

WAYNE HIGHLANDS SCHOOL DISTRICT  
USE OF SCHOOL FACILITIES  
REQUEST AND AGREEMENT FORM

Please read the attached pages, complete SECTION 1 and return to the appropriate school principal one month prior to the proposed activity, unless otherwise granted an exception by the principal. Section 2 is to be completed by the administration of the requested school. Please keep the attached pages for your reference.

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**SECTION 1 (TO BE COMPLETED BY REQUESTER)**

Requesting Organization/Individual: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number(s) & E-Mail: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Number of Participants or Estimated Attendance: \_\_\_\_\_

Description of Activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Equipment/Services Requested: \_\_\_\_\_

Sound and Light Technician Requested:  Yes  No

Dates and Hours of Requested Use: \_\_\_\_\_

Charging Admission Fee:  Yes  No Amount: \_\_\_\_\_

\*this includes team or groups registration fees being charged

Requesting Waiver of Fees:

a. Rental:  Yes  No – Amount: \$ \_\_\_\_\_

b. Custodial:  Yes  No – Amount: \$ \_\_\_\_\_

Has this Request Been Previously Approved:  Yes  No

\_\_\_\_\_  
Signature – Contact Person

\_\_\_\_\_  
Date

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## SECTION 2 (TO BE COMPLETED BY THE BUILDING PRINCIPAL)

1. Does the activity require a sound and light technician?  Yes  No
2. Does the event require security?  Yes  No  
a. If yes, how many security officers: \_\_\_\_\_
3. Does the event require event staff?  Yes  No  
a. If yes, how many event staff personnel: \_\_\_\_\_
4. Responsibilities of security and/or event staff (check all that apply):  
 Crowd Control  Parking Lot Supervision  Road Closures  
 Hallway Supervision  Other \_\_\_\_\_
5. Description of expectations and responsibilities of security and/or event staff:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Principal Checklist:  

<input type="checkbox"/> Copy to organizer/applicant	<input type="checkbox"/> Copy to Building Head Custodian
<input type="checkbox"/> Copy to Athletic Director (if needed)	<input type="checkbox"/> Copy to District Head Custodian
<input type="checkbox"/> Copy to Sound/Lights (if needed)	<input type="checkbox"/> Copy to School Building Police Officer
<input type="checkbox"/> Informed applicant of AED information	<input type="checkbox"/> Final approval to Board Secretary
7. Approved:  Yes  No

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Principal Signature

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Date

# WAYNE HIGHLANDS SCHOOL DISTRICT

## USE OF SCHOOL FACILITIES CONDITIONS OF USE

If granted permission to use school district facilities, it is agreed by and between the school district and the requesting organization/individual as follows:

1. Facility usage requests must be made to the building principal no less than one month prior to the proposed activity. Exceptions to this can be granted by the building principal in extreme circumstances.
2. All policies, rules and regulations of the school district will be followed.
3. The use of facilities shall not interfere with the operations of the school district. Permission for the use of school facilities may be withdrawn on short notice if the facility is needed for school district purposes.
4. Administration may require applicants to have security or event staff at the proposed event. If security is required the applicant is responsible to hire security from one of the school district's approved security companies. If event staff is required, the applicant is responsible to have clearly identifiable staff/volunteers who will be responsible for specific duties set by the administration.
5. The following activities are prohibited:
  - a. Possession, use or distribution of controlled substance and/or alcoholic beverages.
  - b. Possession of weapons.
  - c. Conduct that would alter, damage or be injurious to any District property, equipment or furnishings.
  - d. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.
  - e. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Options Small Games of Chance Act, unless such activity has been expressly authorized by the Board or administration.
  - f. Use of tobacco products.
6. The property or facility will be vacated by the time set forth on the Request and Agreement Form, and shall be left in as good condition as when the use began.
7. The requesting organization/individual agrees (a) to pay for and assume all and full liability for any loss or damages to persons or property or claims therefore resulting to or arising from the use of school district property or facilities, (b) to hold harmless the school district, its board of directors, and the members, agents and employees thereof from any such loss, damage or claim.
8. The requesting organization/individual shall provide to the school district two copies of comprehensive public liability insurance policies for bodily injury or death in the minimum amount of \$1,000,000.00 for injury to one person, \$1,000,000.00 for one accident and property damage insurance worth \$1,000,000.00 covering the use with a company licensed to do business in Pennsylvania. An alternative would be a policy with a combined single limit of \$2,000,000.00. This policy must be taken out in the name of the requesting organization/individual with the school district named as an additional insured. In the event that an insurance policy is not obtained, the school district may arrange for insurance with all costs to be charged to the requesting

organization/individual. Failure by either the requesting organization/individual or the school district to obtain insurance shall not diminish or eliminate any liability of the requesting organization/individual.

9. The school district is not responsible for the property of the requesting organization/individual or of any property brought on school premises or in school facilities in connection with the use of school property or facilities. All protective services desired by the requesting organization/individual must be arranged by the requesting organization/individual subject to the approval of the school district. The requesting organization/individual shall be liable for the acts or omissions of any protective services engaged. The school district is not liable for the acts or omissions of any protective services engaged.
10. The requesting organization/individual shall comply with all applicable laws; all requirements of the police and fire departments and other municipal authorities – including No Parking Zones, and shall obtain and pay for all necessary permits and licenses. The requesting organization/individual shall pay all taxes required.
11. The school district may remove from its premises/facilities any personal property left behind by the requesting organization/individual or by anyone using the facilities.
12. The requesting organization/individual shall not obstruct the halls, ramps, entrances or lobbies of any building nor permit any chairs or movable seats to be or remain in the passageways and will keep the passageways clear at all times.
13. The requesting organization/individual assumes responsibility for the acts of all participants and/or spectators for liability, injury or property damage.
14. Alteration or relocation of items or components, mechanical or otherwise, is prohibited unless prior written approval has been granted by the school district.
15. The requesting organization/individual shall provide all necessary policing, traffic management and crowd control as determined by the school district.

# WAYNE HIGHLANDS SCHOOL DISTRICT

## USE OF SCHOOL FACILITIES

### FEE SCHEDULE

1. Custodial Fee: \$25.00/hour per custodian.
2. Honesdale High School Auditorium Sound and Light Technician: \$38.03 per hour.
3. Security Fee: Hourly rates set by contracted security company
4. Rental Fees – Businesses Outside the District:

a. Kitchen and Cafeteria (all schools):	\$325.00
b. Cafeteria only (all schools):	\$200.00
c. Kitchen only (all schools):	\$200.00
d. Auditorium (Honesdale High School):	\$275.00
e. Gymnasium (all schools):	\$275.00
f. Any Grass Field	\$275.00
g. Turf Stadium (Honesdale High School):	
Soccer/Football/Field Hockey Field	\$650.00
Baseball/Softball Field	\$500.00
h. Large Group Room (all schools except Stourbridge Primary Center):	\$200.00
i. Library (all schools):	\$200.00
j. Classroom (all schools):	\$175.00
k. Any other facility (all schools):	\$175.00
5. Rental Fees – Businesses Within the District: 50% of the scheduled fees for businesses outside the district.
6. Rental Fees – Nonprofit Organizations: 25% of the scheduled fees for businesses outside the district.
7. Educational Organizations: Fees may be waived.
8. Other Than Nonprofit Rental Request: If an organization/individual is not recognized as nonprofit and the activity involves sub-leasing for a fee, or if the activity appears to be primarily a function for profit with little or no educational, social or recreational value, the request may be denied at the discretion of the Board.