

CORNWALL-LEBANON SCHOOL DISTRICT
105 EAST EVERGREEN ROAD
LEBANON, PA 17042

APPLICATION FOR USE OF SCHOOL FACILITIES

An individual or community group requesting permission to use school buildings, facilities or school property must submit a written request on the prescribed application form thirty (30) days in advance of the proposed date to the school in which you requested permission. (Form is available on the District website at www.clsd.k12.pa.us.)

School facilities of the Cornwall-Lebanon School District should be made available for community purposes, provided that such use does not interfere with the educational program of the schools.

The portion of the school facilities requested for use; proposed activities; number of individuals participating; and the date and time of the proposed event must be specified on this application.

Upon approval of the Use of School Facilities Application, the requestor will receive such notification, including steps required regarding payment of the rental fees and submission of the required insurance certificate.

Requests for use of buildings and facilities will be classified into one of the following groups and be subject to the appropriate fees and costs detailed herein:

CLASS I	School or school-related groups and auxiliary organizations
CLASS II	Community, civic, educational and service groups not charging admission
CLASS III	Community, civic, educational and service groups charging admission or non-community groups
CLASS IV	Any group or individual not described in the above categories

THE USE OF DRUGS, ALCOHOLIC BEVERAGES OR TOBACCO PRODUCTS IS STRICTLY PROHIBITED ON SCHOOL PROPERTY AT ALL TIMES. POSSESSION OF WEAPONS ON SCHOOL PROPERTY IS ALSO PROHIBITED.

AVAILABILITY

Approval of applications shall depend upon availability of facilities. The District school programs and maintenance program shall retain priority. Use of facilities cannot interfere with the regular school program.

Use of school facilities on Sundays, school holidays or for private social functions or commercial or profit making organizations not permitted without specific approval from the Board of School Directors. Use of facilities shall not be granted for partisan political activities, or for any purpose prohibited by law.

Individuals shall not use, access or enter upon any portions of the school facilities or their contents (i.e. apparatus, equipment and devices owned by the school district) not specified in the approved written request form.

Individuals shall refrain from any conduct or activities not specifically identified in the approved written request.

All activities must terminate and all individuals and community group members must exit the school premises by 10:00 p.m. Applicant is provided 15 minutes after termination time to clear the premises.

Facilities must be secured when groups/organizations are finished with building usage. This includes turning off lights, locking doors, and securing all related facilities.

Access to facilities will be permitted only after the person(s) named on the application as responsible for the organization is present.

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.

PROHIBITED ACTIVITIES

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 unless a license, under the Local Option Small Games of Chance Act, has been procured and such activity has been expressly authorized by the Board or administration.

Profane or immoral language.

LIMITS AND RESTRICTIONS

Applicant is responsible for conduct of persons attending its activities. Applicant shall conduct orderly gatherings that will not be of a nature to incite others and are not abusive of other individuals/groups by reason of race, creed, sex, national origin, color, age, or handicap/disability. Applicant agrees to assume responsibility to confine spectators and participants to the areas of the building requested in the application.

The district may require security which would be the financial responsibility of the user.

A school representative or pre-approved authorized representative shall be present at any event.

Closure of schools for snowstorms, other acts of God, or physical breakdowns in plant, shall automatically cancel any scheduled use of facilities.

No equipment or signs are to be brought into a school building or placed on school grounds without prior approval. No alterations may be made to the fire protection or other security devices. All decorations, furnishings, and equipment shall be removed by the applicant at the conclusion of the event and the building restored to its previous condition.

Food may be served and consumed in cafeterias only.

Only school cafeteria employees properly trained in the use of cafeteria equipment will be permitted to work in the kitchens.

In the event an individual or community group violates the policy of the terms under which permission was granted to use school activities, the administration reserves the right to deny rental privileges in the future.

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APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization _____ Today's Date _____

Description of Organization _____

Non-Profit? _____ Yes _____ No

Will an admission fee be charged? _____ Yes _____ No If yes, amount? _____

Are you requesting a waiver of facilities fees? _____ Yes _____ No

If yes, attach a letter of justification addressed to the Director of Business Affairs. This does not include a waiver of fees for scheduled district personnel.

