

# Pine-Richland School District Facilities Use Application and Agreement

## GENERAL INSTRUCTIONS

- Please review this application packet carefully.** Your signature on page five (5) constitutes your acknowledgement that you have read and understand all of the information contained in the Application and your agreement to comply with its terms.
- Approval of this application is contingent upon your organization's agreement to and compliance with Pine-Richland School District School Board Policy # 707 (Use of School Facilities) and the PRSD's Rules and Regulations for Use of School Facilities, the terms of which are incorporated by reference. Copies of these documents are attached under Appendix B.
- Activities and events sponsored by the PRSD take first priority with regard to scheduling. The PRSD reserves the right to move or terminate your requested event, without liability, in the event that a PRSD-sponsored event requires the use of the requested building or facility on your requested date and time or in the event of inclement weather or other emergency.
- All advertising and promotional materials for your event must clearly state that the event is not sponsored by the Pine-Richland School District.
- The PRSD cannot guarantee the availability of equipment requested on this form. Additional equipment may not be brought onto PRSD property by your organization unless such equipment is specifically identified in and approved as part of your application.
- Any request to use PRSD equipment at an off-site location must be approved in writing by the Superintendent. Any such approval will be contingent upon the requesting organization's agreement to reimburse and indemnify the PRSD in full for any damage to or loss of such equipment. All borrowed equipment must be returned to the PRSD within one business day following your event or a late return fee may be imposed.
- Security may be required for your event, depending upon the number of attendees and the nature of the function. You are responsible for contracting with the PRSD's designated security firm or the Pine or Richland Township police departments to provide the required security.
- Depending upon the size and nature of your event, the PRSD may, at its discretion, assign one or more representatives to serve as the PRSD's on-site event manager(s) for your requested function. The assignment of a PRSD event manager(s) may be required in addition to or in lieu of security personnel. You are responsible for payment of the applicable staffing fee for any PRSD event manager(s) assigned to your function, as set forth on the fee schedule attached under Appendix A.
- POSSESSION AND/OR USE OF ALCOHOLIC BEVERAGES AND TOBACCO PRODUCTS ARE PROHIBITED ON PRSD PROPERTY AT ALL TIMES.***
- You must complete all sections of this form. Failure to provide any of the requested information may result in the denial of or a delay in the processing of your application.
- Your application must be submitted a *minimum of forty-five (45) days prior to your requested event.*
- The PRSD is not able to consider applications requesting use of our facilities on dates during the school year until after the school calendar and District athletic schedules are finalized. As a result, the PRSD will generally not be able to consider applications for dates during the school year until forty-five days prior to the start of the school year.
- Refer to Appendix A for current rental and staffing fee schedules. A \$100 security deposit is required for all Class II and Class III organizations in order to reserve your event. Checks should be made payable to "Pine-Richland School District."
- Completed applications should be submitted to the PRSD by mail or by fax as follows:

Pine-Richland High School  
Attention: Building Facilities Coordinator  
700 Warrendale Road, Gibsonia, 15044  
Fax: 724-625-4640

- If your application is approved, you will be issued a Facilities Use Permit for your organization and event. You are required to present this permit to the designated PRSD on-site representative at the time of your event. Failure to present the permit to the PRSD on-site representative may result in your organization being denied access to or entry upon PRSD property.
- If an organization needs to cancel a permit, it must notify the PRSD Building Facilities Coordinator, in writing, at least 48 hours prior to the scheduled date of the event. Failure to provide timely notice of a cancellation may result in the imposition of staffing and rental fees and denial of future facility request applications.

## LINE-BY-LINE INSTRUCTIONS

### Section I. Organization Information

1. Make sure to provide the complete name of your group or organization.
2. You must check one of the boxes indicating the status of your organization. Verification of status, including residency status of members of Class II organizations, may be required. Class III organizations may only be granted permission to use District buildings and facilities when such buildings are not otherwise scheduled or reserved for use by Class I, Class I-A, Class I-B or Class II organizations.
3. Provide complete contact information for the authorized representative of the organization submitting the application.
4. You must have a designated supervisor on-site at all times during your requested event. If this individual will be someone other than the person identified in response to the preceding question, please provide the on-site representative's contact information.

