

Allow fourteen (14) working days notice from the time of your request for approval.

# USE OF DISTRICT FACILITIES REQUEST FORM

Wyalusing Area School District  
42 Main St. PO Box 157 Main Street Wyalusing PA 18853  
(570)-746-1600 • Fax (570)-746-9156

See attached procedures before completing – Reservations accepted no more than 1 year in advance of event date.

Information – (Please be specific)

Category (per Section IV of Regulations) \_\_\_\_\_

Name of Person Applying \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Name of Organization \_\_\_\_\_

Date(s) and Day(s) of the week desired (Please list specific dates) \_\_\_\_\_

Arrival Time \_\_\_\_\_ Exit Time \_\_\_\_\_ Number of People Anticipated \_\_\_\_\_

Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Youth Oriented? Yes \_\_\_\_\_ No \_\_\_\_\_ Profit or Nonprofit Organization (circle one) Admission Charges \_\_\_\_\_

Will any games of chance such as lotteries or raffles be held? Yes \_\_\_\_\_ No \_\_\_\_\_

Type of Activity to be conducted \_\_\_\_\_

**Facilities Requested At -**                       **Elementary School**       **High School**

- |                     |                          |                               |                          |                             |
|---------------------|--------------------------|-------------------------------|--------------------------|-----------------------------|
| Facilities Needed - | <input type="checkbox"/> | Auditorium                    | <input type="checkbox"/> | Elementary Gym              |
|                     | <input type="checkbox"/> | Auditorium w/sound and lights | <input type="checkbox"/> | HS Auxiliary Gym            |
|                     | <input type="checkbox"/> | Auditorium Air Conditioning   | <input type="checkbox"/> | Layman Gymnasium            |
|                     | <input type="checkbox"/> | Cafeteria or Cafetorium       | <input type="checkbox"/> | Football Field Day or Night |
|                     | <input type="checkbox"/> | Kitchen                       | <input type="checkbox"/> | Baseball/Softball Fields    |
|                     | <input type="checkbox"/> | Large Group Instruction Room  | <input type="checkbox"/> | HS Soccer Field             |
|                     | <input type="checkbox"/> | Classroom _____               | <input type="checkbox"/> | HS Track Day or Night       |
|                     | <input type="checkbox"/> | Library HS                    | <input type="checkbox"/> | Elem. Field _____           |
|                     | <input type="checkbox"/> | Library Elem _____            | <input type="checkbox"/> | Parking Lot                 |
|                     | <input type="checkbox"/> | Computer Lab                  | <input type="checkbox"/> | Concession Stand            |
|                     | <input type="checkbox"/> | Other (Please be specific)    |                          |                             |

Comments - Applicant \_\_\_\_\_

By signing the District Facilities Request Form you are agreeing to the below Terms and Conditions.

The undersigned hereby makes application to the Wyalusing Area School District (WASD), for the above named applicant for use of the premises and certifies that the information above is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations of the School Board and Principal of the school in which the premises is to be leased are located, and will promptly make payment to the school district and provide proof of insurance. The Applicant will exercise the utmost care in the use of the school premises and property and will make good for any and all damage that may arise from applicant's use of said premises and property. The undersigned holds the WASD harmless from all claims for injury or to death of any person, and for damage to or the loss of any property arising out of or attributed directly or indirectly to the operations or omissions of the WASD. The undersigned indemnifies the WASD for all damage to property belonging to the WASD and for all injuries to or the deaths of any representative or employees of the WASD resulting from all acts or omissions of user.

