

COATESVILLE AREA SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 25, 2017

REVISED:

707-AR-2. APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization: _____ Date: _____

Billing Address: _____

Nonprofit Organization: Yes _____ No _____ If yes, you must include a copy of your 501c(3) form.

Building Requested: _____

Location Requested: _____

High School	Middle School	Elementary Centers
Classroom(s) _____	Classroom(s) _____	Classroom(s) _____
Gymnasium _____	Gymnasium _____	All Purpose Room - Whole _____
Auxiliary Gym _____	Pool _____	All Purpose Room - Half _____
Auditorium _____	Auditorium _____	Kitchen _____
Library _____	Library _____	Library _____
Lobby _____	Lobby _____	Lobby _____
Athletic Field(s) _____	Athletic Field(s) _____	Athletic Field(s) _____
Specify Field _____	Specify Field _____	Specify Field _____
Other _____	Other _____	Other _____

Dates Requested: _____ Please note: For those organizations requesting outdoor facilities, please complete two applications – one for the Fall and one for the Spring. Days Requested: S M T W TH F S Times: From _____ To _____

Reason for Use: _____

Requirements needed (safety equipment, police, custodial): _____

Expected Attendance: _____ Will admission be charged? Yes ___ No ___ If Yes, amount _____

A waiver of fees in the amount of _____ is being requested for the following reasons:

I have read the rules, administrative regulations and Board policy on Use Of School Facilities, and I understand that these are a condition of the lease; and I understand that when the application is properly approved, it is a lease, in fact. I understand that failure to abide by the rules, administrative regulations and Board policy on Use Of School Facilities will result in the immediate discontinuance of use privileges. In addition, our organization agrees to pay the full cost of any damage caused by our group to any of the district's facilities, as well as any cost incurred by the district to bring any facility back to the condition in which it was found.

Furthermore, my organization forever releases the district, its Board of Education, agents, employees and servants from all claims, actions and charges whatsoever arising out of the event(s) conducted on the above-mentioned day(s) for which this application is being submitted. My organization will defend all actions, suits, complaints or legal proceedings of any kind brought against the Board of Education and any of its agents, servants, or employees and further will hold harmless and indemnify the said Board and district from any expense and judgments or decrees recovered against them as a result of said use of these facilities.

In addition to signing below please sign the attached indemnification form.

Signature: _____ Title: _____

Address: _____ Phone: _____

On-site representative (person in charge): _____

Approved by: _____ Date: _____

All fees and other charges are due two (2) weeks prior to the date of the proposed use of school facilities. If fees are not received prior to the event your organization will not be provided access to the facility.

Fees for your event are: _____

Checks should be made out to the Coatesville Area School District and dropped off at the building you are leasing two (2) weeks prior to the date of the proposed use of school facilities.

Coatesville Area School District
3030 C. G. Zinn Road, Thorndale, PA 19372
Indemnity Agreement *First Read*

THIS INDEMNITY AGREEMENT ("Agreement") is made and entered into on _____ 20_____
by and between _____ ("User"), and the
COATESVILLE AREA SCHOOL DISTRICT ("the District").

BACKGROUND

- A. User has completed and submitted a District Application For Use of a School Facility pursuant to Board Policy 707, a Policy providing for the use of school facilities.
- B. The District has approved the User's proposed use, in return for which the User is providing the protection provided in this Indemnification.
- C. Pursuant to this Indemnity Agreement, and as more fully set forth below, User agrees to indemnify and hold the District harmless from any and all claims or damages which may arise as a result of the User's use of the District's school facility.

