PALMYRA AREA SCHOOL DISTRICT

1125 PARK DRIVE

PALMYRA, PA 17078

APPLICATION FOR USE OF SCHOOL FACILITIES

An individual or community group requesting permission to use school buildings, facilities, or school property must submit a written request on the prescribed application form **thirty (30) days in advance** of the proposed date to the Assistant Director of Business Affairs.

School facilities of this district may be made available for community purposes, provided that such use does not interfere with the educational program of the schools.

The portion of the school facilities requested for use, proposed activities, number of individuals participating, and the date and time of the proposed event must be specified on this application.

AVAILABILITY

1. Approval of applications shall depend on availability of facilities. The District school programs and maintenance program shall retain priority.
2. The buildings will not be available in the event school is closed due to holidays, in-service, snow days or other emergencies.

GUIDELINES

1. Palmyra Area School District is a smoke/tobacco free environment. Smoking and use of tobacco is not permitted anywhere on school grounds. Organizations renting the facilities are required to notify the groups they are bringing onto school grounds of this rule.
2. Possession of weapons on school property is also prohibited.
3. A Certificate of Insurance must be provided with this form for a minimum of $1million coverage. *Certificates are required for non-school related presenters, service providers, etc. Booster clubs and parent-teacher groups recognized by the board are covered under the district’s insurance. However, if any of these groups bring in a third party (i.e. speaker, DJ, etc) the third party must provide a certificate of insurance as outlined previously.*
4. Food may be served and consumed in cafeterias only.
5. Access will be granted only to the room/s or area/s requested. Staff members are not authorized to permit access to other areas or to provide equipment not approved as part of this application. **Please note: Your group and/or organization is responsible to ensure that the participants to the event you are hosting stay in the areas requested.**
6. All activities must terminate and all individuals and community group members must exit the school premises by 10:00 p.m. Applicant is provided 15 minutes after termination time to clear premises.
7. **DOORS SHALL NOT BE PROPPED OPEN!!!** *Propping doors or forcing them to stay open may result in immediate removal of group from facility.*
* **Cooperation from facility users is essential to ensure the safety of our students.**
* Pool Users will use the Athletic entrance to enter and exit the building.
1. Facilities should be secure when groups/organizations are finished with building use. This includes turning off lights, locking doors, and securing all facilities.
2. Vehicles are to park in designated parking areas only. Parking is prohibited in roadways, grass areas and fire lanes. Also vehicles should not block roadway openings. Violation of this guideline may result in fine and/or towing. Towing will be paid by the owner of the vehicle.

In the event an individual or community group violates the policy and terms under which permission was granted to use the school facilities, the administration reserves the right to disqualify them in the future.

**PALMYRA AREA SCHOOL DISTRICT**

**APPLICATION FOR USE OF SCHOOL FACILITIES**

Complete this application and return it to the Asst. Director of Business Affairs at least ***thirty days*** prior to the scheduled event.

Name of Group/Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Today’s Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity or purpose of rental\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time: From:\_\_\_\_\_\_\_\_\_ To:\_\_\_\_\_\_\_\_\_\_

Will an admission fee be charged \_\_\_\_Yes \_\_\_\_No Group Classification (I-V)\_\_\_\_\_\_\_

Facility Requested:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated Attendance\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_All Purpose Room \_\_\_\_Auditorium \_\_\_\_Cafeteria \_\_\_\_Kitchen/Preparation \_\_\_\_Large Group

\_\_\_\_\_Gymnasium \_\_\_\_Stage \_\_\_\_Stadium \_\_\_\_Kitchen/Serving Instruction Room

\_\_\_\_\_Locker Rooms \_\_\_\_Classroom \_\_\_\_Other (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_Library

\_\_\_\_\_Grounds (specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*If areas are not specified-access will be denied

Equipment/Service Requested: (\*must be operated/attended by school personnel which will be billed at $\_\_\_\_per hour)

