

INCOMPLETE APPLICATIONS WILL BE RETURNED

APPLICATION FOR USE OF SCHOOL FACILITIES



EAST PENNSBORO AREA SCHOOL DISTRICT

890 Valley Road

Enola, PA 17025

This form is to be completed and returned to the Director of Athletics & Activities ONE MONTH BEFORE the date desired. Before completing the form, please read the "Use of School Facilities" on <http://www.epasd.org/Page/3812>. After processing, a copy of the application indicating the status of the request will be returned to the applicant. For inquiries; please contact the Director of Athletics & Activities, Chris Skaugen, at caskaugen@epasd.org or (717) 732-0723 ext. 309. Date Received: _____

Organization:

Building Requested:

Area(s) Desired:

Date(s) Requested:

Time(s) Requested:

Reason for use of Facility:

Anticipated Attendance:

of Participating East Pennsboro Residents:

Will Admission Be Charged? Yes / No Will There Be Monetary Gain? Yes / No

AGREEMENT

In consideration for permitting (the "Organization") to use the buildings, grounds and/or facilities (the "Premises") of the District on the dates requested above, the undersigned duly authorized officer or representative of the Organization agrees, for and on behalf of the Organization, that Organization shall be responsible for all damage or loss to the Premises, the school building and any other property of the District when such loss or damage results from the acts or omissions of Organization, its agents, employees, contractors, licensees, invitees or guests, or participants in its programs. Organization releases and shall indemnify and hold the District harmless from any claim or liability, including costs and attorneys' fees in defense thereof, for or premised upon (a) work done to the Premises at Organization's request, (b) failure of Organization to comply with and perform its obligations under this Agreement, and (c) property damage or personal injury (i) occurring on or about the Premises during use by Organization, or in connection with or as a result of Organization's use and activities, (ii) resulting from the acts or omissions of Organization, its agents, employees, contractors, licensees, invitees or guests, or participants in its programs, or (iii) to Organization, its agents, employees, contractors, licensees, invitees or guests, or participants in its programs. The obligation to release and indemnify includes the duty to release and indemnify the District and its agents for the negligence of the District and/or its agents. Organization shall procure and maintain comprehensive public liability insurance and workman's compensation insurance in amounts and with carriers reasonably acceptable to District, and naming District as an insured. Organization acknowledges and agrees that the time and location of the Premises are subject to reasonable change in the discretion of the District. Organization acknowledges and agrees that other priority usage or unavailability of the Premises or a reasonable substitute may lead to the Premises not being made available to the Organization, and that this agreement will thus terminate without recourse.

INSURANCE

Prior to using said premises, Organization will deliver to Licensor certificate(s) of insurance acceptable to Licensor and on forms approved by the Insurance Commissioner of Pennsylvania. The insurance company shall be rated at least A- by AM Best. The certificates shall contain a provision that the coverage afforded under the policies shall not be canceled, reduced or non-renewed unless at least thirty (30) days prior written notice has been given to the Licensor. Licensor shall be named with respect to the use of facilities as an additional insured on all insurance. The certificates shall specifically set forth evidence of the following coverage:

Commercial General Liability Occurrence Form with the following minimum limits:

- A. Bodily Injury - \$1,000,000 per occurrence limit
- B. Property Damage Liability - \$1,000,000 per occurrence limit or Bodily Injury and Property Damage - \$1,000,000 combined single limit
- C. Damage to Licensed (rented) premises - \$100,000 limit
- D. Medical Expense - \$5,000 limit
- E. Policy General Aggregate Limit - \$2,000,000
- F. Said insurance is to remain in force until the term of this license ends.

ORDER OF PRIORITY

The Board will provide for the use of school facilities when permission has been requested in writing and has been approved by the Superintendent or his/her designee in accordance with the following order of priority:

- Group 1:** School groups (P.I.A.A. sports, school district clubs, teams, musical groups, etc.).
- Group 2:** Board Approved School-related organizations (for example: East Pennsboro Education Association, Alumni Association, PTO, boosters clubs, parent groups, East Pennsboro Education Foundation).
- Group 3:** Community groups (such as but not limited to East Pennsboro Township, East Pennsboro Aquatic Club, East Pennsboro Lemoyne-Wormleysburg Soccer Association, East Pennsboro Wrestling Association, East Pennsboro Lions Club, Cumberland County Election Board, Panther Soccer Club and township churches, fire companies, scouting troops, etc.), provided a minimum of sixty-seven percent (67%) of the membership is comprised of district residents.
- Group 4:** Any group not covered in Groups 1, 2, or 3.

FEE STRUCTURE

Any organization in Groups 3 and 4 using school facilities must enter into a Rental Lease Agreement, and the Lessee must agree to observe the rules and regulations concerning use of school property; management of the building and damages incurred beyond ordinary wear and tear; and all liability for any personal injury or property damage as outlined in this policy. The Board shall be relieved of any responsibility for such programs. The Board shall establish annually a schedule of fees for the use of school facilities. The use of school facilities by organizations in Groups 1, 2, or 3 shall not require a rental fee, except that the users shall be responsible for any security fees, clean-up and custodial fees, and/or fees for staff to operate equipment, machinery, etc. All organizations or persons in Group 4 granted the use of the school facilities shall assume the scheduled fee.

