

# South Fayette Township School District

3660 Old Oakdale Road  
McDonald, PA 15057

PHONE: 412.221.4542 FAX: 724.693.2883 WEB: [www.southfayette.org](http://www.southfayette.org)

## APPLICATION AND PERMIT FOR THE USE OF SCHOOL FACILITIES

Name of Applicant Organization: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Person Filing Application: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person (print name): \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_

Number of Adult Sponsors \_\_\_\_\_

**NOTE: REQUESTS CANNOT BE MADE MORE THAN 1 YEAR IN ADVANCE. PERMITS ARE NOT AUTOMATICALLY RENEWED FROM YEAR TO YEAR. ATHLETIC FACILITIES REQUESTED MAY NOT EXCEED A ONE-SEASON PERMIT. FALL SEASON: 8/15-11/1 - WINTER SEASON: 11/2-2/28 - SPRING SEASON: 3/2 - 5/25 - SUMMER SEASON: 6/1-8/1**

**Please Note:** All district related activities/events have priority in scheduling. This is not a guarantee that you will have the date requested. If a school event is rescheduled, this may then affect the date of your function. Uniformed security may be required by the School District depending upon the nature of the activity/event. Subsequent requests may be denied if equipment and/or facilities are damaged or if adequate supervision is not provided.

Date(s) Requested \_\_\_\_\_ (Hours) From: \_\_\_\_\_ To: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_ Admission (if applicable) \$ \_\_\_\_\_ Adult \$ \_\_\_\_\_ Children

Type Program/Activity	Description
_____ Public Meeting	_____
_____ Private Meeting	_____
_____ Sporting Event	_____
_____ Speech/Assembly	_____
_____ Play/Musical	_____
_____ Vocal/Instrumental Concert	_____
_____ Dance	_____
_____ Other	_____

### Facilities Requested (Check All That Apply)

- |  |  |   |
|--|--|---|
| _____ Elementary Classroom # _____         | _____ Middle School Classroom # _____    | _____ High School Classroom # _____     |
| _____ Elementary All Purpose Room          | _____ Middle School Gymnasium*           | _____ High School Main Gymnasium*       |
| _____ Elementary Library                   | _____ Middle School Auxiliary Gymnasium* | _____ High School Auxiliary Gymnasium*  |
| _____ Elementary School Kitchen/Cafeteria* | _____ Middle School Library              | _____ High School Fitness Center        |
| _____ Elementary School Computer Lab       | _____ Middle School Auditorium*          | _____ High School Theatre*              |
| _____ Elementary Playground                | _____ Middle School Kitchen              | _____ High School Batting Cages         |
| _____ Elementary Basketball Court          | _____ Middle School Cafeteria*           |   |
|  | _____ Middle School Computer Lab         | _____ High School Band Room             |
|  | _____ Middle School Wrestling Room       | _____ High School Choral Room           |
|  | _____ Track                              | _____ High School Green Room            |
|  | _____ Swimming Pool                      | _____ High School Kitchen/Serving Area* |
|  | _____ Stadium                            | _____ High School Commons*              |
|  | _____ Softball Field                     |   |
|  | _____ Pride Room/Press Box               | _____ High School Conference Center     |
|  | _____ High School Baseball Field         | _____ High School Library/Media Center  |
|  | _____ Middle School Athletic Field       | _____ High School Computer Lab          |
|  | _____ Elementary School Athletic Field   | _____ High School Amphitheater          |

Approved by: \_\_\_\_\_

\_\_\_\_\_

Property Services Director

Date: \_\_\_\_\_

**\* PROVIDE SPECIFIC DETAILS BELOW**

**NO EQUIPMENT, SUPPLIES OR PERSONNEL ARE PROVIDED UNLESS PRE-ARRANGED**

**Complete for Gymnasium Use (check all that apply):**

- Bleachers
- Locker Room
- Scoreboard\*
- Sound System\*
- Chairs - Number \_\_\_\_\_
- Other. Please specify \_\_\_\_\_
- Additional school personnel. Please specify \_\_\_\_\_

\*An additional charge will be assessed for school personnel to operate the high school sound system and/or scoreboards

**Complete for Theatre/Auditorium Use:**

- Stage Lighting (*Note: Requires school personnel to operate. Check All Required*):
  - Orchestra Pit
  - Stage, Front
  - Stage, Middle
  - Stage, Full

- Projector (Specify Type) \_\_\_\_\_
- P.A. System Required
- Microphones (number) \_\_\_\_\_
- Lectern
- Piano
- Table on Stage
- Table in Hall (number) \_\_\_\_\_
- Chairs on Stage (number) \_\_\_\_\_
- Other(Explain) \_\_\_\_\_

- Number of Ushers to be Used \_\_\_\_\_
- Number of Ticket Sellers \_\_\_\_\_
- Number of Stage Hands \_\_\_\_\_

\* Additional charges apply for operation of School District equipment.