**PERMIT #:** \_\_\_\_\_

## Section II. Meeting/Event Information

5. Please check the appropriate box(es) for each building and facility that you are requesting. Access will not be permitted to facilities that have not been pre-approved. A permit to use cafeteria areas does not include access to kitchens, unless separately requested and approved. Execution of a separate contract with the PRSD foodservice manager will be required in connection with any request to use kitchen areas. A copy of this contract is attached under Appendix C.
6. Provide all dates on which the requested facility will be used. Please make sure to include all days on which the facility will not be available for use by other groups due to set-up and clean up.
7. Provide the start and end times for your event, including set-up and clean up time. Indicate individual performance times, if applicable.
8. State the number of people expected to attend your event, including participants, officials and spectators, if applicable. The number of expected attendees is required in order to determine security needs for your requested event. In general:
  - 100 to 300 attendees requires 2 security/police personnel
  - 301 to 700 attendees requires 4 security/police personnel
  - 700+ attendees requires at least 6 security/police personnel

*The foregoing provides only a general guideline. The PRSD will make final determinations regarding necessary security in its sole discretion. You are responsible for contracting with the PRSD's designated security firm or the Pine or Richland Township police departments to provide the required security.*

9. Provide a complete description of your event. Include, where indicated, whether refreshments will be served, the amount of any admission fee that will be charged, and the disposition of the proceeds of such sales.

## Section III. Facility Setup

10. Check the box(es) for each piece of equipment you will need. **If requesting use of the auditorium, please make sure to submit a technical rider with your application.**
11. Please describe any basic set-up requirements for your event, e.g. number of tables and chairs, if applicable.
12. Please indicate whether you are requesting permission to bring your own equipment onto PRSD's property and describe each piece of equipment and the purpose for which it will be used.
13. If you are requesting to use PRSD equipment at an off-site location, please describe the equipment you are requesting and the location where the equipment will be used. Written approval of the Superintendent is required.

## Section IV. Insurance Information.

14. Organizations not sponsored by the PRSD **MUST** provide a certificate of insurance from their insurance carrier. The certificate must:
  - Provide a single limit of \$1,000,000 for personal injury and property damage, each occurrence;
  - Name the Pine-Richland School District as an additional insured; and
  - Be written in such a manner that it is "primary" regardless of any other liability insurance that the PRSD may carry.

The PRSD cannot schedule your event or approve your application until the certificate is provided.

## Section V. Acknowledgment and Agreement

Please read this section carefully and make sure that you understand its terms before signing. The PRSD will not process your application unless you agreed to these terms and submitted a signed application.

**FACILITIES USE APPLICATION**

**Section I. Organization/Group Information**

1. Name of Requesting Organization (no abbreviations): \_\_\_\_\_

2. Status of Requesting Organization (Check One):

- Class I:** District-sponsored organizations, groups, clubs and activities, including District-recognized booster groups and PTO's.
- Class I-A:** Nonprofit 501(c)(3) organizations that have a primary place of business located in Pine or Richland Township and which provide programs or activities that provide artistic, cultural, recreational or educational benefits to the residents of these communities.
- Class I-B:** Township of Pine or Richland Township.
- Class II:** Community-based groups or organizations, such as adult programs and athletic associations or leagues, provided that at least 75% of the organization's active membership and/or participants are comprised of residents of the Township of Pine and/or Richland Township.
- Class III:** All other organizations and groups, including without limitation non-community based organizations and for-profit businesses and organizations.

