

# WEST CHESTER AREA SCHOOL DISTRICT

ADMINISTRATIVE GUIDELINE

APPROVED: August 1, 2015

REVISED:

## 707AG4 BUILDING USE APPLICATION

Mail to: WCASD-Facilities and Operations, 1181 McDermott Dr., West Chester, PA 19380

484-266-1252 FAX 484-266-1299

<b><u>Requesting Group Information</u></b>		<b><u>Contact Person Information</u></b>	
Name:		Name:	
Address:		Address:	
Phone:		Phone:	
Email:		Email:	
<b><u>Check all that apply:</u></b>			
Group headquartered in WCASD		Group is non-profit	
Group is registered with IRS as a charity		Group is a business	
<b><u>Information on the requested usage:</u></b>			
<b>School:</b>		<b>Room(s):</b>	
<b>Specific Dates:</b>			
<b>Specific Times:</b>			
<b>Purpose:</b>			
Is <u>any fee</u> being charged? If yes, explain		Is a collection being taken from the audience?	
		Yes                  No	
Is anything being sold during this usage?		If yes, what?	
Yes                  No			
Are tickets being sold for this usage?		<b>SET UP REQUESTS:</b>	
Yes                  No			

**PLEASE NOTE: THE SCHOOLS DO NOT PROVIDE ELECTRONIC EQUIPMENT**

**PLEASE READ THE BACK BEFORE SIGNING**

**\*Signature of Applicant** \_\_\_\_\_

*\*By signing here applicant (and group) agrees to abide by and be bound by all provisions of the School District Facility Use Policy No. 707 (See provisions on back)*

<b><u>This section to be completed by Principal ONLY</u></b>	
Does this request conflict with your school's usage?	_____ Yes          _____ No
Do you approve the requested usage above?	_____ Yes          _____ No
Reason for Disapproval: _____	
<b>Signature of Principal</b> _____	<b>Date</b> _____

<b><u>This section to be completed by Facilities and Operations ONLY</u></b>	
Does the Building Use Policy require a fee for this usage?	_____ Yes          _____ No
If yes, what? _____	
Are Food/Kitchen services needed?	_____ Yes          _____ No
Does the insurance meet District requirements?	_____ Yes          _____ No
<b>Application Approved</b> _____	
<i>(707AG2 Building Use Permit will be issued upon District's receipt of any applicable fees and acceptable Certificate of Insurance)</i>	
Application Disapproved: _____	Reason: _____

In making this request, we fully understand and accept the general conditions on the following:

1. Compensation will be made to the School district for time and materials to correct loss or damages to school property resulting from usage.
2. User assumes responsibility for all participants and/or spectators for liability/injury resulting from accidents. User further agrees this to be on a "*Use At Your Own Risk*" basis and holds harmless the Board of Directors and its agents.
3. Alteration or relocation of items or components, mechanical or otherwise, is prohibited unless prior approval has been granted.
4. Serving of food/refreshments is prohibited without prior approval.
5. Use of, or possession of, alcoholic beverages is prohibited on school premises.
6. The hours stated for use on the building permit will be the actual time the building may be occupied and must be vacated in accordance with such. Additional charge will be made for overage.
7. There will be no smoking in school buildings, and user will strictly comply with all fire and safety codes.
8. User will present to the School District, not less than ten (10) calendar days prior to use of the facility, a **CERTIFICATE OF INSURANCE** evidencing the following minimum coverage: \$1 million dollars in liability, \$100,000.00 property damage, and the exclusion of the Care, Custody and Control provision of the liability contract. Such Certificate shall be on the form of the insurance company providing the coverage, and SHALL NAME THE WEST CHESTER AREA SCHOOL DISTRICT as an "ADDITIONAL INSURED."
9. All rental fees and/or other estimated Usage Charges shall be paid to the District not less than ten (10) calendar days prior to the use of the facility.
10. Failure to comply with either items "8" or "9" above will result in the automatic termination of permission to use the facility.
11. No group may use any facility in the District without obtaining a Permit.
12. When WCASD schools are closed for the day, or are closed early due to inclement weather (snow, ice, heavy rains, high winds, storm conditions, etc.), or any other reason, any building use activity by an outside group is automatically cancelled for that same day and evening.
13. The school will make reasonable efforts to make sure there is no conflict between school activities and outside group activities. A situation may arise when the school must have an event in a room and at a time for which an outside group has been given a Building Use Permit, either because a situation has arisen or an oversight was made by the school. In this event, the school may cancel the outside group's use. Groups that cannot accept the cancellation of their events should not use WCASD facilities.
14. Activities will not be approved on scheduled school holidays.

**NO PARKING IS PERMITTED ON THE GRASS.**

**Plases call 484-266-1252 IMMEDIATELY TO INFORM THE DISTRICT IF YOU ARE CANCELING YOUR FUNCTION.**

Building Use Permits (707AG2) and Building Use Applications (707AG4) are issued and processed in strict accordance with School District Policy No. 707.