Specific purpose of use: _____

FACILITY REQUIRED: Building: _____

Area Required:

All-Purpose Room Auditorium Cafeteria Kitchen/Preparation
 Gymnasium Stage Stadium Kitchen/Serving
 Locker Rooms Classroom Library Large Group Instruction Room
 Grounds (Specify) _____ Other (Specify) _____

*If areas are not specified – access could be denied.

DAY	DATE (S)	TIME (S)	DESCRIPTION (meeting, practice, game, rehearsal)

EQUIPMENT/SERVICE REQUIRED: (*must be operated/attended by school personnel which will be billed at actual cost (to be determined))

Kitchen Equipment* Sound System* Stage Lighting*
 Custodial Services* Technology Services* Athletic Equip. (Specify) _____
 Scoreboard* Tables/Chairs AV Equipment (Specify) _____
 Other (Specify) _____

Details needed i.e. # of tables, chairs, outlets, etc. If equipment is not specified, usage could be denied.

CLASS II, CLASS III AND CLASS IV

THE DISTRICT HAS THE RIGHT TO ASSIGN ADDITIONAL SECURITY AND OTHER PERSONNEL AS NEEDED. YOUR ORGANIZATION WILL BE SUBJECT TO FEES FOR THESE SERVICES. APPLICANT AGREES TO ASSUME RESPONSIBILITY FOR DAMAGES OR LIABILITY ARISING OUT OF OR BY REASON OF ITS USE OF SCHOOL FACILITIES AND EQUIPMENT AND TO HOLD THE CORNWALL-LEBANON SCHOOL DISTRICT HARMLESS FROM ANY CLAIMS, LIABILITY, EXPENSE OR COST IN CONNECTION WITH AGREED TO USE OF FACILITIES. YOUR ORGANIZATION MUST PROVIDE A CERTIFICATE OF INSURANCE NAMING THE CORNWALL-LEBANON SCHOOL DISTRICT AS AN ADDITIONAL INSURED AS FOLLOWS:

\$ _____ **Body Injury Liability**
 (\$1,000,000 min. – each occurrence)

\$ _____ **Property Damage Liability**
 (\$1,000,000 min. – each occurrence)

List two responsible officials of your organization who will be present at the time facilities requested are being used, and who will accept full responsibility for adherence to school district regulations by all persons in attendance.

In the event an emergency should arise in which an Automated External Defibrillator (AED) is needed, at least one is available in each school building in a mounted box on the wall. An overhead sign designates the exact location of the AED. Please ensure that your group knows the location of the AED.

The user(s) must give written notice to the School of any accident resulting in bodily injury or damage to the property of the School or others occurring on School premises or in any way connected with the use of School premises within twenty-four (24) hours of the accident.

(Please print legibly)

NAME _____ ADDRESS _____ PHONE _____

EMAIL ADDRESS _____

NAME _____ ADDRESS _____ PHONE _____

Cornwall-Lebanon School District Business Office Telephone Number is (717) 272-2031.

Organizations using district grounds and facilities must comply with all requirements of District Policy #916, "Volunteers" which is available for review on the District's website at www.clsd.k12.pa.us/community. See "Volunteer Manual" on the District's website for additional details.

_____ (Initial) I hereby swear or affirm that any individual meeting the definitions established under District Policy #916, "Volunteers", have obtained the appropriate clearances. Any exceptions or abnormalities in these clearances have been clearly identified to the Superintendent's Office.

_____ (Initial) I certify that I have read, understand, and agree to adhere to Policy #707, "Use of School Facilities", of the Cornwall-Lebanon School District. Further, my organization forever releases the Cornwall-Lebanon School District, their agents, employees and servants from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the above-mentioned date(s) for which this application is submitted. My organization will defend all actions, suits, complaints, or legal proceedings of any kind brought against the Board of School Directors and any of its agents, employees and servants and further will hold harmless and indemnify the said School Directors and School District from any expenses and judgements or decrees recovered against them.

_____ Phone No. (Day) _____

Signature

(Please Print Name)

APPROVALS: Principal _____ Date _____

Athletic Director _____ Date _____

(for use of athletic facilities only)

Director of Business Affairs _____ Date _____