

**GREENVILLE AREA SCHOOL DISTRICT**  
**9 Donation Road, Greenville, Pennsylvania 16125**  
*Where Every Child Is A Candidate For Greatness*

**USE OF SCHOOL FACILITIES REQUEST FORM**

Requested by (Group Name): \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Phone: \_\_\_\_\_  Cell  Home

Alternate Representative Name: \_\_\_\_\_ Phone: \_\_\_\_\_  Cell  Home

Primary Email Address: \_\_\_\_\_ Secondary Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Estimated Total # of People: \_\_\_\_\_ Admission Fee:  No  Yes: Fee per Adult \$\_\_\_\_ Senior \$\_\_\_\_ Student \$\_\_\_\_

**Facilities Requested:**

GREENVILLE HIGH SCHOOL       GREENVILLE ELEMENTARY SCHOOL       STEWART FIELD

**Building(s) and/or Site(s) Requested:**

Lecture Hall       Gymnasium       Turf Field       Cafeteria       Library

Auditorium       Auxiliary/Old Gym       Track       Kitchen       Classroom(s) \_\_\_\_\_

Dressing Rooms       Locker Rooms       Ticket Booth       Concession Stand       Restrooms

Other: \_\_\_\_\_

**Equipment Requested:**

Table(s) (6ft rectangle) # \_\_\_\_\_ (up to 16)       Stage Lights/Operator       Microphone(s) # \_\_\_\_\_

Chair(s) # \_\_\_\_\_       Auditorium Sound/Operator       Microphone Stand(s) # \_\_\_\_\_

Speaker's Podium # \_\_\_\_\_       Gym Sound/Operator       Projector(s) # \_\_\_\_\_

Scoreboard(s)       Stadium Lights       Piano

Other: \_\_\_\_\_

<b>Dates Requested:</b> <i>(indicate rehearsal and/or performance for auditorium)</i>	Date:	Date:	Date:	Date:	Date:
Facilities accessed at (time a.m./p.m.):					
Activity will begin at (time a.m./p.m.):					
Activity will end at (time a.m./p.m.):					
Facilities vacated at (time a.m./p.m.):					

## Rules and Regulations for Use of School Facilities

- The District will make school facilities available to individuals and community groups without discrimination and in accordance with School Board Policies. (#707, #707.1 and #707.2).
- An individual or community group requesting permission to use school buildings, facilities or school property must submit a completed application form at least ten (10) days in advance of the proposed date to the Superintendent.
- A certificate of insurance prior to the event that displays the liability coverage and listing the District as a certificate holder for the event.
- Rental and service fees are charged for the use of school facilities to cover the costs of on-going maintenance and/or as a result of the District incurring additional expenses as a result of use.
- Payment is due within 30 days of billing as displayed in the fee schedule on page 3.
- An application for use of school facilities may be disapproved due to any of the following:
  - Previous noncompliance with established policy and procedures by the Superintendent.
  - The use interferes with the academic, arts and/or athletic programs of the schools.
  - Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar, or Board action.
  - Access to school facilities containing equipment or furnishings which would be detrimental to the operation of a district program if damaged or operated by an unqualified operator.
  - The proposed use would prevent or encumber district personnel from preparing school facilities for their primary purpose, because of the nature or duration of the activity.
- When individuals and community groups receive written permission to use school facilities, such use shall be conditioned upon strict compliance with the following:
  - Individuals shall not use, access or enter upon any portions of the school facilities or their contents not specified in the approved written request form.
  - Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.
  - When advertising or promoting activities held at school facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the school district.
  - District equipment used in conjunction with requested facilities shall be identified when the application is submitted. Users of school equipment accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator, provided by the school.
- The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities:
  - Possession, use or distribution of illegal drugs and/or alcoholic beverages.
  - Possession of weapons.
  - Conduct that would alter, damage or be injurious to any district property, equipment or furnishings.
  - Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.
  - Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Board or administration.
  - Use of public property is forbidden by law for any sectarian religious meeting, including Vespers, or any meeting of any organization that is closed to the public.
  - Use of tobacco/nicotine and nicotine delivery products. This policy does not prohibit the use of a nicotine patch, gum or lozenge as a smoking cessation product by adults using the school facilities.
- The District reserves the right to remove from school district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.
- An employee of the district must be in attendance at all times when facilities are being used by an outside organization.
- Organizations using Stewart Field or the gymnasium must provide the same security protection that is provided for a similar function sponsored by the district.

I have read the rules and regulations governing the use of school facilities on this form, and I fully understand that the Greenville Area School District shall not be responsible for any accidents, personal or group losses, or damages incurred to individual or group property. I further understand that the organization I represent shall comply with all School Board policies, set fee schedules, and shall be responsible for damages or losses to school property.

Signature of Event Sponsor: \_\_\_\_\_

Date: \_\_\_\_\_

### Acknowledgement of Fees and Approval

Rental and Service Fees will be charged by the applicable Group the requestor is associated with as specified below:

- **Group A – School Related or Affiliated:** No Rental Fees; No Service Fees
- **Group B – Community Based or Non-Profit (No Admission Charged):** Rental Fee; Service Fees as incurred
- **Group C – For-Profit Group or Group B with Admission Charged:** Rental Fee; Service Fees as incurred

<b>RENTAL FEES SECHDULE</b>			
<u>Fee Description</u>	<u>Group A</u>	<u>Group B</u>	<u>Group C</u>
Auditorium	\$0	\$0	\$200/Day
Lecture Hall	\$0	\$0	\$85/Day
Gymnasium	\$0	\$0	\$230/Day
Auxiliary Gymnasium	\$0	\$0	\$115/Day
Stewart Field - Restoration	\$0	\$100/Day	\$500/Day
Track	\$0	\$0	\$150/Day
Cafeteria	\$0	\$0	\$85/Day
Library/Classroom(s)	\$0	\$0	\$50/Day

<b>SERVICE FEES SECHDULE</b>	
<u>Fee Description</u>	<u>Fee Amount</u>
District Supervisor Fee	\$35.00/hr per person
Custodial Fee	\$30.00/hr per person
Sound/Light Operator Fee	\$30.00/hr per person
Security Fee	\$24.50/hr per person (3 hour minimum)
Snow Removal Fee	\$35.00/hr

Signature of Event Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*Completed forms accompanied by a valid certificate of insurance listing requested locations and dates should be submitted to the District Administrative Offices for approval determination\*\*\***

**Approved by:**

Building Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Business Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

**Copy to:** \_\_\_ Requestor \_\_\_ Building & Grounds Supervisor \_\_\_ School Police Officer \_\_\_ Athletic Director (if applicable)  
 \_\_\_ Technology Department (if applicable) \_\_\_ Cafeteria (if applicable)