

# BUILDING USE APPLICATION

Laurel Highlands School District  
304 Bailey Avenue  
Uniontown, Pa 15401  
724-437-2821

Office of the Superintendent

Organization \_\_\_\_\_

Address \_\_\_\_\_

Facilities Requested – Building \_\_\_\_\_

Areas (Be Specific) \_\_\_\_\_

Dates and Time of Use \_\_\_\_\_

Time for Facility to be opened for Applicant \_\_\_\_\_ Public \_\_\_\_\_

Special Requests \_\_\_\_\_

Show Time Use \_\_\_\_\_ Hrs. Rehearsal Time Use \_\_\_\_\_ Hrs.

Name and Address of Individual responsible for use of Facility:

Phone number \_\_\_\_\_ Cell phone number \_\_\_\_\_

I have read the attached regulations for the use and care of school facilities and if this application is approved, I agree to comply with said regulations fully and completely.

Signature \_\_\_\_\_

Date \_\_\_\_\_

This request will be reviewed by the Building Principal and Superintendent of Schools

Principal \_\_\_\_\_ Approval \_\_\_\_\_ Disapproval \_\_\_\_\_ Date \_\_\_\_\_

Business Mgr./  
Superintendent \_\_\_\_\_ Approval \_\_\_\_\_ Disapproval \_\_\_\_\_ Date \_\_\_\_\_

Final billing will follow completion of activity. Custodial, cafeteria, security and other personnel are normally paid at a time and one half hourly rate plus benefits.

\*The Board reserves the right to revoke this agreement if complaints warrant. These complaints would be registered with the building principal or designee and be presented to the Board.

LAUREL HIGHLANDS SCHOOL DISTRICT  
304 BAILEY AVENUE  
UNIONTOWN, PA 15401

**POLICIES FOR THE USE OF SCHOOL  
FACILITIES BY SCHOOL AND COMMUNITY ORGANIZATIONS**

A. **LEGAL:**

The laws of the State of Pennsylvania provide that Boards of Education may authorize school property to be used for any lawful or proper purpose and shall charge such fees as it deems reasonable for the use of said property provided, however, such use of property does not interfere with the educational purpose and operation of the public schools.

- A. School buildings and grounds may be used for education, social, recreation, and such other appropriate purposes including registration and polling places for voters.

B. **APPLICATION PROCEDURES:**

1. All applications for the use of school facilities shall be made on the appropriate form to the Office of the Superintendent no later than one (1) month prior to the date of the scheduled activity. Following clearance of the request by the building principal, the application will be reviewed by the Superintendent of Schools for approval and forwarded to the Business Manager who will assign fees and costs and make necessary arrangements for custodial, security, and other required services. An approved or disapproved copy of the application will be returned to the applicant. An explanation will be given when a request for building use has been denied.

C. **RULES AND REGULATIONS:**

1. Any organization requesting the use of the gymnasium will be required to pay the cost of at least one (1) security person while they are using school district facilities. The security person will be assigned at least one half hour before the scheduled time by the renter. If more than one group is scheduled to use the facilities, the cost of the security officer will be pro-rated.
2. Any organization authorized to use the facilities will be required to pay in advance, as a deposit, 10% of the total estimated rent for the gymnasium. In the event there are any damages or extraordinary cleaning expenses, the deposit will be used to defray these costs, if any. If there are no repairs or cleaning costs, the deposit will be applied toward the rent.
3. Organizations that have been granted the use of school facilities shall assume full responsibility for the care and maintenance of facilities and school property and for the safety of participants and spectators during the event. Any recognized organization or group of individuals requesting the use of the facility shall be required to provide the Business Manager with a certificate of insurance in the amount of at least \$250,000 which specifically names the Laurel Highlands School District as additional insured. You must also provide an exact copy of the insurance policy.

4. Each respective organization shall be required to sign the hold harmless agreement that is part of this application form. Individuals not recognized as a legal entity shall be required to sign this agreement.
5. A charge for the use of school facilities will be made according to the rental policies and fee schedule adopted by the Board of Education.
6. It shall be the responsibility of the Lessee or a representative to be present during the scheduled activity. In the use of special facilities (gymnasium, cafeteria, swimming pool, auditorium, etc.), it shall also be the responsibility of the Lessee to employ such school personnel for supervision, maintenance, custodians and security as deemed necessary by the administration. When kitchen equipment is to be used, a cafeteria employee shall be employed to oversee the use, proper care, and cleaning of the cafeteria.
7. The use of alcoholic beverages on school premises is expressly prohibited. Forms and regulations restricting smoking on school premises must also be observed.
8. No activities are to be held on Sunday except by special permission from the Board of Education.
9. All scheduled activities must be concluded and the building vacated by 11:00 p.m. However, the school district reserves the right to change this time on holidays, special events or to reduce cost.
10. The auditorium is not available for rehearsal or set up of stage unless the time has been requested and approved in the written application.
11. No equipment of any type (sound, lighting, musical, electrical, etc.) shall be moved or altered by the Lessee without specific contract approval. The moving of heavy equipment e.g. pianos shall be done only by authorized personnel assigned by the School district and paid by the Lessee.
12. The School District reserves the right to cancel or modify the lease contract or to pre-empt school facilities at any and all times that this may become necessary to serve school and community purpose.
13. In general, the School District does not approve of the rental of facilities for organizations which will use them for a period of time for profit, such as a series of dance lessons, a series of movie shows, or any other protracted period of money-making activity by non-school groups.
14. Failure to adhere to any and all regulations outlined above may be caused for damage claims by the School District, for cancellation of lease contracts, or for future denial of rental privileges.
15. Except for special requests not covered by the Board policies, the Administration shall have the authority to grant approval, assign and adjust rates, and set other conditions for facility use.

