

PANTHER VALLEY SCHOOL DISTRICT
1 Panther Way, Lansford, PA 18232
Phone: (570) 645-4248 Fax: (570) 645-6232

USE OF FACILITIES AGREEMENT

*(Please return to Athletic & Activities Director)
(File at least two weeks prior to the event)*

Organization Name _____ Today's Date _____

Name of Building Requested High School Middle School Elementary School

Facility Requested (***requires cafeteria worker**)

____ Cafeteria ____ Parking Lot ____ Library
____ Kitchen/Preparing* ____ Auditorium ____ Stadium (No Lights)
____ Kitchen/Serving* ____ Gymnasium ____ Stadium (Lights)
____ Athletic Fields ____ Classroom

Date(s) Requested _____

Time(s) Requested _____

Security Needed? Yes ___ No ___

Activity Type (please circle): Student Continuing Education Community Private
Other (please specify) _____

Number of Participants _____ Admission Charged? Yes ___ No ___ Amount _____

Adults _____ Children under the age of 6 _____ Children over the age of 6 _____

Proceeds will be used for _____

Specific Purpose or Use _____

Equipment Brought In _____

Equipment Requested (***must be operated / provided by school personnel**)

____ Sounds System* ____ Scoreboard* ____ Tables and or Chairs ____ TV/VCR
____ Stage Lighting * ____ Folding Stand ____ Kitchen Equipment *
____ Other Stage Equipment ____ Piano ____ Athletic Equipment

Details of Equipment Requested

Do you, the requesting organization, have an in-force public liability policy? Yes ___ No ___ If
"yes", please attach.

Name of Insurance Carrier _____

Address _____

Phone # () _____

What are the limits of liability? (Minimum \$500,000 required)

Bodily injury \$ _____ Property damage \$ _____

Date policy in-force: From ____/____/____ to ____/____/____

List name, address, phone number, and email address of **two (2)** responsible officials of your organization who will be present at the time the facilities requested are being used and who will accept responsibility for adherence to Panther Valley School District rules and regulations.

Official #1

Name (please print)

Street Address

Phone #

City, State, Zip Code

Email Address

Official #2

Name (please print)

Street Address

Phone #

City, State, Zip Code

Email Address

SIGNATURES

Requesting Officer _____ Date

FOR OFFICE USE ONLY

Athletic Director _____ Date

Building Principal _____ Date

Maintenance Sup. _____ Date

If Applicable _____ Cafeteria Manager _____ Date

If Applicable _____ Audio-Visual Adv. _____ Date

If Applicable _____ Business Manager _____ Date

Group Classification _____ Charge for Building _____

Charge for Custodians () _____

Internal / External

Other Charges _____

(Please circle one of the above.)

Property Damage, if applicable _____

Security Charge () _____

ESTIMATED TOTAL COST _____

All fees are due and payable within 10 days of the event to the school district Business Manager.

APPLICATION STATUS

Approved _____ Denied _____

Signature – Office of Superintendent _____

Date: _____

Use of School Facilities Information

School facilities of this District should be made available for community purposes, provided that such time does not interfere with the educational program of the schools.

The Board shall provide for the use of school facilities when permission has been requested, in writing, through the office of the Athletic and Activities Director and cleared through the appropriate building principal, with the following order of priority:

- Requests by the school-related organizations.**
- Requests by nonschool-related community activities and Panther Valley Alumni individually and in groups.**
- Requests by private interest or for profit group**

Groups requesting use of facilities are to be classified in one of the following four levels:

LEVEL I: Approved District Student Organization/ Continuing Education Program & Local Emergency Personnel (Police Department, Fire Department, Ambulance Corps, etc.)

FREE. No facilities charge for either admission or non-admission activities.

School affiliated groups of PVSD such as classes, clubs, school board, booster clubs, PTA/PTO, and functions sponsored thereby and funds generated benefit the membership and/or participants, the primary make-up of which are youth living within the PVSD attendance area.

LEVEL II: Civic Service or Community Organization

Single Usage Charge (See Chart)

Community groups from the PVSD that are civic, charitable, or service in nature, and charging admission.

LEVEL III: School Age Athletic Groups

No Flat Annual Fee for Primary Area of Usage (See Chart)

*** -FEE FOR SECURITY IS CHARGED WHEN A GAME OR MEET IS SCHEDULED**

One minimum security guard for gym, field, or auditorium

Two minimum security guards for the stadium

*** - NO FEE FOR CUSTODIANS IS CHARGED PROVIDED THE CUSTODIAL STAFF IS SCHEDULED FOR A REGULAR WORK DAY. IF NOT CUSTODIANS WILL BE SCHEDULED FOR A MINIMUM OF 2 HOURS AT THE CBA RATE AND CHARGED TO THE ATHLETIC GROUP.**

***Cost may be added due to supplies or services needed**

***-FEE FOR SCHOOL PERSONNEL SHALL BE REQUIRED**

This classification is specific but not limited to the following groups:

Elementary School Wrestling, Piranhas, Knee-Hi Football, Senior Babe Ruth, Summit Hill Softball, PV Youth Soccer, PV Little League, Nesquehoning Little League, Summit Hill Babe Ruth, Lansford Babe Ruth, AAU Basketball, AAU Swimming, CYO Basketball, CYO Volleyball, and CYO Wrestling.