3. Organization Representative/Contact:

Name: _____	Fax No.: _____
Address: _____	Email: _____
_____	Phone: _____

4. Event Supervisor/Coordinator (if different from Organization Contact):

Name: _____	Fax No.: _____
Address: _____	Email: _____
_____	Phone: _____

**Section II. Meeting/Event Information**

5. Facility Requested:

**BUILDING**

- PR High School
- PR Middle School
- Hance Elementary
- Wexford Elementary
- Richland Elementary

**FACILITY**

- Art Room
- Atrium
- Auditorium/Stage
- Band
- Cafeteria (no kitchen access)
- Chorus Room
- Community Room
- Faculty Room
- Classroom (specify) \_\_\_\_\_
- Gymnasium
- LGI
- Lobby
- Pool
- Spirit Room
- Football Stadium
- Athletic Field (specify) \_\_\_\_\_
- Kitchen
- Other (specify) \_\_\_\_\_

6. Date(s): \_\_\_\_\_

7. Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Performance Time (if applicable): \_\_\_\_\_

8. Group Size/Expected Attendance: \_\_\_\_\_

9. Description of Event (attach additional sheets if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Refreshments Served: \_\_\_\_\_

Admission Fee: \_\_\_\_\_

Disposition of Proceeds: \_\_\_\_\_

**Section III. Facility Setup**

10. Equipment Requirements:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Microphone         | <input type="checkbox"/> Risers             | <input type="checkbox"/> Video Projector                |
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Piano              | <input type="checkbox"/> Scoreboard                     |
| <input type="checkbox"/> TV                 | <input type="checkbox"/> Bleachers          | <input type="checkbox"/> Basketball Hoops               |
| <input type="checkbox"/> Podium             | <input type="checkbox"/> Portable PA System | <input type="checkbox"/> Other (attach technical rider) |

11. Number of additional chairs and tables, if applicable: \_\_\_\_\_

12. Are you requesting permission to bring equipment into the facility ( Y / N )?: \_\_\_\_\_

Describe: \_\_\_\_\_  
\_\_\_\_\_

13. Are you requesting permission to use PRSD equipment at an off-site location (Y / N)?: \_\_\_\_\_

Describe: \_\_\_\_\_  
\_\_\_\_\_

**Section IV. Insurance Information**

14. Certificate of insurance attached (Y / N): \_\_\_\_\_

**Section V. Acknowledgement and Agreement**

**By signing below, you acknowledge and agree as follows:**

- The individual signing this request has the full power and authority to act on behalf of and to enter into binding agreements for the organization or entity listed above.
- You have read and fully understand this Application, the PRSD Rules and Regulations for Use of School Facilities and Board Policy # 707 and agree to be bound by and comply with their respective terms.
- You are responsible for paying the PRSD the applicable rental and staffing fee(s) described on Appendix A. Payment is due within fifteen (15) days of your receipt of PRSD's invoice. Late payments are subject to a \$25 late fee.
- You agree to and do hereby assume all risks relating in any way to your organization's use of PRSD's facilities, including, without limitation, any risks of property damage and/or personal injury to any person, including employees of your organization, who use or whom you permit to use or have access to PRSD's facilities. You agree to and do hereby completely release PRSD and its employees, administrators, and Board of Directors from all liability, known and unknown, relating to your organization's use of PRSD's facilities, and you further agree to indemnify and hold PRSD and its employees, administrators and Board of Directors harmless from and against any damage or loss, including without limitation attorney's fees and costs, which arises out of or relates in any way to your use of PRSD's facilities.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**INTERNAL USE ONLY**

**ROUTING**

- Building Secretary    
  Athletics    
  Sodexo    
  Aquatics Director    
  Superintendent's Office

**ADDITIONAL STAFFING / NUMBER REQUIRED**

- Security: \_\_\_\_\_    
  Pool Supervisors: \_\_\_\_\_    
  Custodians: \_\_\_\_\_
- Stage Manager: \_\_\_\_\_    
  Lifeguards: \_\_\_\_\_    
  Event Manager: \_\_\_\_\_
- Stage Crew: \_\_\_\_\_

