Wallenpaupack Area School District
Request for Use of Facilities

Name of Organization:_____

Type of Program/Purpose of Event: _____

Name of School Building/Area or Room requested: _____

Are you charging admission? Yes ◯ No ◯ Are you asking for a donation? Yes ◯ No ◯

Is this group non-profit? Yes ◯ No ◯ Does use require Tech. services? Yes ◯ No ◯

What district supplies/property/technology/services are you asking to be supplied? (Subject to approval not all requests can be granted)

_____

Date of Event: _____ **Time of Use**: From: _____To: _____
Doors open to public:
Day, Month/ Date/ Year (If requesting more than one day-list each day and time)

Date(s): _____

Expected Attendance Number: _____ (Large groups will need to have security on premises-see #6 below).

Regulations:

1. Application for use of facilities **must be made in advance** to the appropriate district administrator listed on page two (2) of this form with the understanding that: **a.** School activities take precedence over non-school groups**. b.** The application may be rejected if the group, or activity planned by the group, violates Policy 707, school rules or policies. **c. If school is canceled, dismissed early or after school events are canceled, due to weather conditions, the building becomes unavailable for your event as well.**

2. Proof of insurance to cover the activity will be required prior to any private use of the school facilities. **Please attach a copy of certificate of liability insurance indicating Wallenpaupack Area School District as an additionally insured.**

3. Documentation must be provided evidencing that the school district shall be held harmless by the user for any liability that arises from use of school facilities by the individual or group. (See attached)

4. When a group uses any equipment that requires **district personnel** with **knowledge** of such equipment must operate it, they will be paid for their services by the user group. The Cost for this service is **$90 per hour**.

Cost of Service: _____

5. A custodian must be on duty when an activity is held in any building or athletic fields. School custodians on duty are responsible for opening and closing the building, policing it, and cleaning the premises after use. The facilities should be left clean and be placed in order for the next school session. Additional maintenance services, if needed, must be paid for by the organization at the rate of **$47 per hour**. Custodians are not scheduled to work on Sundays or holidays: all activities scheduled during these times will incur a custodial fee.

Cost of Service: _____

6. When a renter requests use of special facilities such as gym, auditorium, etc., the renter will be responsible for paying for security contracted by the school as deemed necessary by the administrators at a rate of **$48 per hour**.

Cost of Service:_____

7. Rental Fee: _____ Fee for using a Concession Stand: $_____
8. The requesting organization or group is responsible for any damages caused by the group and will be charged accordingly for repairs or replacement.
9. **There shall be no smoking, vaping, or use of tobacco products in school buildings or on school grounds**.
10. Adequate adult supervision must be provided for each activity. (1:30 ratio – adult: students)
11. Gambling, immoral or unbecoming conduct will not be permitted on school properties.
12. The use, possession, distribution of alcohol or drugs are prohibited on all school properties.
13. Individuals shall not use, access or enter upon any portions of the school facilities not specified in the approved written request form.
14. When advertising or promoting activities held at school facilities, individual and community groups shall clearly communicate that the activities <u>are not</u> being sponsored by the school district.
15. **The school district reserves the right to remove from the school district premises any individual or community group who fails to comply with the terms and conditions of this policy.**
16. In the event an individual or community group violates this policy or the terms under which permission was granted to use school facilities, that individual or community group forfeits the right to submit future written requests to use school district property.
17. The applicant is required to follow Board Policy 707 and associated Administrative Regulations found at https://go.boarddocs.com/pa/wallenpaupack/Board.nsf

Please complete the following information: Date Submitted:_____

I agree to abide by the rules and regulations as listed in the Wallenpaupack Area School District's Use of Facilities Policy.

Name of Responsible Person:_____

Signature of Responsible Person:_____

Mailing Address: _____ **State**:_____ **Zip**: _____

Telephone Number: _____ **Cell Phone**:_____ **Email**_____

You will receive confirmation via one of the options provided above.

****

APPROVED BY: _____ **DATE**: _____

Total Estimated Maintenance Fee: $ _____ (see item #5)

Total Estimated Security Fee: $ _____ (see item #6)

Total Other Fees: $ _____ (see items # 4 & #7)

Send completed forms to
Brett Buselli
Wallenpaupack Area High School
2552 Route 6
Hawley, PA 18428
Email: busellbr@wallenpaupack.org

Copies to: Head Custodian ☐ Calendar ☐ Tech Director ☐ School Police Officer ☐

Wallenpaupack Area School District
Technology Request

1. **Does this request require the use of W.A.S.D. Internet Services?**

   Yes ◯ No ◯

   If checking "Yes", please note that the W.A.S.D. network adheres to security guidelines for K-12 Public School entities. These guidelines include password protections, content filtering, virus protection and data screening. Due to these security measures, some Internet content and services are not accessible.

2. **Does this request require the use of a computer, tablet, or other network connected device?**

   Yes ◯ No ◯

   a. **If a computer/tablet is required, who will provide it?**

      ◯ Personal Equipment ◯ Wallenpaupack Area School District

      i. **If W.A.S.D. is requested to provide equipment, please list the items that are needed (EX: Laptop, iPad) and the quantity of each item.**

      _____

      ii. **If personal equipment is being utilized, please provide the following information about the equipment:**
      Manufacturer: _____

      Type/Model: _____

      Operating System: _____

      Virus Protection Software: _____

3. **Does this event require a presentation display, such as a projector or a large TV?**

   Yes ◯ No ◯

   If checking "Yes", please note that specific display equipment is determined by what has been installed in the requested event space. Unless otherwise specified, display equipment will be set up to connect to source via HDMI. If bringing personal equipment, please make sure that the equipment supports HDMI connections.

4. **Does a technician need to be on site to assist during this event?** (additional fees apply)

   Yes ◯ No ◯

Wallenpaupack Area School District
HOLD HARMLESS AGREEMENT

I, _____ **as the requesting officer for group,** am applying for
(print name)

Permission to use the Wallenpaupack Area _____on _____
(building/facility) (Day, Month/Date/Year)

from _____ to _____ for the purposes of:
(beginning time) (end time)

In consideration for permitting the use of the named school facilities,

I, _____ **as the requesting officer for the group**, hereby agree to be
(print name)
responsible for any damages to those or other school facilities or property resulting from or in connection with our use thereof.

I, _____ **as the requesting officer for the group**, further agree to indemnify
(print name)
and hold harmless the Wallenpaupack Area School District from any claim, loss or damage arising from or by reason of any bodily injury, death or property damage resulting from or in connection with our use of school facilities or property.

Name _____
(signature)

Title_____

Date_____

Please note: If the district closes school, dismisses early, or cancels after school events, the building(s) become unavailable for your scheduled event. This information is made available through the local television and radio stations.