NOW, THEREFORE, intending to be legally bound hereby, the parties agree as follows:

- 1. User covenants and agrees to indemnify and hold the District, and its board members, administrators, officers, agents and employees harmless from and against any and all liabilities, losses, damages, fines, suits, actions, demands, penalties, costs and expenses, including out-of-pocket, incidental expenses, legal fees and expenses, and the costs and expenses of defending or preparing to defend against any claim that may be imposed on, incurred by, or asserted against, the Indemnitees or any of them as a result of the User's use of the school facilities.
- 2. User also agrees to repair any damage or vandalism to the facility and indemnify and hold the District, and its board members, administrators, officers, agents and employees harmless from and against any damages which the District may suffer arising out of the use of the facility, including, but not limited to, the cost and expense of the repair of the facility.
- 3. In the event any claim is asserted against District (whether by correspondence, filing of suit or otherwise) for which District believes it would be entitled to indemnity under this Agreement, the District shall notify the User thereof, and shall permit User to assume the defense of any such claim, provided that User assumes such defense with due diligence and through competent counsel reasonably acceptable to the District, and at User's expense. In the defense of any such claim, counsel so appointed shall be entitled to enter his or her appearance on behalf of the District, as its counsel, and to assert in such defense all defenses that the District would be entitled to assert including, without limitation, all defenses based on governmental immunity. The District agrees to cooperate fully in the defense of such claims. Nothing herein shall be construed to excuse any insurance carrier of the District from any obligation of defense it may have under any insurance policy, and in the event any such insurance carrier is obligated to defend a claim otherwise described above, the District shall submit such claim to the carrier for defense.

4. This Agreement shall be governed and construed in accordance with the laws of the Commonwealth of Pennsylvania. User agrees that any dispute arising out of this Agreement shall be adjudicated in the Court of Common Pleas, Chester County, Pennsylvania submits to the exclusive venue and exclusive jurisdiction of the Court of Common Pleas, Chester County, Pennsylvania.
5. Any notices required or permitted to be given hereunder shall be given in writing and shall be sent by Certified Mail, Return Receipt Requested, or by a reputable overnight delivery service requiring a delivery receipt (e.g., Federal Express or UPS), and addressed to the respective parties as follows, unless and until any party gives notice to the other parties of a different address, in writing:

If to District:

Coatesville Area School District
Attn: Director of Business Affairs
3030 CG Zinn Road
Thorndale, PA 19372

If to User:

6. This Agreement represents the entire agreement and understanding of the parties with respect to the subject matter hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Indemnity Agreement as of the day and year first above written.

****All rental users will be required to acknowledge and agree with this Indemnity Agreement when completing a facility request.**

Coatesville Area School District
3030 C. G. Zinn Road, Thorndale, PA 19372
School Facilities Use Organization Classifications *First Read*

Class A

- School groups/events
- No rental fee
- Custodial overtime paid by District
- Cafeteria overtime paid by District

Class B

- Parent organizations, booster groups, independent student organizations
- No rental fee charged to the organization
- Custodial overtime charged to the organization
- Cafeteria overtime charged to the organization

Class C

- Non-profit organizations primarily serving the CASD community (minimum 51% participants are CASD residents); including youth sports organizations, Senior Center, CASD Municipalities.
- For-profit organizations located within CASD (non-revenue generating recreational use only)
- Rental fee charged to the organization (See Fee Chart C and D)
- Custodial overtime charged to the organization
- Cafeteria overtime charged to the organization

Class D

- Non-profit organizations serving beyond the CASD community (less than 51% participants are CASD residents)
- Rental fee charged to the organization (See Fee Chart C and D)
- Custodial overtime charged to the organization
- Cafeteria overtime charged to the organization

Class E

- All for-profit organizations
- Rental fee charged to the organization (See Fee Chart E)
- Custodial overtime charged to the organization
- Cafeteria overtime charged to the organization

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Rental Fees *First Read*

All fees and other charges are due two (2) weeks prior to the date of the proposed use of school 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 school facilities shall be handled in accordance with the provisions of Administrative Guideline 707.

There is no rental charge for Class A and Class B organizations.

