

Copies to:	
Applicant _____	Business Office _____
Bldg. Principal _____	Dir. of Maint. _____
File _____	

RICHLAND SCHOOL DISTRICT
APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization: _____

Type of Organization: _____
 (Civic, Service, Social, Recreational, etc.)

Requests approval for the use of the following facilities of the Richland School District:

School Building Requested: _____ Area Requested: _____

Date(s): _____ Hours: From _____ to _____

Purpose: _____
 (PLEASE EXPLAIN IN DETAIL: Attach additional sheet if necessary.)

If admission is to be charged, state as specifically as possible what proceeds are to be used for:

Equipment Requested: _____
 (PLEASE EXPLAIN: Additional sheet if necessary.)

Charges: _____ Approximate Number Attending: _____

I have received and read the Richland School District Rules and Regulations regarding use of school property and hereby accept responsibility for meeting the requirements therein. (SEE REVERSE SIDE)

 Signature

 Name (Please Print)

 Address

 Telephone

 Email Address

 Date

NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

SCHOOL USE ONLY

Approval / Disapproval _____
 Building Principal

Approval / Disapproval _____
 Athletic Director

Acknowledged _____ Director of Maintenance
 Maintenance Required: Yes _____ No _____
 Number _____ Total Hours _____

Police Required: Yes _____ No _____ Number _____ **Current Certificate of Insurance Attached:** _____

Business Manager _____

Send Bill: Yes _____ No _____ N/A _____ Received: Yes _____ No _____

RULES AND REGULATIONS - USE OF SCHOOL FACILITIES

I. Procedures

1. Initiate application with the Building Principal to clear date of request.
2. Submit application, with copy of Certificate of Insurance to Building Principal for approval of availability of area desired.
3. The Principal shall forward the application to the Athletic Director to ensure that no conflicts exist with the competition schedules.
4. Building Principal will process and forward to Director of Maintenance for planning purposes.
5. Business Manager will indicate rental charge PLUS an estimated amount of personnel costs, if any, or forward to the Superintendent for consideration of waiving the rental fee.
6. Approved copies will be sent to the Applicant, Principal, Director of Maintenance, and Business Office.

II. Rental Charges*

	Richland Non-Profit	Other Non-Profit	For Profit
Cafeteria	\$20.00 Per Hour	\$29.00 Per Hour	\$42.00 Per Hour
Kitchen	\$21.00 Per Hour	\$32.00 Per Hour	\$50.00 Per Hour
- Combined	\$30.00 Per Hour	\$42.00 Per Hour	\$40.00 Per Hour
Gymnasium			
- Manager	\$40.00 Per Hour, Per Person	\$50.00 Per Hour, Per Person	\$80.00 Per Hour, Per Person
- Cleaner/Staff	\$30.00 Per Hour, Per Person	\$47.00 Per Hour, Per Person	\$50.00 Per Hour, Per Person
Auditorium			
- Manager	\$40.00 Per Hour, Per Person	\$50.00 Per Hour, Per Person	\$70.00 Per Hour, Per Person
- Cleaner/Staff	\$30.00 Per Hour, Per Person	\$44.00 Per Hour, Per Person	\$45.00 Per Hour, Per Person
Classroom	\$20.00 Per Hour	\$31.00 Per Hour	\$33.00 Per Hour
LGI	\$20.00 Per Hour	\$28.00 Per Hour	\$40.00 Per Hour
Richland Stadium	\$300 Per Day	\$500 Per Day	\$4,000 Per Event Per Day
Softball Field	\$200 Per Day	\$400 Per Day	\$500 Per Event Per Day
Tennis Courts**	\$10.00 Per Hour, Per Court	\$12.00 Per Hour, Per Court	\$14.00 Per Hour, Per Court

*The base rental charges shown above are the minimum amounts to be charged. The Superintendent may adjust these charges upon learning of all the specifics of the facility use. All Richland personnel incidental to the use of the facility will be charged on a costs basis to include their overtime rate plus any employer paid benefits based on wages (i.e. FICA, Retirement). It is the intent of the Richland School District to keep these charges at a minimum; however, it is not its intent to absorb any excessive costs. School sponsored and related organizations, i.e., PTO's, for meeting purposes are exempt from all rental charges and contractual agreements.

**Gate Access / Maintenance fee of up to \$45.00 per event may be applied if after hours, weekends, or with limited staffing. Use of tennis court lights is extra and light operation hours for non-school events are limited due to respect for the community.