Athletic Director \_\_\_\_\_ Date \_\_\_\_\_ Signature of Person Applying \_\_\_\_\_ Date \_\_\_\_\_

Director of Buildings & Grounds \_\_\_\_\_ Date \_\_\_\_\_ District Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_ Business Manager \_\_\_\_\_ Date \_\_\_\_\_

<b>Office Use Only</b> –	Facility Fee _____	<b>Certificate of Insurance</b> – Yes <input type="checkbox"/> N/A <input type="checkbox"/>
(Supervisor Initials _____)	Custodial Personnel _____	
(Supervisor Initials _____)	Cafeteria Personnel _____	Facility Fee - Payment in Advance _____
(Supervisor Initials _____)	Administrative Personnel _____	Personnel -Payment within 15 days of invoice _____
(Supervisor Initials _____)	Auditorium Light/Sound _____	

Facility fee payments and proof of insurance must be submitted in advance. An invoice for other fees will be sent after event. Payment due within 15 days of the invoice date.

**Policy** - It shall be the policy of the Board of School Directors to encourage community use of school facilities when such use is in the public interest, does not conflict with school activities, and is not detrimental to the purpose of schools.

**Procedure** - Read the regulations for use of school facilities. Complete this form and return to the District Office along with "certificate of insurance" (liability coverage of at least \$300,000) signifying proof of insurance. By signing the attached Facilities Request Form you are agreeing to the district's Hold Harmless Clause. **Allow fourteen (14) working days notice from the time of your request for approval. Reservations will be accepted up to (1) one year in advance.**

**Fee** - (See Section IV [below] Community Use of School Buildings) Per Use fees are due at the time of the Application approval. Hourly rates will be invoiced to the Applicant- invoices are to be paid within 15 days of the invoice date. Make checks payable to the Wyalusing Area School District. **Please refer to Page 3 Section D for payment of required personnel.**

The school district encourages the use of facilities by a variety of groups. However, the district discourages groups from reserving facilities and then not using them. This practice restricts other potential users from gaining access. If continual cancellations occur or payments are not timely, the group may be removed from the approved users list (if they are on that list) and may jeopardize future use of facilities. Cancellations will be accepted by calling the business office up to seven days prior to the event. Cancellations may also be accepted on an emergency basis with prior approval at the business office. If costs are incurred by the school district due to cancellation with-out proper notice, all costs involved will be deducted from the fee(s) submitted with the application. Cancellations due to inclement weather must be given to the business office 2 hours prior to the event's scheduled start time to prevent being invoiced for the building fees. If proper notification is given for inclement weather, deposits/rental fees will be reimbursed. The School District reserves the right to make such cancellations in cases of emergency at any time without liability.

**Section IV**

Building	Facility	Category 1 School group	Category 2 School related Group	Category 3 Nonprofit	Category 4 Profit
High School	Auditorium (Meetings/Performances)			\$150/day	\$200/day
	Auditorium (Practices/Rehearsals)			\$100/day	\$200/day
	Auditorium (Audio-Visual System)	\$35/hr.	\$35/hr.	\$35/hr.	\$35/hr.
	Computer labs*			\$100/day	\$200/day
	Cafeteria			\$50/day	\$100/day
	Kitchen Use (Employee Required)			\$50/day	\$100/day
	Kitchen (Employee Required)	\$30/hr./person	\$30/hr. person	\$30/hr./person	\$30/hr./person
	Layman Gymnasium			\$150/day	\$200/day
	Custodial Fee	\$40/hr./person**	\$40/hr. person**	\$60/hr./person	\$60/hr./person
	Auxiliary Gym			\$50/day	\$100/day
	Classrooms			\$25/day	\$50/day
	Track/Softball/Baseball			\$50/day	\$100/day
	Football Field (day use)			\$50/day	\$100/day
	Football Field (night light use)			\$100/night	\$200/night
Elementary School	Track (night light use)			\$100/night	\$200/night
	Computer labs*			\$100/day	\$200/day
	Cafeteria			\$50/day	\$100/day
	Kitchen Use (Employee Required)			\$50/day	\$100/day
	Kitchen (Employee Required)	\$30/hr./person	\$30/hr./person	\$30/hr./person	\$30/hr./person
	Gymnasium			\$150/day	\$200/day
	Custodial Fee	\$40/hr./person**	\$40/hr./person**	\$60/hr./person	\$60/hr./person
	Classrooms			\$25/day	50/day

*Excess garbage fees will be assessed based on usage.*

The concession stand will be available on request to school connected organizations and auxiliary agencies without additional fee. All outside organizations requesting use of the concession stand will be charged a fee of \$75. When an outside organization opts not to use the concession stand, it will be operated by a high school student organization.