Class E Fee Chart

Coatesville Senior High School – 11/12 Center	Rental Fees	Utility Fees
Auditorium	\$345.00	\$41.00/hour
Gym/Locker Room	\$416.00	\$41.00/hour
Cafeteria/Kitchen	\$275.00	\$32.00/hour
Large Group Room	\$135.00	\$26.00/hour
Library	\$135.00	\$26.00/hour
Classroom	\$ 60.00	\$20.00/hour
Pool	\$100.00/hour (1-50 people) \$110.00/hour (51-75 people)	
Coatesville Senior High School – 11/12 Center	Rental Fees	Utility Fees
Auditorium	\$345.00	\$41.00/hour
Gym/Locker Room	\$495.00	\$45.00/hour
Cafeteria/Kitchen	\$275.00	\$32.00/hour
Library	\$135.00	\$26.00/hour
Large Group	\$135.00	\$26.00/hour
Classroom	\$ 60.00	\$26.00/hour
Scott & North Brandywine Middle Schools	Rental Fees	Utility Fees
Auditorium	\$135.00	\$38.00/hour
Gym/Locker Room	\$225.00	\$41.00/hour
Cafeteria/Kitchen	\$275.00	\$32.00/hour
Library	\$135.00	\$26.00/hour
Classroom	\$ 60.00	\$20.00/hour
Elementary Schools	Rental Fees	Utility Fees
Auditorium	\$135.00	\$38.00/hour
Gymnasium	\$192.00	\$41.00/hour
Cafeteria/Kitchen	\$256.00	\$32.00/hour
All Purpose Room	\$166.00	\$32.00/hour
Large Group Room	\$137.00	\$26.00/hour
Library	\$135.00	\$26.00/hour
Classroom	\$ 58.00	\$20.00/hour
Coatesville Memorial Stadium – Red Raider Field(s)	Rental Fees	Utility Fees
Stadium	\$2,500.00	\$150.00/hour w/lights \$ 50.00/hour w/o lights
Locker Rooms	\$ 300.00	
Multi-Purpose Field	\$1,250.00	\$150.00/hour with lights \$ 22.50/hour w/o lights
Scott Field	\$ 700.00	\$ 22.50/hour

Custodial Fees @ \$50/per hour

Cafeteria Worker Fees @ \$40/per hour

Long Term Rentals [will be negotiated on an individual basis, annually].

Final Read 2/11/20

Class C and D Fee Chart

Room Type	Class C Rate	Class D Rate Per
Elementary		
Classroom	\$10	\$20
Computer Lab	\$10	\$20
Library	\$25	\$50
Cafeteria - Dining Area	\$25	\$50
Kitchen	\$10	\$20
Gymnasium	\$20	\$40
Auditorium/Large Group Room	\$30	\$60
Athletic Field (Grass)	\$10	\$20
Parking Lot	\$20	\$20
Custodial Overtime Fee	\$50	\$50
Cafeteria Overtime Fee	\$40	\$40
Secondary		
Classroom	\$10	\$20
Computer Lab	\$10	\$20
Large Group Room	\$25	\$50
Library	\$25	\$50
Gymnasium - Main	\$40	\$80
Gymnasium - Auxiliary	\$25	\$50
Auditorium	\$40	\$80
Cafeteria - Dining Area	\$25	\$50
Kitchen	\$25	\$50
Stadium*	\$100	\$150
Multipurpose Field	\$75	\$100
Athletic Field (Grass)	\$10	\$20
Tennis Courts	\$15	\$20
Pool	\$75	\$75
Parking Lot	\$20	\$20
Custodial Overtime	\$50	\$50
Cafeteria Overtime	\$40	\$40
Admin Building		
Learning Center	\$10	\$20
Curriculum Center	\$10	\$20
Conference Room	\$10	\$20
Parking Lot	\$10	\$10
Custodial Overtime	\$50	\$50
Cafeteria Overtime	\$40	\$40

Coatesville Area School District
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Rules for Use of Facilities and Kitchen Use *First Read*

The following rules apply to users of school facilities. The rules outlined in this Appendix B are in addition to any additional rules and regulations outlined in the accompanying Board Policy and Administrative Guideline.

