

CHELtenham SCHOOL DISTRICT
 ADMINISTRATION BUILDING - OFFICE OF SUPPORT SERVICES
 2000 Ashbourne Road • Elkins Park, PA 19027-1100 • 215-881-6310 • Fax: 215-881-6459

USE OF FACILITIES APPLICATION / CONTRACT REQUEST

THE ADMINISTRATION IS RESPONSIBLE FOR THE USE OF ALL SCHOOL FACILITIES. IN ORDER THAT WE MAY PLAN FOR YOUR REQUESTED USE, KINDLY COMPLETE AND RETURN THE FOLLOWING FORM AT LEAST FOURTEEN (14) CALENDAR DAYS PRIOR TO THE EVENT

1. Organization: _____

2. Building Requested (circle one):

ADMN CHS CBK EP CE GE ME WE

3. Space Requested (check all needed):

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|---|--|--|--|--|-------------------------------|
| <input type="checkbox"/> AUDITORIUM <input type="checkbox"/> Lavatories <input type="checkbox"/> Chairs # _____ <input type="checkbox"/> Tables # _____ <input type="checkbox"/> Projector/Screen <input type="checkbox"/> Microphone <input type="checkbox"/> Podium | <input type="checkbox"/> CAFETERIA <input type="checkbox"/> Chairs # _____ <input type="checkbox"/> Tables # _____ <input type="checkbox"/> Kitchen List food/drink served: _____ _____ _____ | <input type="checkbox"/> GYMNASIUM <input type="checkbox"/> Bleachers <input type="checkbox"/> Lavatories <input type="checkbox"/> Lockers <input type="checkbox"/> Showers <input type="checkbox"/> Scoreboard & Clock | <input type="checkbox"/> CLASSROOM/LIBRARY <input type="checkbox"/> Classroom(s): _____ _____ <input type="checkbox"/> Library <input type="checkbox"/> Projector/Screen <input type="checkbox"/> Lavatories | <input type="checkbox"/> FIELDS/GROUNDS <input type="checkbox"/> Fields Lined <input type="checkbox"/> Scoreboard <input type="checkbox"/> Lavatories <input type="checkbox"/> Field House(HS only) <input type="checkbox"/> Stadium Lighting | <input type="checkbox"/> POOL |
|---|--|--|--|--|-------------------------------|

4. Event Title: _____

5. Day of Week: _____

6. Month/Date/Year: _____

7. Start Time: _____

8. End Time: _____

(If multiple dates or times are requested, please list each date & time below)

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9. Classification/Rate Determination: (Subject to Final Determination by Office of Support Services)

CLASS A _____ CLASS B _____ CLASS C _____ CLASS D _____

10. Number of People Expected: _____ **11. Taxpayer Identification Number:** _____

12. Do you Charge Admission/Sign Up/Misc. Fees? Y N

13. If Yes, Describe the Nature and Amount of the Fee:

14. Contact Information:

Person Responsible for Event: _____ Email: _____

Phone: _____ Address (To Mail Contract): _____

15. Special Arrangements Needed: (Additional charges may be made for the use of some equipment and/or personnel. *See Fee Schedule*)

Comments: _____

INSURANCE INFORMATION: *BE SURE TO READ CSD INSURANCE REQUIREMENTS***

THE REQUESTING ORGANIZATION MUST HAVE AN IN-FORCE LIABILITY POLICY OF \$1,000,000.

1. Bodily Injury \$ _____ Property Damage \$ _____ Expiration Date _____

2. Is an outside (non-school or requesting party) vendor/organization involved in this activity?

(please circle) YES NO If YES: Name _____

Nature of involvement: _____

ALL OUTSIDE VENDORS/ORGANIZATIONS MUST HAVE AN IN-FORCE LIABILITY POLICY.

I certify that I have read, understand, and agree to be bound by the Cheltenham School District's Board Policy and Administrative Regulation 707 (Use of District Facilities), including Attachments B (Rules for Use of District Facilities) and C (Fee Schedule) to the Administrative Regulation, all of which are available on the District's website.

SIGNED:

(Organization Officer/Staff Member)

DATE: _____ PHONE: _____ EMAIL: _____

FOR SUPPORT SERVICES DEPARTMENT USE ONLY:

School Official: _____ DATE: _____ [] Approved [] Not Approved

Anticipated Fees: Application \$ _____ Rental \$ _____ Custodial \$ _____
Maintenance \$ _____ Utilities \$ _____ Other \$ _____

TOTAL CONTRACT COST: \$ _____

Rules for Use of District Facilities

The following rules apply to users and organizations requesting to use District facilities. The rules outlined in this Attachment B are in addition to the rules and regulations outlined in the accompanying Board Policy and Administrative Regulation.