\*Use of the computer labs requires a school employee to be present and responsible.

\*\*Category I and II groups of 50 or less people are not required to have a custodian if a school district employee is present and will be responsible for cleanup and lock up. In this case a flat fee of \$25 will be charged for utilities and supplies; the employee waives compensation.

Club volleyball, music events, basketball on Sundays: \$50/month.

Category I student organizations who require a custodian on weekends will not be invoiced for the cost of the custodian. Examples: SCA Homecoming Dance, Prom, FBLA, etc.

# COMMUNITY USE OF SCHOOL FACILITIES

Wyalusing Area School District  
42 Main St. PO Box 157 Main Street Wyalusing PA 18853  
(570)-746-1600 • Fax (570)-746-9156

## POLICY STATEMENT

It shall be the policy of the Board of School Directors to encourage community use of school facilities when such use is in the public interest, does not conflict with school activities, and is not detrimental to the purpose of the schools.

The school district encourages the use of facilities by a variety of groups. However, the district discourages groups from reserving facilities and then not using them. This practice restricts other potential users from gaining access. If continual cancellations occur the group may be removed from the approved users list (if they are on that list) and may jeopardize future use of facilities. Cancellations will be accepted by calling the business office up to seven days prior to the event. Cancellations may also be accepted on an emergency basis with prior approval at the business office. Cancellations due to inclement weather will be considered an emergency. The school district reserves the right to cancel an event on an emergency basis due to unforeseen circumstances or the rescheduling of school district events. Situations not covered in this policy and document will be dealt with by administration as they arise.

For events which the Superintendent determines to be in the broad spectrum of public interest, the occupancy and labor charges and/or insurance requirements may be waived (Ex: Natural disasters). The Superintendent also has the discretion to waive fees for major donors to the school district and/or Wyalusing Area Education Foundation. When the school district becomes the co-sponsor of an event with an organization, the division of cost will be negotiated by the parties with the insurance requirement waived.

## REGULATIONS FOR USE OF SCHOOL FACILITIES

### Section I

#### A. Procedure for Requesting Facilities

1. All requests for the use of facilities by **ALL** groups/organizations shall be made through the school office you wish to use. Requests shall be submitted on the district application **form at least fourteen days prior to the date the specified facilities are desired.**
2. Requests shall then be forwarded to the administration office for processing. Final approval with fees will be provided to the organization once eligibility is determined.
3. No reservations will be made until the application and **certificate of insurance (see Section c)** are returned and approved by those signing the application.
4. Users will pay the usage/rental fees prior to the event and will be billed after the event for personnel costs in accordance with the schedule of usage fee or rental charges or personnel charges. **All checks should be made payable to the Wyalusing Area School District.**
5. Organizations and groups using school facilities must designate **one adult** member of its group to be in charge of and responsible for the program or activity at the time application for use of the facilities is made. This person shall in turn be responsible to the principal of the school in which the event is taking place.
6. The Wyalusing Area School District reserves the right to request an organization to arrange for security officers to be present in the case of large group meetings. Fees shall be paid directly to the security company.