**REQUIRED DOCUMENTS**

- Insurance Certificate    
  Non-Profit Certificate    
  Security Deposit

**APPROVALS**

**Building Facilities Coordinator:**  
\_\_\_\_\_ Date: \_\_\_\_\_

**Building Principal** (req'd if requested use occurs during the school day):  
\_\_\_\_\_ Date: \_\_\_\_\_

**Athletic Director** (req'd for use of all athletic fields and facilities):  
\_\_\_\_\_ Date: \_\_\_\_\_

**Aquatics Director** (req'd for use of pool or pool area):  
\_\_\_\_\_ Date: \_\_\_\_\_

**Sodexo/Foodservice Director** (req'd for use of kitchen areas and equipment):  
\_\_\_\_\_ Date: \_\_\_\_\_

**Superintendent** (req'd for off-site use of equipment):  
\_\_\_\_\_ Date: \_\_\_\_\_

**PERMIT #:** \_\_\_\_\_

**EQUIPMENT PERMIT**

**Permit Number:** \_\_\_\_\_

Organization Name: \_\_\_\_\_

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

Equipment Requested: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Date Checked Out: \_\_\_\_\_

Date Checked In: \_\_\_\_\_

**PERMIT #:** \_\_\_\_\_

**APPENDIX A**

**FACILITY FEE SCHEDULE**

- ❑ Requests for kitchen access and/or catering services are managed by the PRSD’s foodservice manager. Contact 724-625-3550 for additional information and applicable fee schedules. A \$20 per hour staffing fee (three hour minimum) applies to any required foodservice staffing.
- ❑ All groups requesting use of PRSD facilities after normal school hours or on non-school days are subject to a custodial staffing fee of \$28 per hour for each custodian required to staff your event. This fee is in addition to any “Additional Staffing Fee” set forth in the fee schedule below. A three-hour minimum applies.

<b>FACILITY</b>	<b>CLASS I RENTAL FEE</b>	<b>CLASS II RENTAL FEE</b>	<b>CLASS III RENTAL FEE</b>	<b>ADDITIONAL STAFFING FEE (Applies to all Classes)</b>
Classrooms	None	\$16/hr Max \$70/Day \$350/wk	\$32/hr Max \$140/day \$700/wk	
HS Large Group Inst. Room (capacity 100)	None	\$29/hr Max \$128/day \$640/wk	\$58/hr Max \$255/day \$1,275/wk	
All-Purpose Room (Hance)	None	\$29/hr Max \$128/day \$640/wk	\$58/hr Max \$255/day \$1,275/wk	
Computer Lab	None	\$47+/hr Max \$207/day \$1035/wk	\$94+/hr Max \$414/day \$2,070/wk	System Administrator - \$31/hour
Cafeteria – all schools (no kitchen access)	None	\$34/hr Max \$150/day \$750/wk	\$68/hr Max \$300/day \$1,500/wk	
HS Auditorium	None	\$47/hr Max \$207/day \$1035/wk	\$94/hr Max \$414/day \$2,070/wk	Stage Manager - \$31/hr Stage Crew - \$6/hr
MS Auditorium	None	\$34/hr Max \$150/day \$750/wk	\$68/hr Max \$300/day \$1,500/wk	Stage Manager - \$31/hr
Richland Auditorium	None	\$34/hr Max \$150/day \$750/wk	\$68/hr Max \$300/day \$1,500/wk	Stage Manager - \$31/hr
HS Gymnasium – Main Gym	None	\$41/hr Max \$180/day \$900/wk	\$82/hr Max \$360/day \$1,800/wk	
HS Gymnasium – Aux	None	\$29/hr Max \$128/day \$640/wk	\$58/hr Max \$255/day \$1,275/wk	
MS Gymnasium – Main	None	\$34/hr Max \$150/day \$750/wk	\$68/hr Max \$300/day \$1,500/wk	
MS Gymnasium – Aux	None	\$34/hr Max \$150/day \$750/wk	\$68/hr Max \$300/day \$1,500/wk	
Richland Gym	None	\$34/hr Max \$150/day \$750/wk	\$68/hr Max \$300/day \$1,500/wk	
Wexford Gym	None	\$34/hr Max \$150/day \$750/wk	\$68/hr Max \$300/day \$1,500/wk	
Hance Gym	None	\$34/hr Max \$150/day \$750/wk	\$68/hr Max \$300/day \$1,500/wk	
Spirit Room	None	\$50/hr Max \$220/day \$1,100/wk	\$75/hr Max \$330/day \$1,650/wk	
HS Swimming Pool	None	\$55 per hour Max \$242/day \$1,210/wk	\$55/hr Max \$242/day \$1,210/wk	Pool Supervisor - \$13.50/hr Lifeguard - \$6.00/hr*
Football Stadium (w/o lights)	None	\$50/hour (w/o lights) Max \$220/day \$1,100/wk	\$100/hr (w/o lights) Max \$440/day \$2,200/wk	Scoreboard \$31/hour – 3 hour minimum
Lights at Football Stadium	None	\$25/hour	\$50/hour	
Santacroce Stadium	None	\$25/hour Max \$110/day \$550/wk	\$30/hour Max \$132/day \$660/wk	
Site Manager				\$31/hour - 3 hour minimum
Baseball Fields Seasonal (3 or more months)	None	\$10/hour Max \$44/day \$220/wk	\$15/hour Max \$66/day \$330/wk	
Baseball Fields – Non-seasonal	None	\$25/hour Max \$110/day \$550/wk	\$30/hour Max \$132/day \$660/wk	
Tennis Courts	None	\$25/hour 2 hour minimum	\$30/hour 2 hour minimum	