16. The renter is responsible for knowing all costs associated with rental in advance. Specifically explain the total scope of your needs including issues such as lighting or sound specialist.
17. School facilities shall be rented only to recognized organizations as follow:

D. **GROUP CLASSIFICATION:**

1. School Sponsored Organizations - School groups e.g. band, dramatics, etc., shall be permitted to use school facilities on a cost-free basis. When the activity is on a non-instructional nature e.g. dance, bake sale, etc., the student groups shall assume responsibility for the cost of needed custodial, security, and supervisory services.
2. School Affiliated Organizations - Groups whose proceeds go directly to the benefit of the Laurel Highlands School District and its students shall be permitted to use school facilities on a rental free basis e.g. P.T.O., band, athletic boosters, etc. Custodial, security, and other costs will be charged as needed.
3. Public and Community Service Organizations - Organizations whose rental activities are non-profit (no admission) and are designed to benefit the majority of Laurel Highlands School District citizens may be permitted to use school facilities on a rental free or reduced rental cost basis as determined by the Administration. Examples of Group (3) organizations are: Township Supervisors, Scouts, Recreation Board, Fire Company, Employee Recreation Groups, Service Clubs, Local Businesses, etc.
4. Commercial Organizations - Outside groups desiring to use school facilities for profit or personal gain shall be charged the maximum rental rates as prescribed by the Board of Education plus necessary service charges.

FEE SCHEDULE FOR BUILDING USE

	<u>GROUP 1 &amp; 2</u>	<u>GROUP 3</u>	<u>GROUP 4</u>
<u>A. Senior High:</u>			
1. Auditorium	-	\$60.00	\$210.00
Rehearsal	-	\$35.00	\$ 40.00
2. Swimming Pool	-	\$60.00	\$250.00
(Certified lifeguards must be hired at their expense)			
3. Gymnasium	-	\$70.00	\$275.00
4. Cafeteria	-	\$30.00	\$ 45.00
5. Cafeteria & Kitchen	-	\$45.00	\$ 65.00
6. Classroom	-	\$20.00	\$ 35.00
 <u>B. Junior High School:</u>			
1. Auditorium	-	\$35.00	\$ 175.00
Rehearsal	-	\$25.00	\$ 30.00
2. Gymnasium	-	\$40.00	\$60.00
3. Cafeteria	-	\$ 30.00	\$ 45.00
4. Cafeteria & Kitchen	-	\$40.00	\$ 55.00
5. Classroom	-	\$20.00	\$ 35.00
 <u>C. Elementary:</u>			
1. Cafeteria (All Purpose)	-	\$20.00	\$ 35.00
2. Cafeteria & Kitchen	-	\$40.00	\$ 55.00
3. Gymnasium			
Clark	-	\$35.00	\$55.00
All other schools	-	\$ 30.00	\$ 40.00
4. Classrooms	-	\$ 20.00	\$ 35.00

- The above rates are for hourly use and do not include necessary custodial, security, and other service charges as specified by the Administration. Under normal circumstances, security personnel will be assigned at least one half hour before the activity and custodial personnel will be assigned to duty one hour before and one hour following the conclusion of the activity.

- Reminder: Groups renting Laurel Highlands facilities are also responsible for any other expenses or costs incurred.

**HOLD HARMLESS AGREEMENT**

Made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**WHEREAS,** \_\_\_\_\_  
(hereinafter called Association), an organization or group of individuals located in Fayette County, Pennsylvania, have requested the use of \_\_\_\_\_, located at \_\_\_\_\_ (building); and

**WHEREAS,** the said Association has requested the Laurel Highlands School District Administration to make the above mentioned facility available subject to the fee schedule listed in the application form.

**WHEREAS,** the Administration deems it proper and advisable to make certain facilities available to the Association.

**NOW THEREFORE,** in consideration of the mutual covenants herein contained and with the intent to be legally bound hereby, the Association hereto agrees as follows:

1. The Association and its members agree to indemnify and hold harmless the Laurel Highlands School District, School Board, and its employees and agents thereof, for any and all claims arising out of or in any way connected with the Association or its members' activities on School District's premises or arising out of or in any way connected with the use of School District's property.

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
The Association

\_\_\_\_\_  
Laurel Highlands School District