

**EASTON AREA SCHOOL DISTRICT
APPLICATION FOR PERMIT FOR USE OF BUILDINGS**

This application must be filled out **at least three weeks** prior to the first date desired. A valid "Certificate of Insurance" must accompany every permit application if required. The undersigned hereby makes application for use of school facilities as follows:

PLEASE PRINT LEGIBLY

Name of Organization _____ Date _____

Name of Building _____ Part of Building _____

Date or dates desired _____

Hours Desired _____ Number of people expected to attend _____
Beginning _____ Ending _____

State detailed specific purpose of use _____

Will an admission fee be charged? _____
Yes _____ No _____

Check equipment that will be needed. (Additional charges may be incurred for use of some equipment).

Sound System	_____	Scoreboard	_____	Others (list)	_____
Stage Lighting System	_____	Folding Stands	_____		_____
LCD Projector/Screen	_____	Kitchen	_____		_____
Microphone/Podium	_____	DVD/VCR Player	_____		_____

List name, address and phone number of responsible official of your organization who **will** be present at the time the facilities requested are being used, and will accept responsibility for adherence to School District regulations.

Name of Applicant _____ Signature of Applicant _____

Address (street, city, state, and zip code)

Phone

The EASD shall be held harmless by the user for any liability that arises from use of school facilities by the individual or group.

DISTRICT USE ONLY

Recommendation of Building Administrator:

Signature _____ Approved _____ Denied _____ Date _____

Recommendation of Athletic Director: (Required when the H.S. or MSC gymnasium or fields are requested)

Signature _____ Approved _____ Denied _____ Date _____

Comments: _____

EASTON AREA SCHOOL DISTRICT – USE OF FACILITIES RULES AND REGULATIONS

The Board recognizes that although the primary purpose of the buildings, facilities and property of the district is to provide students with an appropriate learning environment, district facilities may be used by residents of the district on a space available basis outside of normal school hours.

Individuals and groups requesting use of any district facilities must submit an application at least 21 calendar days prior to the event to the Superintendent or designee. The Superintendent or designee because of noncompliance with established policy and procedures might disapprove an application for use of district facilities. Failure to submit a fully completed application for permit at least 21 calendar days prior to the date requested may result in the denial for the permit application.

The following activities are strictly prohibited in district facilities when individuals and community groups are granted written permission to use said facilities:

1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.
2. Possession of weapons.
3. Conduct that would alter, damage or be injurious to any district property, equipment, or furnishings.
4. Conduct that would constitute a violation of the Pennsylvania Crimes Code and/or state and federal laws and regulations.
5. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless the Board or administration has expressly authorized such activity.
6. Use of tobacco products. Appropriate signs to this effect shall be placed in clearly visible locations. Whenever practical, public address announcements shall inform the public of the district's tobacco use policy.

The school district reserves the right to remove from school district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.

In the event an individual or community group violates this policy or the terms under which permission was granted to use district facilities, that individual or community group forfeits the right to submit future written requests to use school district property, unless otherwise decided by the Board.

Any scheduled school activity, whether taking place during the school day or otherwise, shall have priority over any other activity for the use of such facility. In the event a school activity is postponed due to inclement weather, etc. and the make-up day conflicts with a planned community or other activity, the school program shall have priority and the community activity and/or other activity shall be required to be rescheduled.

Completed applications should be returned to the school principal for confirmation of availability of the requested facility and approval. At such time, the form will be sent to the Superintendent or designee for processing (determination of fees, need for security, etc.) and final approval. The applicant shall agree to exercise proper care in the use of the property and facilities to indemnify and hold harmless the school district for any and all damages to school or other property by any person or persons attending the affair and to indemnify and hold harmless the school district against liability for any and all damage to any person or person for injuries including death. A certificate of insurance shall be attached to the application. The minimum limits of liability are: a minimum of \$100,000 for all damages arising out of bodily injury/person/accident, \$300,000 aggregate for all damages sustained by two (2) or more persons/accidents and \$500,000 Property Damage Liability. The Certificate of Insurance MUST list Easton Area School District as a certificate holder and as an additional insured.

In cases whereby events hosted by such groups are anticipated to draw public participants and/or spectators, security will be required.

Sponsors or supervisors of an activity must remain on the premises until all participants have left the facility.

Site managers may be required during use of auditoriums and gymnasiums. A fee will be charged to facilitate the presence of such employee(s).

Requests for use of stage facilities, lighting and installation of scenery shall be clearly indicated on the application. Only school district staff may operate the stage lighting and sound systems. A fee will be charged for such a service.

Any group using the swimming pool must have the approval of the school principal. The requesting group must provide certified lifeguard (s) with the number of lifeguards dependent upon the number of participants.

The use of athletic fields is limited to use of such fields or their designated purpose. All groups using such fields shall be prohibited from physically altering the fields.

The use of school facilities is subject to cancellation by the school district based upon emergency situation, including inclement weather, and when the use under such conditions may damage such facilities or pose a safety concern.

Upon determination of requested facility availability, the Superintendent or designee shall determine the required extent and nature of responsible supervision, site manager, custodial and cafeteria services, and security protection. Fees for the use of school district personnel will be billed directly, along with the rental fee to the sponsoring individual or organization.

A custodian/custodians and/or other school district personnel must be on duty at all times when a facility is in use.

Requested kitchen facilities, equipment and utensils will remain under the direction and control of authorized cafeteria personnel. A fee will be charged for such services.

The applicant will be responsible for all thefts of school property, damage thereto or destruction thereof, and shall make restitution to the school district for such thefts, damages or destruction. Restitution will be based on new replacement or repair costs.

The Superintendent or school principal has the power to revoke permission if, in his/her judgment, the school facility is not being properly used.

Persons attending events must confine themselves to the rooms, corridor, grounds or areas assigned to their use.

It shall be the responsibility of the organization using the facilities to control the conduct of persons attending the activity. Such control shall include the prevention of:

1. Disrespect to a school representative.
2. Disorder or misconduct inside or outside the building prior to, during, or after the time for which use was granted.
3. Permitting food and/or drink in the auditorium, gymnasium or other restricted area.
4. Parking vehicles on grass areas or any areas not designated as a parking area.