III. Rules and Regulations

1. **THE RENTER, EVEN IF THE FEE IS WAIVED, (UNLESS THE GROUP HAS BEEN APPROVED BY THE BOARD OF EDUCATION AS A RECOGNIZED DISTRICT ENTITY), MUST SHOW EVIDENCE OF A VALID INSURANCE POLICY TO COVER ITSELF IN CASE OF LIABILITY/PROPERTY DAMAGE AND/OR BODILY INJURY IN THE MINIMUM OF \$500,000.00 COMBINED SINGLE LIMIT OR \$500,000.00/\$1,000,000.00 LIABILITY/BODILY INJURY AND \$100,000.00 PROPERTY DAMAGE. A CERTIFICATE NAMING THE DISTRICT AS AN ADDITIONAL INSURED MUST BE RECEIVED BEFORE ACCESS TO THE FACILITY IS GRANTED. A \$500 SECURITY DEPOSIT IS REQUIRED FOR ANY RENTAL.**
2. A hold harmless Agreement must be provided.
3. Tobacco, alcoholic beverages, and gambling are prohibited.
4. Organizations using school property are responsible for the conduct of participants and spectators and must make adequate provisions to handle anticipated crowds.
5. Permission for use, when granted, is for specific rooms or areas. The remaining areas of the facility are not to be entered.
6. When school equipment is used, a designated school employee may be required to be present and have general supervision of said use.
7. No signs, banners, pennants, etc., are permitted in or on school buildings. All decorations, furnishings, and equipment provided by the renter shall be installed or removed under the supervision of the school district staff.
8. When, in the opinion of the District, police are needed to protect District property, police will be assigned and the additional costs will be included in the charges indicated on the application.
9. The District may reserve the right to cancel any facility use, upon a 48 hour written notice, when the area requested is needed for school activities.
10. A \$500 Security Deposit will be refunded to the applicant, or deducted from the amount owed the District, upon the favorable condition of the facility at the conclusion of the rental.

Terms, conditions, pricing, and fees will not be changed without the approval of the building principal.

ADDENDUM TO FACILITIES USE FORM

1. Students (district or non-district) are **not** permitted to drive or operate district vehicles (i.e. cars, vans, trucks, etc.), or utility vehicles (i.e. Gator, Mule, tractors, etc.) at any time. Drivers or operators must be a minimum of 22 years of age (except if they are an RSD employee) with a valid Pennsylvania Driver’s License. Non-district groups or individuals approved to use facilities may request administrative approval to use certain utility vehicles with the understanding that students (district or non-district) are **not** permitted to drive or operate district vehicles (i.e. cars, vans, trucks, etc.), or utility vehicles (i.e. Gator, Mule, tractors, etc.) at any time and approved drivers/operators must be a minimum of 22 years of age (except if they are an RSD employee) with a valid Pennsylvania Driver’s License. Operators shall remove the key from the vehicle and the key must be in the operator’s possession when the vehicle is not in use.
2. Vehicles (i.e. cars, trucks, vans, etc.) parking inside the stadium fence shall be limited to emergency vehicles only. Parking for emergency vehicles inside the stadium fence is limited to the pavement on the gated access road. Parking is not permitted in the grass inside the stadium fence or on the paved walking paths as the walking paths do not contain enough base to support the weight of vehicles. Emergency vehicles may drive across the grass in a medical emergency if needed or for the protection of property if necessary.

District maintenance vehicles, district contractors, concession booster suppliers, and vehicles from a facility requestor may access the stadium for work, deliveries, or to unload or load equipment with the understanding that parking is not permitted in the grass inside the stadium fence or on the paved walking paths as the walking paths do not contain enough base to support the weight of vehicles. In other words, “get in, unload, and remove the vehicle.” District maintenance vehicles or district approved contractors may drive across grass in dry conditions to perform maintenance or construction. Vehicles listed in paragraph 2 under number 2 are not permitted to park inside the stadium.

3. Vehicle (i.e. cars, trucks, vans, etc.) access and parking is not permitted on fields surrounding the softball field, other athletic or practice fields, or any of the lawn at the elementary school. The exception for access will be for district maintenance vehicles for maintenance only, approved contractors, and emergency vehicles. Parking for Richland Community Days will be permitted in designated areas when dry conditions exist.
4. In DRY CONDITIONS, parents or volunteers working in the Herlinger Field concession stand shall not park inside the stadium or on the paved access road on either side of the gate. However, they may park in the grass outside of the stadium fence on both sides of the stadium access road with the understanding that the paved access road cannot be blocked to hinder emergency vehicle access. Vehicles are to park perpendicular to the access road as illustrated below and should not exceed one car length from the access road into the grass. Parking is limited.