## COMMUNITY USE OF SCHOOL FACILITIES

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### B. Restrictions in Use of Facilities

1. No group will be permitted use of school facilities if it interferes with school programs. The building principal may cancel any permits for school use, should conflict with school programs develop. Notification will be given in advance of a cancellation.
2. The Tobacco Free Workplace Policy as per school policy Section 222, 323, 423, and 523 is in effect at all times. (See [www.wyalusingrams.com](http://www.wyalusingrams.com) for the link to the policy manual under School Board, the Policy Manual.) Organizations may be assessed a fine if smoking occurs at events.
3. The sale or use of alcoholic beverages is strictly forbidden. If this ruling is violated, the renting organization may be denied the privilege of any further rentals. (See [www.wyalusingrams.com](http://www.wyalusingrams.com) for the link to the policy manual under School Board, the Policy Manual.) Organizations may be assessed a fine if policies are not followed at events.
4. There will be **no eating in the gym or in any room** not reserved for that purpose.
5. Only gym shoes or sneakers shall be permitted on gym floors when they are used for sports.
6. **Only Wyalusing Area School teams and as per approved list of Category #1 and #2 may use game fields for practice sessions.**
7. Organizations using the auditorium are not permitted, at any time, to change the electrical or electronic circuits in that facility.
8. When stage facilities or audio-visual equipment is used, the organization will provide stagehands or operators to operate the scenery. However, district personnel must be used to operate **lights and the soundboard** at the contracted rate (2 person limit). If district operators are not available, the facility request will be denied.
9. Putting up decorations or scenery, moving pianos or other furniture is prohibited unless special permission is granted by the building principal.
10. Scenery or other property will not be stored in any auditorium or school building without special permission from the building principal.
11. The Board of Education and the Wyalusing Area School District assumes no responsibility for properties left on the premises by the applicant.

### C. Responsibilities of the User

1. **A "certificate of insurance" with liability coverage of at least \$300,000 as proof of insurance must accompany applications, except Category 1 users.**
2. The user of any school facility must assume full responsibility for personal injury to participants and spectators. Please consider this statement our Hold Harmless Clause. By signing the attached Facilities Request Form you are agreeing to the district's Hold Harmless Clause.
3. Any group using the facilities of the Wyalusing Area School District, is required to restore to original conditions any property destroyed or suffering from more than normal wear and tear. The Wyalusing Area School District shall be the sole judge of destruction of property or excessive wear and tear.

## COMMUNITY USE OF SCHOOL FACILITIES

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### D. Use of Custodial, Cafeteria, Audio-Visual Staff

1. Whenever the service of any off-duty custodian or cafeteria worker is required, or if one is required to remain after the normal workday, the user will submit payment to the Business Office including additional time for opening and closing the building (15 minutes before the event and 15 minutes after departure of all participants). (This fee is to cover the cost of the district to pay their staff member or contracted employee their contracted rate, fringe benefits, and overtime if applicable.) A member of the district staff or contracted employee must be on duty at all times the organization is using the facility.
2. Use of school cafeterias with **kitchens** for functions requiring catering service will be under the general supervision of the building principal and food service director/cafeteria manager. The user will submit payment to the Business Office including additional time for opening and closing the building (15 minutes before the event and 15 minutes after departure of all participants). (This fee is to cover the cost of the district to pay their staff member or contracted employee their contracted rate, fringe benefits, and overtime if applicable.) A member of the district staff or contracted employee must be on duty at all times the organization is using the facility.
3. When using stage facilities or audio-visual equipment, the user will submit payment to the Business Office including additional time for opening and closing the building (15 minutes before the event and 15 minutes after departure of all participants). (This fee is to cover the cost of the district to pay their staff member their contracted rate and fringe benefits.) A member of the audio/visual staff must be on duty at all times the organization is using the facility.
4. The district will schedule the staff necessary. If staff is not available, the building use will be denied.

## Section II

### A. Classification of Groups for Rental Purposes

1. Fees for the use of school facilities shall be governed by the classification of the requests listed below:

#### Category 1:

- (1) The group or organization has been approved by the Superintendent as an "approved school group."
  - (a) The superintendent shall establish an approved users list of groups or organizations that qualify for the use of school buildings and facilities. In order to qualify, the group must meet the following criteria: be a recognized local group which conducts education, cultural, civic, or recreational functions.
- (2) A minimal rental fee may be required.
- (3) The group using school facilities provides adequate supervision of the activity.
- (4) The facilities **used** are scheduled for the hours the school is **normally** open and covered by custodial staff. Fees may be assessed for hours not regularly covered by employees.
- (5) No admission is charged, or collection taken, no materials or merchandise are sold, given away, or exhibited, or any other attempts made to raise money. (This will not apply to school organizations, or PTO functions, approved by the superintendent.)