- A. No facility use is allowed without a valid permit. The Superintendent or designee may withdraw permission for the use of school facilities at any time with responsible cause, and reserves the right to alter or make additional rules governing the use of school facilities that are in the best interests of the District.
- B. The use of school facilities shall comply with all applicable federal, state and local laws and regulations, as well as applicable Board Policies and Administrative Guidelines.
- C. Individuals and organizations using school facilities are responsible for damage, vandalism, theft, or other loss to buildings, equipment, and grounds that take place during or as a result of their use of school facilities.
- D. School-sponsored activities have priority over any other building use.
- E. The possession or use of tobacco, electronic smoking products, alcohol, weapons, fireworks, or other controlled/illegal substances is not permitted at any time on school property.
- F. The District will provide and empty trash receptacles under normal circumstances.
- G. The use of profanity within any of the school buildings or on school grounds is strictly prohibited.
- H. 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.
- I. Special permission must be obtained to serve refreshments in any area other than the cafeteria. Prior approval is required for use of any District food preparation/serving areas. Sale of food/drink products in the school is prohibited unless permission is obtained in advance.
- J. It is the responsibility of the facility user to contact the police and arrange adequate protection/supervision of the activity, if necessary or if required by the Director of Business Affairs or designee.
- K. All decorations used must be non-flammable. Open flames are prohibited.
- L. The following are prohibited on school grounds:
 - 1. Climbing on fences, buildings, or landscaping;
 - 2. Throwing stones or other objects;
 - 3. Unauthorized use of motorized vehicles; and
 - 4. Loitering.
- M. Obstructions may not be placed in corridors, aisles of the auditorium, or emergency exit lanes.
- N. 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 facility user.

- O. 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 appointments.
- P. All facilities must be left in the same condition as found. Clean-up/repair costs will be billed to the user of school facilities.
- Q. Storage space is not available between facility use dates.
- R. The facility user shall ensure that its group is confined to the area to which it has been assigned.
- S. Children in attendance while in school facilities must be supervised by an adequate number of adults.
- T. No equipment may be brought into school buildings unless permission is granted in writing on the approved permit. All property not belonging to the District must be removed at the end of the rental period.
- U. Non-school related activities may not extend beyond 10:00 p.m. on days when school is in session on the following day; group members must leave the premises before 10:30 p.m. (exceptions must be approved in writing in advance by the Director of Business Affairs or designee).
- V. When school is canceled due to inclement weather, groups holding permits must cancel their activity unless there are special circumstances as determined by the Superintendent or designee.
- W. Groups 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. (Examples: auditorium lighting, public address system, scoreboards, kitchen facilities.)
- X. 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 respective local police departments by the requesting group, if necessary or if required by the Director of Business Affairs or designee.
- Y. No facility shall be subjected to overcrowding or use by groups in excess of permitted capacity.
- Z. Preparation of athletic fields shall be done with the approval of, or at the direction of, the Supervisor of Buildings and Grounds. Fees, as applicable, will be noted on the permit.
- AA. Individuals or organizations approved to use school facilities are not permitted to assign or transfer such use rights without the express permission of the Director of Business Affairs or designee.
- BB. Misuse of school facilities or ignoring rules related to proper facility use may result in such user(s) being barred from future use of school facilities.
- CC. All illegal activities are prohibited on school property and users that permit or participate in illegal activities may be banned from future use of school facilities.
- DD. No animals, with the exception of service animals, in accordance with Board Policy, may be brought onto District property without prior permission.
- EE. Users agree to be bound by the terms and conditions detailed in this Appendix B, as well as all requirements and provisions contained in Board Policy and Administrative Guideline 707.

I have read and understand the rules for use of the Coatesville Area 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 building use permit.