\* One (1) lifeguard is required to be on duty for every twenty (20) individuals that will be using the pool.

**PERMIT #:** \_\_\_\_\_

**APPENDIX B  
PINE-RICHLAND SCHOOL DISTRICT  
RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES**

In addition to the rules and requirements set forth in PRSD Board Policy #707 and in the PRSD Facilities Use Application and Agreement, organizations granted a permit to use any PRSD facility must at all times comply with the following requirements during their requested event or use of PRSD facilities:

1. The following announcement must be made to patrons, spectators and attendees at your event:

*The buildings, athletic fields and campus areas of the Pine-Richland School District are smoke-free, as well as drug and alcohol-free. Smoking, as well as the use of smokeless tobacco, is prohibited inside or outside of the school buildings or anywhere on the school campus. The use or possession of drugs, drug paraphernalia and/or alcoholic beverages on District property is strictly prohibited, and will result in your immediate expulsion from the District's property and possible legal action.*

2. Food and/or beverages are only permitted in cafeterias and all-purpose rooms. Eating or drinking in auditoriums, classrooms or gymnasiums is not permitted.

3. **By Order of the Township of Pine Fire Marshall, if the fire alarm sounds:**

- ***All patrons, participants and spectators must evacuate*** (no exceptions).
- The organization's on-site representative will be responsible for ensuring that everyone in his or her group leaves the building. Move to a location well away from the building.
- The fire alarm must not be silenced until all occupants are evacuated.
- Under no conditions will the alarm be reset until approval from the PRSD on-site representative or Fire Department official has been given.
- Individuals who violate these regulations will be subject to fines levied by the District Justice for failing to abide by the BOCA National Fire Prevention Code.

4. Permits to use school kitchens and cafeterias are subject to the following additional conditions:

- Permits to use kitchen areas must be separately approved by PRSD's foodservice manager.
- A permit to use a PRSD cafeteria *does not include* authorization to use kitchen areas, unless expressly provided.
- The PRSD foodservice manager or his or her designee **MUST** be present to assist your group when kitchen equipment will be used. The requesting organization is responsible for all fees for required foodservice personnel. A minimum staffing fee of \$20 per hour/minimum 3 hours applies for foodservice staff.
- The requesting organization is responsible for the cleanliness of all work areas used, including sweeping and mopping of floors. If additional clean up is required, an additional custodial fee will apply.
- Equipment may not be removed from the kitchen and cafeteria areas.
- Groups are responsible for providing their own supplies of bags, wraps, etc. for storage of foods and leftovers.
- No children under the age of 16 are permitted in the kitchens.
- Proper footwear (enclosed flat, non-skid soled shoes – no toeless or backless shoes) must be worn in the kitchen.
- Access to food storage areas, offices and locker rooms are not available. Access to the walk-in refrigerator or freezer may be permitted, upon approval of the PRSD foodservice manager.

