

REQUEST TO USE SCHOOL FACILITIES

Brockway Area School District

40 North Street, Brockway, PA 15824

Date: _____

Building Requested: _____ Facility Requested: _____

Date(s) Requested: _____

Note: Use of a facility will be granted for no more than three months at a time (excluding classrooms)

Time(s) Requested: Building to open: _____ Building to close: _____ Activity to begin: _____ Activity to end: _____

Purpose of use of facility: _____

Describe the activity taking place: _____

Name of Organization: _____ Number of People: _____

Contact Person: _____ Telephone Number: _____

Address: _____

The applicant agrees to:

- . Assume financial responsibility for all damages for destruction of school property and/or equipment that occurs while using the facility.
- . Abide by the nondiscrimination policy as adopted by the Brockway Area School District (see reverse side).
- . Provide a **"Certificate of Insurance"** at the time the request is submitted.

Basic Fee: (from facility rate list on back) _____ \$

Request Waiver of Basic Fee only Yes ☐ No ☐ (See policy #707 for listing of groups eligible for waiver of basic fee)

My signature below indicates that I have read and acknowledged the facility rate list and restrictions for facility use shown on the reverse side of this form.

Signed: _____

Date: _____

☐ Certificate of Insurance Submitted
(must be submitted at the time of request)

Availability confirmed by: _____
(Signature of Building Principal/Representative Required)
Date: _____

Note: Availability must be confirmed by building representative prior to being sent to the Administrative Center for board approval.

At the regular meeting of the Brockway Area School Board held _____, the above request was approved.

Please remember there is a possibility that on an occasion a school function may take precedence over your request. In the event this happens, every attempt will be made to notify you in advance so you can make arrangements to reschedule your time or possibly reschedule it in another school for that one particular night.

To make all of the necessary arrangements, please contact the **Building Principals** for use of the **Elementary Building, High School Building, and Peter Grecco for use of the Elementary & High School Gyms, Multi-Purpose Buildings and Fields**. Because of safety concerns for the public, students and staff, the buildings of the Brockway Area School District will not be open for public use during weather or safety related school closings. Also, approval for weekend building use during the winter months is contingent upon safe weather conditions and may necessitate the buildings being closed at the last minute.

Mr. Brian Mulhollan, Superintendent

cc: Maintenance/Custodial Supervisors, Building Principals, Peter Grecco, Athletic/Transportation Director

CONFIRMATION OF USE/ PAYMENT DUE

Date: _____

Date Due: _____

Date(s) Facility Used: _____

Time(s) Used: Building opened at: _____ Building closed at: _____ Activity began at: _____ Activity ended at: _____

Basic Fee: (from facility rate list on back)	\$
Custodial/Labor Fee:	\$
Other Fees:	\$
Total Amount Due:	\$

Please remit payment to Laurie Piccirillo, Business Manager, Brockway Area School District, 40 North Street, Brockway, PA 15824.

Board Approved: ____/____/____

Facility Rate List

(Where admission is charged by the unit using the facility)

NOTE: *If the use of facility is for commercial use, the charge will be four times the normal basic fee listed below. Custodial fees are not included in the amounts listed below. The fees are for each session, even if scheduled for the same date.*

Auditorium (Extra charge for spotlights \$10.00 per night plus cost of personnel)		\$ 200.00 plus cost of personnel	
Computer Room (must have technology staff)		\$ 200.00	per night
	Technology Staff	\$ 30.00	per hour
Cafeteria		\$ 100.00	
Classrooms		\$ 30.00	per classroom
Gyms	Gym – High School	\$ 250.00	
	Multi Purpose Buildings	\$ 100.00	
	Elementary Gym	\$ 150.00	
Kitchen		\$ 150.00	
Varischetti Field (extra charge for night events)		\$ 350.00	
Plus lights		\$ 250.00	
Softball /Baseball Field (for each field)		\$ 500.00	

Basic fees may be waived by Board; however, custodial fees will be charged to all users. The Custodial rate is computed on the basis of double time of the current hourly rate of a custodian for any work beyond his/her regular shift. The rate for other school district personnel shall be one and one half times the current hourly rate as approved by the Board. Minimum of two hours normally in effect.

Facility requests must be received at the Administrative Center in accordance with the deadline established by the superintendent's office to be placed on the agenda. Fees are due within thirty days after the event, unless waived. Fees are based on the particular facility used and are calculated from the time the building opens until cleanup is completed. Custodial/labor fees are not included in the basic fee and cannot be waived.

The Undersigned does hereby agree and covenant, that it shall now and hereafter forever hold harmless the Brockway Area School District, for any and all liability arising out of or in conjunction with the use and utilization of the facility owned by the aforesaid, The Brockway Area School District, Brockway, Pennsylvania, by members of the undersigned's group, or employees, wards, or any other person so using such facility as undersigned, if required, will forever defend and indemnify the Brockway Area School District from any and all legal suits, proceedings, actions and liabilities which might arise out of such use and utilization in said facility, and which may result in injury or loss of life to a person, damage to property, or any other loss.

The Brockway Area Schools, an equal opportunity employer, will not discriminate in employment, educational programs or activities, based on race, sex, handicap, or because a person is a disabled veteran or a veteran of the Vietnam Era. This policy of nondiscrimination extends to all other legally protected classifications. Publication of this policy in this document is in accordance with state and federal laws including Title IX of the Education Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973.

Inquiries should be directed to the Affirmative Action Officer, 503/504 Coordinator and Title IX Coordinator, Brockway Area School District, 40 North Street, Brockway, PA 15824. Phone number: 814-265-8411.