In conjunction with a Use of Building Form, if food is being served one (1) of the following options must be followed:

Option # 1 - Use of School Kitchen

Coatesville Area School District Food Service will provide an employee who must be present to ensure the proper use of equipment etc. When a food service employee is needed there is a per hour cost (minimum of two (2) hours) and the school district license to serve the public will be used. This also provides for a certified food handler when necessary.

Food must be prepared in the school kitchen with the certified food handler present. Food costs may be obtained from **Erin Robinson at 610-466-2400 ext. 2405.**

All volunteer parents working in the kitchen:

- Must wear rubber soled, closed toe shoes,
- NO sandals, high heels or flip flops,
- NO sleeveless shirts when working in the kitchen,
- All Hair must be worn up and secured.

NO children are allowed in the kitchen.

Volunteers are NOT allowed in the kitchen unless a foodservice or custodial staff member accompanies them.

Food Service equipment can only be used if a food service employee is contracted.

If you are having food donated it must be delivered by an **approved vendor** to the school kitchen between 7:00 a.m. and 2:00 p.m., with acceptable product certification obtained from the Food Service Supervisor. To obtain approval, the vendor must carry a \$1,000,000 liability insurance, have a current license to serve the public and a copy of their last health inspection. Approval needs to occur one (1) week prior to the function. A list of already approved vendors may be obtained from the food service department.

Option # 2 - Organization Chooses Not to Use Kitchen or Food Service Staff

Organizations may choose not to utilize a Coatesville Area School District school kitchen and serve food in the cafeteria instead. In that case, the organization must obtain a Temporary Event License through the Chester County Health Department. The Temporary Event License requires the organization to have a certified food handler on site during the event. CASD certified food handlers are also available at a per hour rate if the organization does not have one readily available.

In addition, the organization must also obtain a \$1,000,000 liability insurance policy with the Coatesville Area School District as the additional insured. This can be the same policy obtained for the Use of Building Form. A Temporary Event License must be obtained from the Chester County Department of Health and presented to the Food Service Department at least one (1) week prior to the event.

Food being prepared must be done with the certified food handler present. If the organization chooses to use the equipment in the kitchen a CASD certified food handler must be present and prior approval is needed by the Food Service Supervisor.

If the organization has not made arrangements for the kitchen, food prep must occur in the cafeteria. Food prepped at home (with the exception of baked goods) is not allowed to be sold to the public.

If the organization chooses to use an outside vendor, they are responsible to ensure the vendor is properly licensed through the local health department and is properly insured. The organization is liable for any food safety violations that may arise.

COATESVILLE AREA SCHOOL DISTRICT SENIOR HIGH SCHOOL STADIUM and MULTIPURPOSE FIELD GUIDELINES

Coatesville Area School District Senior High School is proud to have use of a Field Turf artificial turf field and all-weather track. Please help us to keep our field and track looking beautiful. Here are a few guidelines for use of this facility:

1. Police your bench area before you leave. Trashcans are provided for this purpose.
2. Only water or green sports drinks are permitted on the field/track. No other liquids or food is permitted. No one is permitted to chew gum, sunflower seeds, or tobacco products.
3. No spikes or cleats are permitted on the track surface.
 - a. Track spikes will be allowed for competition.
 - b. Maximum spike length is 1/8 inch.
4. Teams accessing the field must use crossing mats if available.
5. Do not hit or kick balls on, or from, the track surface.
6. Equipment and/or personal items should be stored on the benches or the area behind them, not on the track surface.
7. Please lift and carry any equipment for placement. DO NOT DRAG! Wheeled equipment is permitted with large pneumatic wheels (no small hard wheels/ castors).
8. If equipment must be moved after it is placed, please lift the equipment instead of sliding it.
9. Gators, golf carts and ATVs may be used on the field sidelines (with permission) but NOT ON THE TRACK SURFACE. When driving on the field surface, do not turn the wheels while the vehicle is sitting still. This will damage the turf. Gators/golf carts/ATV use should be kept to an absolute minimum.
10. If bands are using a drum set, please use a drum rug.

Thank you for helping to keep our facility in great shape!