

TUNKHANNOCK AREA SCHOOL DISTRICT  
OFFICE OF DIRECTOR OF INFORMATION AND SPORTS  
135 Tiger Drive  
Tunkhannock PA 18657

TO: Organized Groups Requesting Use of Facilities – Board Policy No. 707

The Tunkhannock Area School District is pleased to allow non-profit groups or community organizations the use of school facilities, when this use does not interfere with school activities.

First preference among non-students will be given to those groups which are related to the school and/or its students. Such groups must reimburse the district if the facility is used after hours or on Sundays.

Any other persons or non-profit groups seeking the use of school facilities must be prepared to reimburse the District for the expense of maintenance and operation of the facility. If such conditions can be met, these persons or groups will be granted use of the facility in the order of their applications.

The facilities are not available to profit-making groups or individuals which result in personal or corporate gain unless it is cleared by the School Board or its designee.

The use of school facilities by or on behalf of a religious organization must not conflict with the State or Federal Constitution or other laws. It is the position of this Board that such usage is permissible if it occurs after school hours, and if participation is purely voluntary.

The School Board, through its designee, reserves the right to determine the appropriateness of all requests.

Only those persons from the organized group, who have signed up for the use of the facilities, and their invited guests, should be allowed in your activity area.

It is understood that the school district or its employees will not be held liable for personal injuries, accidents or damage to or loss of personal belongings.

Mr. Ken Janiszewski, Director of Information and Sports, will be responsible for coordinating the use of the buildings and district activities. If you have any questions, feel free to call him at 836-8264.

Once approval has been received, further arrangements will be made with the building principal or his/her designee. Applications should be approved at least two weeks in advance.

Thank you for your cooperation in these matters.

RETURN APPLICATION TO:

Mr. Ken Janiszewski, Director of Information & Sports  
Tunkhannock Area High School  
135 Tiger Drive  
Tunkhannock PA 18657  
Phone – 570-836-8264  
Fax – 570-836-4719

REQUEST FOR USE OF SCHOOL FACILITIES

DATE: \_\_\_\_\_

ORGANIZATION MAKING REQUEST \_\_\_\_\_

TYPE OF PROGRAM TO BE GIVEN \_\_\_\_\_

FOR BENEFIT OF \_\_\_\_\_

IS THE GROUP PROFIT OR NON-PROFIT \_\_\_\_\_ ADMISSION, IF ANY \_\_\_\_\_

DAY & DATE OF EVENT \_\_\_\_\_

SPECIFIC TIME PERIOD – BEGINNING TIME \_\_\_\_\_ ENDING TIME \_\_\_\_\_

BUILDING REQUESTED \_\_\_\_\_ EXACT PART TO BE USED \_\_\_\_\_

Please check below any additional services required & note fee schedule:

- Equipment Set Up & Tear Down
- AV Technician
- Microphone
- Projector
- Other, please be specific \_\_\_\_\_

REGULATIONS TO BE ADHERRED TO (BOARD POLICY NO. 707):

1. The activity must be sponsored or provide for substantial participation by the residents of the Tunkhannock Area School District
2. Gambling, immoral or unbecoming conduct will not be permitted on school property. Alcoholic beverages may not be served or consumed on school property.
3. There shall be no smoking in the school buildings or on the school grounds. The district's smoke-free policy went into effect on November 1, 1994.
4. Adequate adult supervision must be provided for each activity.
5. When a group uses any equipment technically difficult to operate, it will be required that someone who is connected with the school and who has knowledge of such equipment must operate it, and that he will be paid for his services by the user group (i.e. kitchen, stage lighting, science equipment, audio visual equipment, etc). The individual operating the equipment will predetermine this rate.
6. School custodians on duty are responsible for opening and closing the building, policing it, and cleaning the premises after use. The facilities should be left clean and be placed in order for the next school session. Additional custodian services, if needed, must be paid for by the organization at the appropriate rate. (See rate scale.)
7. A group is responsible for any damages caused by the group and will be charged accordingly for repairs or replacement.
8. Sale of any articles other than refreshments will not be allowed without special permission from the School Board when other than school related organizations use the facilities.