5. Permits to use athletic fields are subject to the following additional conditions:

- The Athletic Director must approve all applications for the use of playing fields or stadiums.
- Fee schedules and information concerning season permits are available from the PRSD Athletic Office.
- Fields will be assigned on a season-to-season basis. All tournament dates must be stated on the Facilities Use Application.
- Applications for spring/summer field assignments will be accepted between January 1 and March 1. Applications for fall field assignments will be accepted between April 1 and June 1.
- There are a total of 22 (2 1/2 hour) time slots available per week (11 per field). Times per week: Monday through Friday, 6:00 p.m. to 8:30 p.m.; Saturday and Sunday, 12:00 noon to 2:30 p.m.; 3:00 p.m. to 5:30 p.m. and 6:00 p.m. to 8:30 p.m.
- A minimum \$100 security/field maintenance deposit is required for each field requested. This fee is non-refundable. Pending the condition of the field at the end of the season, additional charges may be assessed to cover cleanup and repair costs.
- A security deposit is required for athletic equipment in the amount of \$100 to \$500 depending upon the equipment.

**PERMIT #:** \_\_\_\_\_

# PINE-RICHLAND SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: May 25, 1994

REVISED: June 20, 2006

707. USE OF SCHOOL FACILITIES	
<p>1. Purpose SC 775 707-AR</p>	<p>The Pine-Richland Board of School Directors recognizes that school district facilities are provided by the taxpayers to meet the educational needs of the community. The facilities are primarily available to support the K-12 instructional and extracurricular programs. When such district facilities are not in use for these purposes they may be made available to community or non-community based organizations, subject to Board policies, regulations and prevailing fee schedules. The following regulations and restrictions, and those appearing in and appended to the Pine-Richland Facilities Use Application and Agreement are applicable to <u>all</u> user groups, except those which operate under separate or seasonal contracts, such as CCAC, WPIAL, and the Joint Recreation Board.</p>
<p>2. Guidelines</p>	<p>Use of school facilities by community and non-community based organizations cannot interfere with the District's instructional or extracurricular programs. All organizations granted permission to use the District's buildings and facilities under this policy must provide adequate supervision of all spectators and attendees at all times, and shall provide police and/or security protection if so required by the school administration in its sole discretion. If the administration determines that police or security services are required, the organization requesting use of the building or facility in question shall be required to contract independently with the district's security firm or the Pine or Richland Township Police as a condition precedent to use of such building or facility. The requesting organization may also be required to present written verification that the required security arrangements have been made prior to and as a condition precedent to its use of the building or facility requested.</p> <p><b>User Group Classifications</b></p> <p><b>Class I:</b> District-sponsored organizations, groups, clubs and activities, including District-recognized booster groups and PTO's.</p> <p><b>Class I-A:</b> Nonprofit 501 (c) (3) organizations that have a primary place of business located in Pine or Richland Township and which provide programs or activities that provide artistic, cultural, recreational or educational benefits to the residents of these communities.</p> <p><b>Class I-B:</b> Township of Pine and Richland Township</p> <p><b>*Class II:</b> Community-based groups or organizations, such as adult programs and athletic associations or leagues, provided that at least 75% of</p>

PERMIT #:

the organization's active membership and/or participants are comprised of residents of the Township of Pine and/or Richland Township.

**Class III:** All other organizations and groups, including without limitation non-community based organizations and for-profit businesses and organizations. Class III organizations may only be granted permission to use District buildings and facilities when such buildings are not otherwise scheduled or reserved for use by Class I, Class I-A, Class I-B or Class II organizations.