\_\_\_\_\_Kitchen Equipment\* \_\_\_\_Sound System\* \_\_\_\_Stage Lighting\*

\_\_\_\_\_Tables**\*\*** \_\_\_\_Chairs**\*\*** \_\_\_\_Custodial Services\* Required Custodial Hours-From:\_\_\_\_\_ To:\_\_\_\_\_\_

(**\*\***limited availability per building) Total Hours \_\_\_\_\_\_\_\_ X $25.00/Hour = $\_\_\_\_\_\_\_\_

\_\_\_\_\_Other (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Detail needs i.e. number of chairs, tables, outlets, etc. If equipment is not specified, usage could be denied.

Groups I, II, III and IV

BEFORE APPROVAL, YOUR GROUP WILL BE NOTIFIED OF FEES. **CUSTODIAL FEES ARE BILLED ½ HOUR BERFORE THE START OF THE EVENT AND ½ HOUR AFTER END OF THE EVENT OR ACTUAL CLEAN-UP TIME, WHICHEVER IS GREATER.** THE DISTRICT HAS THE RIGHT TO ASSIGN ADDITIONAL SECURITY AND OTHER PERSONNEL AS NEEDED. YOUR ORGANIZATION WILL BE SUBJECT TO FEES FOR THESE SERVICES. ALSO, THE BUILDING & GROUNDS DEPARTMENT WILL DETERMINE THE AMOUNT OF CUSTODIAL TIME NEEDED FOR THE EVENT**. PLEASE ALSO NOTE: CLEARANCES/CERTIFICATIONS ARE THE RESPONSIBILITY OF THE OUTSIDE GROUP.**

Groups II, III and IV

APPLICANT AGREES TO ASSUME RESPONSIBILITY FOR DAMAGES OR LIABILITY ARISING OUT OF OR BY REASON OF ITS USE OF SCHOOL FACILITIES AND EQUIPMENT AND TO HOLD THE PALMYRA AREA SCHOOL DISTRICT HARMLESS FOR ANY CLAIMS, LIABILITY, EXPENSE OR COST IN CONNECTION WITH AGREED TO USE OF FACILITIES. YOUR ORGANIZATION MUST PROVIDE A CERTIFICATE OF INSURANCE NAMING THE PALMYRA AREA SCHOOL DISTIRCT AS AN ADDITIONAL INSURED AS FOLLOWS:

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Bodily Injury Liability $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Property Damage Liability

 ($1,000,000 min. – each occurrence) ($1,000,000 min. – each occurrence)

Contract

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as the authorized representative of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (print name) (group/organization)

Agree to all the terms and regulations as stipulated in this rental agreement and agree to pay rental charges as outlined in the district’s schedule of fees.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Authorized Representative) (Title) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Address) (Telephone No.)

Approved by Business Manager/Designee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **In the event of inclement weather, refer to the PASD web site** [**www.pasd.us**](http://www.pasd.us) **on the availability of the facility. In the event that there is no school or an early dismissal, there will be no facility rentals.**
* **The Palmyra Area School District will not be liable for any monetary loss due to the closure of facility in the case of inclement weather or building emergency.**
* **In the event of a custodial or maintenance emergency, please contact Kim Nixon, Asst Supervisor of Buildings and Grounds at 717-675-3731**

**Office Use Only**

\_\_\_\_\_ B & G Approval \_\_\_\_\_Proof of Insurance \_\_\_\_\_Rental Fee (if applicable)

\_\_\_\_\_ Athletic Approval \_\_\_\_\_Availability Verified \_\_\_\_\_Confirmation to Applicant

\_\_\_\_\_ Bldg Approval \_\_\_\_\_Date Placed on Calendar \_\_\_\_\_Group Classification Verified

\_\_\_\_\_Cafeteria Approval \_\_\_\_\_Copy to Stage Manager (if applicable) \_\_\_\_\_Rental Fee Paid