9. The School Board reserves the right to deny the use of the facilities to any person or organization at any time, and is the final authority on the interpretation and modification of the policy on public use of school facilities. In particular, the School Board reserves the right to deny the privilege of continued use of facilities to any user who does not comply with all School Board regulations.
10. No group shall access the sound booth without an approved AV Technician.
11. Security may be needed for a scheduled event. This will be at the discretion of Administration and all expenses for security will be paid by the group/organization sponsoring the event.
  - a. All expenses for Security will be paid 10 days prior to the scheduled event.
  - b. Checks made payable to: Tunkhannock Area School District (No Cash Accepted)
  - c. Mail/Hand deliver checks to: Mr. Rich Seaberg, Director of Security  
Tunkhannock Area High School  
135 Tiger Drive  
Tunkhannock PA 18657
  - d. The School District reserves the right to deny the privilege of continued use of facilities to any user who does not comply with the above mentioned security payment procedures.
12. SUNDAY USE OF FACILITIES - Sunday use will be granted only under the following conditions:
  - a. Similar facilities are not available within the district for the event.
  - b. Custodians must be available within the district for the event.
  - c. The group must demonstrate the necessity of holding the event on Sunday rather than another day of the week.
  - d. Outdoor facilities that do not require custodial services, unlocking or use of equipment may be used on Sunday.

## FEES & PAYMENTS

The following rates would be in effect for non-school groups who rent the facilities. Non-school groups include non-profit groups or community organizations.

While non-profit groups are charged only for weekend activities, private individuals, profit-making businesses or organizations will be charged for any use of district facilities.

Custodial fee is \$35.00/hour.

### RATES

	<u>Non-Profit</u>	<u>Private/For-Profit</u>
Custodial Fee	\$35.00/hr**	\$35.00/hr**
Gymnasium	\$40.00/hr. **	\$80.00/hr. **
Athletic Field/Stadium	\$40.00/hr. **	\$80.00/hr. **
Auditorium	\$40.00/hr. **	\$80.00/hr. **
Classrooms	\$10.00/hr.	\$20.00/hr.
Cafeteria/Kitchen	\$40.00/hr. **	\$80.00/hr. **
Pool	\$80.00/hr. (plus Lifeguard if necessary)	\$110.00/hr. (including Life Lifeguard)
Equipment Set Up & Tear Down Fee - \$25.00		
AV Technician - \$25.00/hr		
Security	Variable Rates***	Variable Rates***

\*\* There is an additional charge to employ persons for custodial, lighting, sound, kitchen work or assistance

\*\*\* Rates will be given upon scheduling.

**RELEASE AND WAIVER OF LIABILITY AND INDEMNIFICATION FOR COMMUNITY  
USE OF SCHOOL DISTRICT FACILITIES**

Any individual, non-profit group or community organization (hereinafter the "Applicant") using Tunkhannock Area School District (the "District") premises, facilities, furnishings or equipment for any purpose shall hereby waive any claim against and shall indemnify, save, and hold harmless the District and its officers, board members, agents and employees for any damages to the premises, facilities, furnishings or equipment during the time the premises are used or occupied, and against claims for personal injury, including accidental death, as well as claims for damage to property occasioned by or in conjunction with the Applicant's activities conducted upon or use of District premises, facilities, furnishings or equipment.

Applicant agrees to conduct its activities on the District premises in a careful and safe manner. As a material part of the consideration of the District, Applicant hereby assumes all risk of damage to and loss or theft or property, and injury or death to persons related to Applicant's use or occupancy of any portion of the District premises or buildings from any cause whatsoever, and Applicant here by waives all claims in respect thereof against District. Applicant shall indemnify, defend, and save harmless District and all of its officers, board members, employees, agents, and representatives from any and all claims, demands, suits, actions, proceedings, losses, cost, and damages of every kind and description, including but not limited to any attorney's fees and/or litigation expenses, which may be brought or made against or incurred by District, on account of loss or damages to any property and for injuries to or death of any person arising out of any act or omission by Applicant, its members, employees, agents, representatives, or participants, or arising out of Applicant's use of the District's premises, facilities, furnishings or equipment, including but not limited to the negligent conduct, acts or omissions of the District, its employees, agents or representatives, or any natural or artificial condition which exists upon the District premises or buildings, or arising out of workers' compensation claims or unemployment disability compensation claims of employees of Applicant or out of claims under similar such laws.

Whenever, in the opinion of the District Superintendent, the proposed use of District premises or buildings is of such a nature to make it appropriate Applicant shall be required to file certificates of insurance with the District naming the District as a co-insured as evidence that it has and will continue to have during the period of such use such public liability and property damage insurance as shall protect the Applicant and the Tunkhannock Area School District, its officers, board members, employees, agents and representatives from all claims of personal injury, including accidental death, as well as from all claims for property damage arising from Applicant's activities or use of District premises or buildings, in the amount of: Public Liability and Property Damage Insurance (per occurrence) of \$1,000,000.00; Public Liability and Property Damage Insurance (combined aggregate) of \$1,000,000.00.

The District reserves the right to revoke its permission to use its premises or buildings at any time, with or without cause or provocation.

**SIGNED BY COMMITTEE IN CHARGE:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number