

**Westmont Hilltop School District**  
**827 Diamond Boulevard**  
**Johnstown, PA 15905**

**APPLICATION FOR USE OF SCHOOL FACILITIES**

**This form must be presented in writing ten (10) days prior to the requested use.**

Name of Organization \_\_\_\_\_

Activity/Purpose \_\_\_\_\_

(PLEASE EXPLAIN IN DETAIL: Attach additional sheet if needed)

Building Requested:    Elementary School    Middle School    High School    Athletic Field(s)

**\*\*Requests for use of Athletic/Practice/Performance facilities submitted prior to 90 days in advance will not be considered unless approved by an administrator. School activities will be given first priority. Separate forms must be submitted for each month. Requests submitted inside the ten day window may not be granted especially in cases when custodians are not scheduled on weekends. Applicants will be charged, without exception, for hours beyond the normal work week for the custodial staff.**

<u>Date Requested</u>	<u>Area Requested</u>	<u>Week Day</u>	<u>Start Time</u>	<u>Stop Time</u>	<u>Total Time</u>

**Custodial Personnel Requested?**    Yes    No

**If Cafeteria Personnel are requested, please contact Metz Food Services at 254-1811.**

**Special equipment requests (lighting/sound, tables, chairs, podium, etc.)** \_\_\_\_\_  
**(Basic light and sound equipment use can be arranged. Please check with the building principal regarding auditorium light and sound equipment availability. Fees are associated with any special lighting/sound requests.)**

**\*When fees are charged to participants, a rental/custodial fee will apply. The only exceptions are fund-raising efforts conducted by approved school-sponsored groups and organizations.**

**Admission Fee (if applicable):**

Please state the cost per attendee: Student \_\_\_\_\_ Adult \_\_\_\_\_ Total Number of Anticipated Attendees/Spectators \_\_\_\_\_

**Activities:**

Approximate Number of Participants \_\_\_\_\_ Approximate Number of Participants who Reside in WHSD \_\_\_\_\_

If a participant fee will be charged for this activity, please state the cost per participant: \_\_\_\_\_

State as specifically as possible the intended use of the proceeds: \_\_\_\_\_

**Please read the following carefully:**

*For and in consideration of the School District's willingness to grant permission for the use of the school property described above by the named organization and its member and guests, the organization, its members and guests agree, intending to be legally bound, to release, quit claim, indemnify and defend the Westmont Hilltop School District, its employees, students and members of the Board of Education from any and all claims made for personal injuries and/or property damage arising out of or in any way related to the use of the school property as described above, including but not limited to all claims based upon the alleged independent acts of negligence of the School District, its employees, students and Board of Education.*

I have received and read the Westmont Hilltop School District Rules and Regulations regarding use of school property and do hereby accept responsibility for meeting the requirements therein. **I understand that my request may not be processed if submitted after the requested ten day lead time.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Name (Please Print) \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Applicant's Phone No. \_\_\_\_\_

Applicant's Email Address \_\_\_\_\_

## RULES AND REGULATIONS – USE OF SCHOOL FACILITIES

### I. PROCEDURES

1. Initiate application at the building level to verify availability of facilities on the date(s) requested.
2. Submit application, with copy of Certificate of Insurance and Non-Profit Status Certificate (if applicable), to Building Principal's office for approval.
3. If applicable, the Principal will forward the application to the Athletic Director to ensure that no conflicts exist with sporting events/practices/activities and to the Food Service Manager when applicable.
4. The application will then be forwarded to the Facilities Manager.
5. Business Manager will indicate rental charge PLUS an estimated amount of personnel costs, if any.
6. Approved copies will be sent to the Applicant, Principal, Director of Physical Plant, and Business Office.

### II. RENTAL CHARGES

	<u>WHSD Resident Non-Profit</u>	<u>Other Non-Profit</u>	<u>For Profit</u>
Cafeteria	\$20.00 Per Hour	\$30.00 Per Hour	\$50.00 Per Hour
Kitchen	\$25.00 Per Hour	\$35.00 Per Hour	\$60.00 Per Hour
Combined	\$40.00 Per Hour	\$50.00 Per Hour	\$75.00 Per Hour
Gymnasium	\$20.00 Per Hour	\$30.00 Per Hour	\$50.00 Per Hour
Auditorium	\$20.00 Per Hour	\$30.00 Per Hour	\$50.00 Per Hour
Classroom	\$15.00 Per Hour	\$20.00 Per Hour	\$30.00 Per Hour

Designation as a non-profit organization does not necessarily exempt an organization from facility use charges. When fees are required for participation, the non-profit designation is no longer applicable and fees will be charged.

\*The base rental charges shown above are the minimum amounts to be charged. Central Office Administration may adjust these charges upon learning of all the specifics of the facility use. All Westmont Hilltop personnel incidental to the use of the facility will be charged on a cost basis to include their overtime rate plus any employer paid benefits based on wages (i.e. FICA, Retirement). It is the intent of the Westmont Hilltop 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 Meetings, Booster Group Meetings, etc.) are exempt from all rental charges and contractual agreements when these meetings are scheduled during times when custodial/maintenance personnel are already scheduled to work.

### 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 AND AUTHORIZED USER OF THE DISTRICT'S FACILITIES), 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 \$100,000 COMBINED SINGLE LIMIT OR \$100,000/\$300,000 LIABILITY/BODILY INJURY AND \$100,000 PROPERTY DAMAGE. A CERTIFICATE NAMING THE DISTRICT AS AN ADDITIONAL INSURED MUST BE RECEIVED BEFORE USE ACCESS TO THE FACILITY IS GRANTED.**
2. Tobacco, alcoholic beverages, and gambling are prohibited.
3. Organizations using school property are responsible for the conduct of participants and spectators and must make adequate provisions to handle anticipated crowds.
4. Permission for use, when granted, is for specific rooms or areas. The remaining areas of the facility are not to be entered.
5. Basic light and sound equipment use can be arranged. Please check with the building principal regarding auditorium light and sound equipment availability.
6. When school equipment is used, a designated school employee must 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 and removed under the supervision of the school district staff.
8. When, in the opinion of the District, policemen are needed to protect District property, policemen will be assigned and the additional costs will be included in the charges indicated on the application.
9. The District reserves the right to cancel any facility use, as district priorities dictate.
10. A Security Deposit may be charged at the discretion of the business office. The 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.
11. **\*\*\*In the event of school cancellation or early dismissal due to inclement weather, facilities usage will be cancelled.**

### SCHOOL USE ONLY:

Step I: _____	Building Principal's Signature	<input type="checkbox"/> Facility Available	<input type="checkbox"/> Facility Not Available
Step II: _____	Facility Manager's Signature	<input type="checkbox"/> Custodian Available	<input type="checkbox"/> Custodian Not Available
Step III: _____	Cafeteria Manager's Signature	<input type="checkbox"/> Facility Available	<input type="checkbox"/> Facility Not Available
Step IV: _____	Athletic Director's Signature	<input type="checkbox"/> Facility Available	<input type="checkbox"/> Facility Not Available
Step V: _____	Business Manager's Signature	Rental Fee: \$ _____	Custodial Fee: \$ _____
		Cafeteria Personnel Fee: \$ _____	
Step VI: _____	Superintendent's Signature	<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED
Step VII: Copies to: <input type="checkbox"/> Building Principal <input type="checkbox"/> Business Office <input type="checkbox"/> Cafeteria Manager <input type="checkbox"/> Facilities Manager <input type="checkbox"/> Applicant			