\*Class II organizations may apply for a season permit. A season permit, if granted, permits the requesting organization to rent one district facility for one or more evenings per week, up to a maximum of twelve (12) weeks.

#### **LIMITATIONS AND CONDITIONS OF USE**

1. Applications for facility use must be made a minimum of forty-five (45) days prior to date of the intended use or scheduled event. Longer application periods may be established by the administration, in its discretion, for certain high-use facilities (including without limitation auditoriums and athletic fields and facilities) and/or during peak activity periods. Copies of the Pine-Richland School District Facilities Use Application and Agreement may be obtained on the District's website at [www.pinerichland.org](http://www.pinerichland.org) or from any school office or the District's Administrative Office. No request for use of a facility may be granted, and the administration may not issue a permit for use of any building or facility, unless the requesting organization has timely submitted a complete application and complied with all of the other terms of this policy.
2. The organization requesting use of any District building or facility will be responsible for prompt payment of all applicable rental, staffing and equipment fees, as described in the Pine-Richland Facilities Use Application and Agreement. The District's fee schedules will be revised periodically, upon recommendation by the Superintendent and approval of the Board.
3. All Class II and Class III groups and organizations requesting the use of the District's buildings or facilities are required to make a minimum security deposit of \$100.00 upon approval of the organization's application. Failure to remit payment of the security deposit within ten (10) days of approval of the application may result in revocation of the facilities use permit. The District may, in its discretion, require a larger security deposit or require pre-payment of all or a portion of the applicable rental, staffing and equipment fees depending on the nature and size of the requested event, the requesting organization's status as a non-profit or for-profit enterprise, and/or the requesting organization's payment history.
4. The security deposit and any pre-payment will be applied against the total fees and expenses incurred by the requesting organization. The requesting organization will be invoiced for the balance of all fees and expenses incurred within fifteen (15) days following the scheduled event, and payment will be due within thirty (30) days of the requesting organization's receipt of the District's invoice.
5. All Class I-A, I-B, II and III organizations must at all times carry and

maintain comprehensive general liability insurance, providing minimum single limits of \$1,000,000 for personal injury and property damage for each occurrence, from a carrier acceptable to the District. As part of the permit application process, the requesting organization must submit a certificate evidencing the required coverage. In addition, the certificate must:

- Name the Pine-Richland School District as an additional insured; and
- State that the organization's insurance will be "primary" over any other liability insurance that the District may carry.

No organization requesting use of a District building or facility will be issued a use permit unless and until it has provided an insurance certificate meeting the requirements of this policy. Additional coverage may be required, in the discretion of the administration, depending upon the size, nature and location of the event.

6. Permits will not be issued for private use or for private parties.

7. Groups wishing to meet at regular intervals throughout the year may request a permit covering all regularly scheduled meetings.

8. Additional equipment may not be brought into any school or onto District property except with the prior written approval of the administration, as evidenced on the facilities use permit.

9. Depending upon the size, nature and location of the event, the District will designate a member of the Administrative Team, a professional or classified employee, the on-duty custodian and/or the District's designated facilities manager to act as the District's on-site representative. All groups and organizations granted a facilities use permit are required to fully cooperate with the District's designated on-site representative at all times and to follow his or her lawful directions.

10. Food and beverages are not permitted on District property except to the extent expressly provided in the facilities use permit issued to the requesting organization.

11. The facility must be completely vacated at the time indicated on the permit. Groups and organizations shall confine their activity to the rooms and areas assigned to their use as indicated on the facilities use permit. No individual shall be permitted to use, access or enter upon any portions of the District's buildings or property except to the extent expressly authorized in the facilities use permit.

12. The requesting organization is prohibited from using the requested facility or building for any use or activity not expressly authorized in the facilities use permit.

13. All advertising and promotional materials distributed by the requesting organization must clearly state that the event or activity is not sponsored by the

Pine-Richland School District.

