

### **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 **at least thirty (30) days in advance** of the proposed date to the school in which you are requesting permission. **For Sunday use, Board Action is required.** (Form is available on the District website at [www.clsd.k12.pa.us](http://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. This application, rules, and guidelines, are governed by Board Policy #707 – Use of Facilities.

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, if applicable, and submission of the required insurance certificate.

Requests for use of buildings and facilities will be classified into one of the following CLASS groups and be subject to the appropriate fees based on the CLASS and the current Use of Facilities Fee Schedule at the time of the facilities use.

|           |   |
|-----------|---|
| 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                               |

### **USE OF FACILITIES – POLICIES AND GUIDELINES**

**THE USE OF DRUGS, ALCOHOLIC BEVERAGES, TOBACCO AND ALL VAPING PRODUCTS, INCLUDING E-CIGARETTES, ARE STRICTLY PROHIBITED ON SCHOOL PROPERTY AT ALL TIMES. POSSESSION OF WEAPONS ON SCHOOL PROPERTY IS ALSO PROHIBITED. PLEASE SEE FULL LIST ON THE FOLLOWING PAGE.**

### **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 are 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.

### **LIMITS AND RESTRICTIONS**

Access to facilities will be permitted only after the person(s) named on the application as responsible for the organization is present. Applicant(s) are responsible for conduct of persons attending its activities. Applicant(s) 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(s) agrees to assume responsibility to confine spectators and participants to the areas of the building requested in the application. 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) and shall refrain from any conduct or activities not specifically identified in the approved application.

All activities must terminate and all individuals and community group members must exit the school premises by 10:00 p.m. Facilities must be secured when groups/organizations are finished with building usage. This includes turning off lights, locking doors, and securing all related facilities. Applicant(s) are provided 15 minutes after termination time to clear the premises.

When advertising or promoting activities held at school facilities, individuals and community groups must have pre-approval and shall clearly communicate that the activities are not being sponsored by the school district.

### **PROHIBITED ACTIVITIES**

**Possession, use or distribution of controlled substances prohibited by state or federal law.**

**Possession of weapons.**

**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.**

**Use of tobacco and all vaping products, including e-cigarettes.**

**Medical marijuana products as prohibited by federal and state law.**

**Possession, use or distribution of alcoholic beverages.**

**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, immoral or offensive language.**

The district may require custodial and/or security services which would be the financial responsibility of the user.

A school representative or pre-approved authorized representative shall be present at all events.

Closure of school for any reason, shall automatically cancel all scheduled use of facilities. In this situation, please consult with the appropriate building administrator or Athletic Director, whichever is applicable.

No equipment or signs are to be brought into a school building or placed on school grounds without prior approval by a school administrator.

No alterations may be made to the fire protection or other security devices. All decorations, furnishings, and non-district equipment shall be removed by the applicant(s) 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 are 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 a school facility, the administration reserves the right to deny rental privileges in the future.**

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

**APPLICATION FOR USE OF SCHOOL FACILITIES**

Name of Organization \_\_\_\_\_ Today's Date \_\_\_\_\_

Description of Organization \_\_\_\_\_

Specific purpose of event: \_\_\_\_\_

For-Profit? Yes or No If yes, are you requesting a waiver of the use of facilities fee(s)? Yes or No If yes, a waiver of use of facilities fee(s) requires a letter of justification for waiver addressed to the Director of Business Affairs. Non-Profit organizations automatically have a waiver of use of facilities fees. Documentation may be required.

**Waiver of Use of Facilities Fees does not include a waiver of fees incurred from required district personnel services.**

Will an admission fee be charged? Yes or No If yes, how much per attendee? \$ \_\_\_\_\_

**Number of people at event:** \_\_\_\_\_

FACILITY REQUESTED: Building/Athletic Field: \_\_\_\_\_

Area(s) Needed: (Please mark ALL that apply)\*

- |                               |                             |                 |                                    |
|-------------------------------|-----------------------------|-----------------|------------------------------------|
| _____ 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 (S)<br>OF THE<br>WEEK | DATE (S) | TIME (S) | DESCRIPTION (meeting, practice, game, rehearsal, set-up, tear-down) |
|---------------------------|----------|----------|---|
|                           |          |          |   |
|                           |          |          |   |
|                           |          |          |   |

EQUIPMENT/SERVICE NEEDED: (\*must be operated/provided by school personnel which will be billed at actual cost following the event)

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

**IN ORDER TO FACILITATE AND PREPARE FOR YOUR EVENT, WE MUST UNDERSTAND YOUR DETAILS/NEEDS. PLEASE ATTACH THOSE DETAILS/NEEDS WITH THIS APPLICATION. i.e. # of tables, chairs, outlets, extension cords, trash cans, security, etc.**

**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 representatives 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 policies and 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 Building's Administration of any accident resulting in bodily injury on others or damage to the property of the School or in any way connected with the use of School property within twenty-four (24) hours of the accident.**

(Please print legibly)

Primary Contact:

Secondary Contact:

|               |
|---------------|
| Name _____    |
| Address _____ |
| _____         |
| Phone _____   |
| Email _____   |

|               |
|---------------|
| Name _____    |
| Address _____ |
| _____         |
| Phone _____   |
| Email _____   |

Organizations using district grounds and facilities must comply with all requirements of **District Policy #916-Volunteers** and **District Policy #707-Use of School Facilities**. You may view Policy #916 at [www.clsd.k12.pa.us](http://www.clsd.k12.pa.us), click on **Community** tab → **Volunteer Information** → **CLSD Board Policy on Volunteers**. The "Volunteer Manual" can also be found under **Volunteer Information**. You may view Policy #707 at [www.clsd.k12.pa.us](http://www.clsd.k12.pa.us), click on **Community** tab → **Community Use of District Facilities** → **CLSD Board Policy on Use of School Facilities**.

\_\_\_\_ (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 **District 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.

\_\_\_\_\_  
Signature of Primary Contact

\_\_\_\_\_  
Phone No. (Day) \_\_\_\_\_

Signature of Primary Contact

(Please Print Name)

APPROVALS: Principal \_\_\_\_\_ Date \_\_\_\_\_

Athletic Director \_\_\_\_\_ Date \_\_\_\_\_

(for use of athletic facilities only)

Director of Business Affairs \_\_\_\_\_ Date \_\_\_\_\_