LEVEL IV: Private Interest Groups

All others.

Flat Annual Fee for Primary Area of Usage (See Chart)

*** -FEE FOR SECURITY IS CHARGED WHEN A GAME OR MEET IS SCHEDULED**

One minimum security guard for gym, field, or auditorium

Two minimum security guards for the stadium

*** -NO FEE FOR CUSTODIANS IS CHARGED PROVIDED THE CUSTODIAL STAFF IS SCHEDULED FOR A REGULAR WORK DAY. IF NOT CUSTODIANS WILL BE SCHEDULED FOR A MINIMUM OF 2 HOURS AT THE CBA RATE AND CHARGED TO THE ATHLETIC GROUP.**

***Cost may be added due to supplies or services needed. FEE FOR SCHOOL PERSONNEL REQUIRED.**

School facilities, except athletic fields, are generally unavailable for public use on Sundays. Exceptions may be made for Baccalaureate services, musical/drama productions, or community banquets.

School facilities will not be available to promote or conduct commercial sales by profit making organizations.

The Board of Education reserves the right to reject or accept any requests for use, and also the right to adjust rental fees if and when individual applications merit it.

When school facilities are used, an insurance policy of a minimum of \$500,000 public liability is required. Proof of insurance must accompany each application.

An exception to the insurance requirement may be made for civic or community organizations holding meetings limited to their membership or sponsoring youth activities as an extension of the district academic or extracurricular program.

Groups qualifying for the exception shall include: Booster Clubs, Parent Organizations, Scouts, Kiwanis, and Municipal Recreation Boards.

Use of Facilities Fees

<u>Facility</u>	<u>Level I</u>	* - per event		* - annual	* - per event
		<u>Level II</u>	<u>Level III</u>	<u>Level III</u>	<u>Level IV</u>
High School Gym	No Charge	\$100	No Charge	No Charge	\$300
High School Auditorium	No Charge	\$100	No Charge	No Charge	\$300
High School Cafeteria	No Charge	\$50	No Charge	No Charge	\$100
Middle School Cafeteria	No Charge	\$50	No Charge	No Charge	\$100
Elem. School Cafeteria	No Charge	\$50	No Charge	No Charge	\$100
Classroom	No Charge	\$10	No Charge	No Charge	\$25
Computer Laboratory	No Charge	\$25	No Charge	No Charge	\$50
Middle School Gym	No Charge	\$100	No Charge	No Charge	\$300
Elem. School Gym	No Charge	\$50	No Charge	No Charge	\$150
Elem. School Auditorium	No Charge	\$100	No Charge	No Charge	\$300
Stadium	No Charge	\$800	No Charge	No Charge	\$1000
Stadium (with lights)	No Charge	\$900	No Charge	No Charge	\$1200
High School Kitchen	No Charge	\$150	No Charge	No Charge	\$300
Middle School Kitchen	No Charge	\$150	No Charge	No Charge	\$300
Elem. School Kitchen	No Charge	\$150	No Charge	No Charge	\$300
High School Track	No Charge	\$25	No Charge	No Charge	\$50
High School Field	No Charge	\$25	No Charge	No Charge	\$50
Weight Room	No Charge	\$150	No Charge	No Charge	\$300
Elem. School Field	No Charge	\$25	No Charge	No Charge	\$50
Baseball Field	No Charge	\$100	No Charge	No Charge	\$300
Softball Field	No Charge	\$100	No Charge	No Charge	\$300

There must be a school custodian on duty at all times when school facilities are in use. If organizations schedule events, practices, or meetings during times when custodial personnel are regularly scheduled, there will be no charge for custodians. If

times for facilities are requested when custodians are not regularly scheduled, the organization will be responsible for custodial costs (as per the contract).

The use of security persons and audio-visual technicians is required. The number needed for any event will be determined by the Maintenance Supervisor, Athletic & Activities Director, and/or Building Principal with the organization using the district facilities. If organizations schedule events, practices, or meetings that require the presence of security, the organization will be responsible for the security costs (as per the contract).

When the kitchen of any building is used, a school employee, trained in the operation and safety of food service equipment, must be on duty. The sponsoring group will be invoiced and pay the Panther Valley School District for services rendered.

If a school custodian or cafeteria employee is unavailable under the above terms and conditions, a representative may be designated by the building principal to perform the housekeeping, security, and safety functions.

All invoices must be paid 10 days prior to an event. If the invoice is not paid the event will not take place.

The Use of Facilities Agreement must be submitted two weeks prior to the event.

Smoking and tobacco usage is prohibited on all school grounds.

No drinking of alcoholic beverages is permitted.

Groups authorized to use school property are responsible for the supervision, discipline, and care of students or other individuals attending the event.

Should an organization that has been given permission to use a district facility decide to postpone or cancel an event, it is the responsibility of the organization to contact members, parents,, ect. of the cancellation or postponement. The Distinct does not accept responsibility for contacting members, parent, media, or group members.

Building and equipment must be left in clean and orderly condition. Failure to do so will result in an extra charge based on the time necessary to return the building to its proper condition.

Gambling or other conduct detrimental to the public interest is not permitted in school building.

All fees are due and payable within 10 days of the event to the school district Business Manager.