14. Requests to use District-owned or leased equipment in conjunction with a facility request must be identified on the Facilities Use Application and Agreement. Any organization granted permission to use such equipment will be liable for any damage to or loss of equipment that occurs while in it's the requesting organization's possession or use. The requesting organization may be required to employ a qualified operator, such as the stage manager, approved by the District, to operate equipment.

**PROHIBITED ACTIVITIES**

**Organizations or groups granted a facilities use permit under this policy are strictly prohibited from engaging in or permitting any of the following activities to occur during their use of the District's buildings and facilities:**

1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.
2. Possession of weapons of any kind, regardless of whether the individual possessing the weapon has a license to carry the weapon.
3. Conduct that would alter, damage or be injurious to any District property, equipment or furnishings.
4. Conduct that would constitute a violation of the Pennsylvania Crimes Code and/or any other local, state or federal law and regulation.
5. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity(ies) has been expressly authorized by the Board or administration.
6. Smoking or the use of smokeless tobacco inside school buildings or anywhere on District property, including without limitation on athletic fields and stadiums.

**VIOLATIONS**

The District reserves the right to (1) revoke the permit of any group or organization; and (2) remove from the District premises any individual, group or organization that fails to comply with the terms and conditions of this policy and all other requirements and terms set forth in the Pine-Richland Facilities Use Application and Agreement.

Any group or organization that violates the terms of this policy shall be prohibited from any future use of the District's facilities or buildings, except upon prior approval of the Board.

SC 511

10 P.S. 311 et seq.

20 U.S.C. Sec. 7181 et seq.  
35 P.S. 1223.5

School Code 511, 775  
PA Code Title 22  
Sec. 403.1

10 P.S. 311 et seq.  
35 P.S. 1223.5=  
20 U.S.C. Sec. 7181 et seq.  
20 U.S.C. Sec. 7905



**Pine-Richland School District**  
**Kitchen Equipment Use Request**

Building Location-Choose One

High School -- Middle School

Richland Elem -- Hance Elem -- Wexford Elem

DISTRICT FACILITIES PERMIT NUMBER \_\_\_\_\_

Date of Event \_\_\_\_\_

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

Time Requested \_\_\_\_\_

Phone # \_\_\_\_\_

Location Needed \_\_\_\_\_

E-Mail \_\_\_\_\_

Pick-up \_\_\_\_\_

Group Affiliation \_\_\_\_\_

Delivery \_\_\_\_\_

Billing Name & Address \_\_\_\_\_

**SMALL EQUIPMENT-No charge**

- Coffee Pots
  - 101 cups \_\_\_\_\_
  - 55 cups \_\_\_\_\_
  - 36 cups \_\_\_\_\_
- Hot Water Pot \_\_\_\_\_
- Punch Bowl \_\_\_\_\_
- Ladle \_\_\_\_\_
- Baskets \_\_\_\_\_
- Cookie Trays \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

**USAGE REQUIRES EMPLOYEE**

Minimum of 3 hours at \$20.00/hour

- Freezer \_\_\_\_\_
- Refrigeration \_\_\_\_\_
- Ovens \_\_\_\_\_
- Sinks \_\_\_\_\_
- Steamer \_\_\_\_\_
- Serving Lines \_\_\_\_\_
- Other \_\_\_\_\_

**MOBILE EQUIPMENT-Deposit Required-\$50.00/ unit**

- Milk Cooler \_\_\_\_\_
- Food Warmer \_\_\_\_\_

**LINENS- fee \$5.00/cloth and skirts**

- 102X72 tablecloths \_\_\_\_\_
  - 72X72 round tablecloths \_\_\_\_\_
  - Skirting with clips \_\_\_\_\_
- Indicate number of tables and size
- \_\_\_\_\_

**SUPPLIES**

Ordered on an individual basis

**Food Service Office Contact Info**

Phone: 724-625-3550

Fax: 724-625-7925

E-Mail: [ccerminara@pinerichland.org](mailto:ccerminara@pinerichland.org)