like inclement weather which forces schools to close or be closed early.
6. **In the event that a User needs to cancel, User shall inform T/E in writing to the Business Manager (at address listed above) two weeks prior to the scheduled event or pay as liquidated damages the rental/impact fee heretofore provided. This applies except when cancellation is due to a school district decision for weather or other circumstances. It is the User's responsibility to verify building availability. If TESD determines, in its' sole discretion, that a User cancels reservations with regularity, TESD has the right to reconsider that organization's priority in subsequent use of facilities requests.**
7. User agrees to comply with all ordinances, statutes, and regulations of all Local, State and Federal authorities and agencies; and User hereby indemnifies T/E and agrees to hold T/E harmless from all penalties, fines, costs, damages and expenses resulting from failure to do so. User further agrees to indemnify and save T/E harmless from all loss damage, liability, claims and demands, whether involving misconduct, negligence or otherwise, arising out of or resulting from such use of the premises.
8. **User agrees to provide T/E with evidence of insurance coverage as required in the Administrative Regulations on Use of District Facilities. By signing the AAF, the User agrees to indemnify and hold harmless the District for any claims made against the District for Worker's Compensation Insurance by persons performing work on behalf of User on School District property.**
9. The District will determine if the night and weekend temperature setbacks should be changed during the period of use, especially in the athletic areas.
10. **The User may not assign the approved agreement or sublet the premises.**
11. Subject to provisions of paragraph 10 hereof, this agreement shall be binding upon the heirs, executors, successors and assigns of the parties and shall be interpreted under the laws of the Commonwealth of Pennsylvania. Disputes shall be resolved by arbitration under the rules of the American Arbitration Association.
12. The use of alcohol and/or tobacco products is prohibited on all T/E property both inside and outside of school buildings.
13. User understands that this AAF is limited to use of the designated facility, building or field. User and anyone accessing the facility through the User ("User Group") may not access other parts of the facility, building or field not expressly set forth on this AAF. In particular, where school buildings are under construction, it is imperative that User and User Group remain in permitted area. User is responsible for supervising all individuals in User Group. T/E reserves the right to terminate AAFs or refuse to issue future AAFs to Users who fail to abide by this provision.
14. Construction/renovations at any of T/E's buildings may require that utilities be cut off for a period of time. T/E reserves the right to terminate the use of the building for that time period with 24 hours notice to the User.
15. User recognizes the fact that T/E's making its facilities available to the community in accordance with Board policy and administrative regulations, does not create any right for the User to the continued use of the facilities except at the discretion of T/E.
16. User agrees that in case of damage to facilities, the User shall compensate T/E in full.
17. Use of on premise climbing walls, gymnastics apparatus, or other items noted in School District Regulation 7040, by User groups at any T/E school is strictly prohibited unless otherwise approved by the appropriate administrator. User agrees to advise its own User group that the use of on premise climbing walls, gymnastics apparatus, or other items noted in School District Regulation 7040, is prohibited and that the District will not be responsible for any injuries occurring as the result of any use of the items.
18. **Upon request, the District may ask the User to provide proof of residency of the group members in order to determine the appropriate User Classification.**

User Initials \_\_\_\_\_

Date \_\_\_\_\_