1. No facility use is allowed without a valid permit. The Superintendent or designee may withdraw permission for the use of District facilities at any time with responsible cause, and reserves the right to alter or make additional rules and regulations governing the use of District facilities that are in the best interest of the District.
2. Users of District facilities shall comply with all applicable federal, state, and local laws and regulations, as well as all applicable Board Policies and Administrative Regulations.
3. Users and organizations are responsible for damage, vandalism, theft or other loss to buildings, equipment, and grounds that takes place during or as a result of their use of District facilities.
4. The use of District facilities for school-sponsored activities takes priority over all other uses.
5. The possession, use, or sale of tobacco, alcoholic beverages, weapons, fireworks, or other controlled or illegal substances is not permitted at any time on school property.
6. The District will provide and empty trash receptacles under normal circumstances.
7. The use of profanity in District facilities is prohibited.
8. Gym shoes or other appropriate footwear must be worn on all gymnasium floors for athletic activities. Floors must be protected from any equipment brought onto them.
9. Special permission must be obtained to serve food or refreshments in any area other than the cafeteria. The sale of such products is prohibited unless permission is obtained in advance.
10. Food and other refreshments are not allowed in locker rooms, gymnasiums, auditoriums or carpeted areas without prior approval.
11. It is the responsibility of the requesting user or organization to contact law enforcement and arrange adequate police protection and supervision of the activity, if necessary or if required by the District.
12. All decorations used must be non-flammable. Open flames are prohibited.
13. The following are prohibited on school grounds:
 - a. Climbing on fences or buildings;
 - b. Throwing stones or other objects;
 - c. Unauthorized use of motorized vehicles;
 - d. Loitering;
 - e. Parking in other than designated areas.
14. Chairs or other obstructions must not be placed in corridors, aisles of the auditoriums or other emergency exit lanes.
15. If any heavy school equipment must be moved, prior approval of the building principal must be obtained and any costs must be paid by the applicant organization.

Administrative Regulation – Attachment B

16. No nails, tape, screws or attachments of any kind are to be applied to walls or woodwork, nor is anything to be done which will in any way mar or deface the building, its furnishings or contents.
17. All facilities must be left in the same condition as found. Clean-up/repair costs may be billed to the user or organization.
18. Users and organizations that have children participating in events or activities in which District facilities are used must be supervised by an adequate number of adults.
19. No equipment may be brought into District facilities unless prior permission has been granted.
20. Non-school related activities may not extend beyond 10:00 p.m. on days when school is in session on the following day. Exceptions must be approved in writing in advance by the Director of Facilities and Maintenance or designee.
21. Users and organizations will not receive permission to use District-owned equipment unless such equipment is operated by authorized school personnel. Fees, as applicable, will be noted on the permit.
22. Vehicles must be parked in designated parking areas only. No parking in driveways or on grass areas is permitted. Arrangements for traffic control shall be made with law enforcement.
23. No facility shall be subjected to overcrowding or use by groups or organizations in excess of permitted capacity.
24. Individuals or organizations approved to use District facilities are not permitted to assign or transfer such use rights without the express permission of the Director of Facilities and Maintenance.
25. Misuse of District facilities or ignoring rules related to proper facility use may result in such user or organization being barred from future use of District facilities.
26. No animals, with the exception of service animals, may be brought onto District property without prior permission.
27. Users agree to be bound by the terms and conditions detailed in this Attachment B, as well as all requirements and provisions contained in Board Policy and Administrative Regulation 707.

I have read and understand the rules for use of the Cheltenham School District facilities and I will share a copy of these rules with all participants in my organization. I understand that failure to comply with these rules will result in the revocation of our facility use permit.

Signature

Date

Print Name

Organization (if applicable)

Fee Schedule

The following fees are based upon use of District facilities for up to six (6) hours. Additional charges may be assessed if use of the facility extends beyond six (6) hours, as determined by the Director of Facilities and Maintenance. In addition to the fees indicated below, Class B, C, and D users of District facilities will be charged an application processing fee of \$100.00, unless waived by the Board of School Directors. All application processing fees, plus all anticipated usage fees and other charges are due prior to the date of the proposed use of District facilities. All other charges incurred will be billed after the event and shall be due to the District within thirty (30) days of the date of the invoice. A late fee of 1% per month will apply when payment is not made by the due date. The refund of fees and other charges for events cancelled or postponed by the user of District facilities shall be handled in accordance with the provisions of Administrative Regulation 707.