## COMMUNITY USE OF SCHOOL FACILITIES

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- (6) The group using the facility will leave it ready for school use. (The custodian on duty is not required to clean up after any group using district facilities, but only to care for them according to established school policies. Custodians have their regular duties to perform. Users of school facilities must leave the building in the condition in which they found it.)
- (7) The school will not be obligated to provide equipment for use by the group.

### Category 2:

- (1) The group or organization has been approved by the Superintendent as an "approved school related group."
  - (a) The superintendent shall establish an approved users list of groups or organizations that qualify for the use of school buildings and facilities. In order to qualify, the group must meet the following criteria: be a recognized local group which conducts education, cultural, civic, or recreational functions.
- (2) A minimal rental fee may be required.
- (3) The group using school facilities provides adequate supervision of the activity.
- (4) The facilities **used** are scheduled for the hours the school is **normally** open and covered by custodial staff. Fees may be assessed for hours not regularly covered by employees.
- (5) No admission is charged, or collection taken, no materials or merchandise are sold, given away, or exhibited, or any other attempts made to raise money. (This will not apply to school organizations, nor PTO functions, approved by the superintendent of schools.)

Classification of Groups for Rental Purposes (Continued)

- (6) The group using the facility will leave it ready for school use. (The custodian on duty is not required to clean up after any group using district facilities, but only to care for them according to established school policies. Custodians have their regular duties to perform. Users of school facilities must leave the building in the condition in which they found it.)
- (7) The school will not be obligated to provide equipment for use by the group.

Category 3:

- (1) Any group not listed in Category 1 or 2 that does not collect a fee for private gain.
- (2) Usage fee as listed on page 2 of the application.
- (3) Personnel fees may be assessed if any expense is incurred by the school district.

Category 4:

A rental fee and payment of personnel fees will be required when any group or individual organization requests use of any facility for private gain.

**B. Priority of Building Use and Approved Users Criteria**

- 1. Priority for use of school facilities will be as follows:
  - a. Public school purpose
  - b. Public school related organizations
  - c. Approved users (See Section III)
  - d. Non-profit organizations within the district
  - e. Other groups

## COMMUNITY USE OF SCHOOL FACILITIES

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### Section III

#### List of Approved Users Meeting Criteria Under Category 1

- \* All student athletic and activity groups as recognized in the Professional Contract (does not include any parent/booster group)
- \* Wyalusing Area Education Foundation
- \* In-House Staff working with Wyalusing Students only
- Law Enforcement
- Borough/Township/County Officials and/or Planning Commissions
- Adult Education Program
- \* School district union representatives
- \* Groups being asked to present by the school.
- Northern Tier Career Center
- Any organization requested by the district to present programs
- Senior Parent Group
- Bus Driver Training
- Jr.-Sr. Prom
- Senior Project Activities

#### List of Approved Users Meeting Criteria Under Category 2

- Booster Clubs—School Board Approved
- Little League Baseball/Softball Teams
- Youth Football
- PTO/PTG (Parent-Teacher Organization)
- Scouts, Boy/Girl
- Youth Basketball
- Youth Soccer
- Youth Wrestling
- \* Senior Parent Graduation All Night Party Group
- Abuse & Rape Crisis Center
- Partners in Family and Community Development
- Outstanding Young Women
- Kiwanis
- Rotary
- Lions
- Lioness
- Wyalusing Volleyball Club (Adult Group)
- American Cancer Society Relay for Life
- Local WASD Church Ball Teams (Outside facilities only)
- Wyalusing Valley Children's Chorus
- Local WASD Adult Sports Groups
- \* Organization falls under the district's insurance coverage.

(Additional groups will be added to this list as they are identified and approved)