WAIVER

The Board reserves the right to amend and/or waive certain provisions of this policy in their discretion when the best interests of the school and community is served by such waiver or amendment.

CANCELLATION

24-hour notice of cancellation is required to avoid charge(s) for the requested facility. For cancellation; please contact the Director of Athletics & Activities, Chris Skaugen, at cskaugen@epasd.org or (717) 732-0723 ext. 309.

DESCRIPTION

Please provide a description of requirements for day of event below. This section **MUST** be completed by the Organization at the time of request.

ORGANIZATION / LICENSEE

Contact Name of Person In-Charge and/or Responsible:

Contact Email Address:

Contact Phone Number:

Street Address of Organization:

City:

State:

Zip:

ACKNOWLEDGED AND AGREED:

[Organization name in all caps]

By:

Its:

and authorized agent

Print:

[Name of Organization contact person attending function]

Signature:

[Name of Organization contact person attending function]

LICENSOR

IN WITNESS WHEREOF, said parties have here unto set their hands and seals the day and year written below.

ATTEST: EAST PENNSBORO AREA SCHOOL DISTRICT

Secretary, Board of Directors

President, Board of Directors

(SEAL)

COST ESTIMATES (See "Fee Schedule" below, outlining charges)

[To be completed by "Organization" Licensee]

Time Frame Requested	From:	a.m./p.m. to	a.m./p.m.
Total # of Hours			
Rental Fee	\$		
Custodial Fee (\$30/hour)	\$		
Security Fee (\$36/hour)	\$		
TOTAL COST ESTIMATE	\$		

EAST PENNSBORO AREA SCHOOL DISTRICT CHARGES FOR USE OF SCHOOL FACILITIES FEE SCHEDULE		
Effective 7/1/2015	"GROUP 4"	HOURLY RATE (after 3 hour minimum)
WEST CREEK HILLS		
	For 3 Hours	
ALL PURPOSE/CAFETERIA	\$393.00	\$100.00
ALL PURPOSE/CAFETERIA PRACTICE	\$66.00	\$22.00
CLASSROOMS, REGULAR	\$110.00	\$37.00
KITCHEN	\$327.00	\$100.00
MEDIA CENTER	\$240.00	\$80.00
LARGE GROUP INSTRUCTION ROOM	\$240.00	\$80.00
EAST PENNSBORO ELEMENTARY		
	For 3 Hours	
CAFETERIA/GYMNASIUM	\$393.00	\$100.00
CAFETERIA/GYMNASIUM PRACTICE	\$66.00	\$22.00
CLASSROOM, REGULAR	\$110.00	\$37.00
KITCHEN	\$327.00	\$100.00
MEDIA CENTER	\$240.00	\$80.00
EAST PENNSBORO MIDDLE SCHOOL		
	For 3 Hours	
LARGE GROUP INSTRUCTION ROOM	\$436.00	\$100.00
LARGE GROUP INSTRUCTION ROOM PRACTICE	\$88.00	\$29.00
CLASSROOM, REGULAR	\$110.00	\$37.00
GYMNASIUM	\$545.00	\$100.00
GYMNASIUM PRACTICE	\$66.00	\$22.00
CAFETERIA	\$457.00	\$100.00
KITCHEN	\$327.00	\$100.00
MEDIA CENTER	\$240.00	\$80.00
POOL	\$617.00	\$100.00
EAST PENNSBORO HIGH SCHOOL		
	For 3 Hours	
AUDITORIUM**	FEES BASED ON PACKAGE PRICES	
AUDITORIUM PRACTICE	FEES BASED ON PACKAGE PRICES	
NEW GYMNASIUM	\$654.00	\$100.00
NEW GYMNASIUM PRACTICE	\$88.00	\$29.00
CLASSROOMS, REGULAR	\$110.00	\$37.00
CAFETERIA	\$457.00	\$100.00
KITCHEN	\$327.00	\$100.00
MEDIA CENTER	\$218.00	\$73.00
LARGE GROUP INSTRUCTION ROOM	\$305.00	\$100.00
OLD GYMNASIUM	\$363.00	\$100.00
STADIUM		
	For 3 Hours	
FIELD – DAY**	\$1,017.00	\$100.00
FIELD – NIGHT**	\$1,452.00	\$100.00
ATHLETIC FIELDS***	\$218.00	\$73.00

** Requires specialized district staff to be paid by the lessee in order to operate equipment, machinery, and /or for security purposes. An additional refundable security deposit of (\$150) is required by groups wishing to alter the stage area.

*** Minimum required for any field preparation. Actual cost will be invoiced according to requirements. Field preparation must be done by EPASD with the exception of various baseball groups from end of the high school season to November 1st of each year.