Usage Fees:

| Facility | Area Requested | Class A | Class B | Class C | Class D |
|-------------------------------|--|----------------|----------------|----------------|----------|
| Cheltenham High School | | | | | |
| | Auditorium - rehearsal*** | No Charge | Service Charge | 75% of Class D | \$85/hr |
| | Auditorium – event*** | No Charge | Service Charge | 75% of Class D | \$225/hr |
| | Gymnasium | No Charge | Service Charge | 75% of Class D | \$150/hr |
| | Cafeteria (No Kitchen) | No Charge | Service Charge | 75% of Class D | \$100/hr |
| | Kitchen* | No Charge | Service Charge | 75% of Class D | \$165/hr |
| | Swimming Pool (Includes Lockers)** | No Charge | Service Charge | 75% of Class D | \$200/hr |
| | Little Theatre*** | No Charge | Service Charge | 75% of Class D | \$100/hr |
| | Individual Classroom | No Charge | Service Charge | 75% of Class D | \$60/hr |
| | Individual Athletic Field (excludes Stadium Field) | No Charge | Service Charge | 75% of Class D | \$50/hr |
| | Tennis Courts – per court | No Charge | Service Charge | 75% of Class D | \$20/hr |
| Track only | No Charge | Service Charge | 75% of Class D | \$50/hr | |
| Cedarbrook | | | | | |
| | Auditorium - rehearsal*** | No Charge | Service Charge | 75% of Class D | \$85/hr |
| | Auditorium – event*** | No Charge | Service Charge | 75% of Class D | \$225/hr |
| | Gymnasium | No Charge | Service Charge | 75% of Class D | \$150/hr |
| | Cafeteria (No Kitchen) | No Charge | Service Charge | 75% of Class D | \$100/hr |
| | Kitchen | No Charge | Service Charge | 75% of Class D | \$165/hr |
| | Individual Classroom | No Charge | Service Charge | 75% of Class D | \$60/hr |
| | Individual Athletic Field | No Charge | Service Charge | 75% of Class D | \$50/hr |
| | Tennis Courts – per court | No Charge | Service Charge | 75% of Class D | \$10/hr |
| | Track only | No Charge | Service Charge | 75% of Class D | \$25/hr |
| | Elkins Park & Elementary Schools | | | | |
| Auditorium or Gymnasium | | No Charge | Service Charge | 75% of Class D | \$100/hr |
| Cafeteria (No Kitchen) | | No Charge | Service Charge | 75% of Class D | \$80/hr |

Administrative Regulation – Attachment C

| | | | | | |
|-----------------------|----------------------------------|------------------|-----------------------|-----------------------|-----------------|
| | Kitchen | No Charge | Service Charge | 75% of Class D | \$145/hr |
| | Individual Classroom | No Charge | Service Charge | 75% of Class D | \$60/hr |
| | Individual Athletic Field | No Charge | Service Charge | 75% of Class D | |
| Admin Building | | | | | |
| | Conference Room | No Charge | Service Charge | 75% of Class D | \$25/hr |
| | Auditorium | No Charge | Service Charge | 75% of Class D | \$50/hr |
| | | | | | |

Additional Terms and Conditions

- Usage fees for facilities or areas of facilities not specifically mentioned above shall be determined by the Director of Facilities and Maintenance.
- All events held on Monday – Friday must have an end time of 9:30 PM.
- All events held on Saturday and Sunday must operate between the hours of 7:30 AM and 9:30 PM; a four (4) hour minimum applies to usage fees listed above.
- In addition to the fees outlined above, additional charges will apply when additional personnel are required at a particular event or when District-owned equipment is requested as part of the application for use of District facilities, as outlined below. Whether or not additional personnel are required is a determination that is made at the District’s sole discretion.

SERVICE CHARGES
Additional Personnel & Equipment:

| Personnel | Description | Cost Per Individual, Per Hour | Fee |
|------------------|--------------------------------|--|---------------|
| | Custodial | 60.00 | N/A |
| | Security | 60.00 | N/A |
| | Audio/Visual | 75.00 | N/A |
| | Grounds / Field Liner | 60.00 | N/A |
| | Food Service* | See KITCHENS | N/A |
| | | | |
| Equipment | | | |
| | Projector | N/A | 20.00 |
| | Microphone/Sound System | N/A | 150.00 |
| | PA System | N/A | 20.00 |
| | | | |

Additional Terms and Conditions

- Hourly costs for personnel and fees for equipment not specifically mentioned above shall be determined by the Director of Facilities and Maintenance.
- In addition to the personnel costs noted above, overtime costs incurred by the District in order to appropriately staff an event may be assessed to users and organizations

Administrative Regulation – Attachment C

requesting use of District facilities. Such overtime costs will be made known to the applicant at the time that the application form is processed.

- A four (4) hour minimum applies to all personnel costs listed above for Saturday and Sunday events; personnel costs for events held during Monday – Friday are to be determined by the Director of Facilities.

***KITCHEN**

- Arrangements for use of kitchen and number of employees required shall be made with the office of the Director of Food Service (Maureen Cahill at 215-884-6313) at least two (2) weeks in advance.
- Rates for food service employees will be determined by the Director of Food Service.

****POOL**

- The pool may be rented to interested groups during the limited time frame that the pool is available.
- Rental of the pool requires use of a custodian.
- Group must provide properly certified lifeguards (contact Suni Blackwell at 215-517-3720)

*****AUDITORIUM and LITTLE THEATRE**

- Events held at CHS's Auditorium or the Little Theatre and CBK's Auditorium that require the use of the audio visual controls will automatically require district audio visual personnel.