- Additional school personnel. Please specify \_\_\_\_\_

**Complete for Cafeteria/Food Court/Conference Center:**

- Tables (*Number*) \_\_\_\_\_
- Chairs (*Number*) \_\_\_\_\_
- Use of Equipment
- Food/Drink Prepared by Food Service Department. (Must be coordinated with Food Service Director.
- Additional school personnel. Please specify \_\_\_\_\_

**\*Terms and Conditions**

In the event this application is approved by the South Fayette Township School District, the applicant herein named may be responsible for the cost involved for utility service and custodial service, as may be required, by the School District. The applicant (group/organization) further agrees that in no event shall the School District be charged with any damages whatsoever nature occasioned to either the person or property of any member of the group/organization, or any guest or participant of same, while on the school premises and the applicant hereby covenants and agrees to hold the said School District harmless from any and all suits, claims, actions, or demands of whatsoever nature pertains to personal injuries or damage or loss of property of any members, guest, participant of the applicant's group/organization or to any third person or to the property of any third person as may arise out of, or be caused by the use of the School District's facilities by the applicant or any member, guest, participant or constituent thereof.

South Fayette Township School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, gender and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures or services, activities and facilities that are accessible and usable by handicapped persons, please contact Mrs. Gretchen Tucci, Title IX, Section 504 Coordinator at 3660 Old Oakdale Road, McDonald, PA 15057-2580, 412-221-4542, Ext. 415, e-mail: [gtucci@southfayette.org](mailto:gtucci@southfayette.org)

### **Regulations Governing Use of School Facilities**

1. Availability of facilities to non-school organizations will be determined after school needs are satisfied with first priority to school related groups. Applications by non-school organizations will be reviewed in terms of the benefit to be derived by the residents of the School District.
2. All leases and permits are subject to cancellation or postponement at anytime upon a determination by the School District that facilities are needed for school use due to an unscheduled or rescheduled event, or where it is evident that privileges and/or properties are being abused.
3. Only items and facilities requested on the application and entered on the permit will be made available. Building custodians are not authorized to furnish other items or facilities. Only school authorized personnel are permitted to use the light panels, projection booth, public address equipment, movie projectors, stage apparatus, and other technical equipment.
4. Smoking/tobacco is not permitted at any time on school grounds. By Policy, South Fayette School District is a tobacco-free campus. Use of drugs and alcohol is prohibited.
5. Spectators and participants will not be permitted in rooms or parts of a building not included in the agreement.
6. The group or organization obtaining a permit is liable to the School District for property damage resulting from careless, negligent, or abusive use of the building, property or equipment, shall make appropriate financial adjustment if such damage should occur, and waives any claims against the School District and its agents for damages or injuries occurring to property of the applicant group while on school premises.
7. The School District and its agents shall not be liable for injuries sustained by any person. The applicant group or person hereby agrees to indemnify, save harmless and defend the South Fayette School District and its directors, employees, agents, or assigns, from and against all claims, demands and suits of whatsoever nature on account or property damage or personal injury sustained or suffered by the School District or others, or death of any person or persons, arising or growing out of or in connection with the use of school facilities granted pursuant to this application.
8. When the applicant group includes students, adequate adult supervision must be provided and shall be reasonable for enforcement of all rules, regulations and ordinances. Building custodians are not permitted to admit minors until adult supervisors are present.
9. Building custodians are not permitted to admit anyone to any building unless their permit appears on the weekly calendar or they are instructed to do so by a direct supervisor.
10. No activity, building or facility use will be authorized or scheduled without custodial or maintenance people or a Building Principal or designee on the premises due to liability, insurance and security requirements.
11. The applicant is responsible for the preservation of order. If this requires police or guard attendance, such arrangement is the responsibility of the applicant. Need to provide shall be determined by the District.
12. Food and refreshments are limited to designated areas. No food or drinks are allowed in the theatre, pool, or gym.
13. Stage use includes dressing rooms; gymnasium use may include showers and locker rooms.
14. The School District reserves the right to reject any and all applications, to modify an application, or to waive certain stated charges when the District determines that such waiver is justifiable.
15. All individuals, groups, or organizations who are not affiliated with the South Fayette School District or whose intended use of a facility is not school district related must provide a certificate of liability insurance in the minimum amounts of \$500,000 per person with a limitation of \$1,000,000 maximum per accident for bodily injury; also property damage insurance in an amount of not less than \$100,000 per accident. Such certificates of insurance shall be issued by an insurance underwriter approved by the Pennsylvania Commissioner of Insurance and shall name the South Fayette School District as an additional insured.
16. When an employee or student is directed by the School District to perform duties in connection with the use of school facilities paid by an outside organization, any compensation due the employee or student shall be paid by the School District. All fees for such services shall be paid by the permit holder to the South Fayette School District. No employee shall receive direct payment from an outside organization for performing such services.
17. School District technician(s) and/or stage crew members must be employed during any use of the theatre and/or stage requiring stage lighting, sound or use of curtains or drops. The rate payable to any additional individual(s) will be in addition to the rental fee.
18. The rental of District Cafeterias or Food Court does not include staff or food. An additional application for these facilities must be completed and submitted along with the standard Facility Request form when any food or drink is to be served. At least one member of the staff must be present any time equipment is used regardless of whether the food or drink is district prepared. The rate payable to such individuals will be in addition to the rental fee. If food preparation is desired, arrangements must be made with the Director of Food Service. The phone number is 412-221-4542, Ext. 279.

19. Rental rates include the services of a custodian if the facility use is scheduled when a custodian is working his/her regular shift. Otherwise custodial fees will be in addition to the rental fee. If the rental area requires extensive cleaning after your use, you will be charged for the custodial time and any special cleaning materials used. This remains at the discretion of the School District.
20. Organizations and groups that operate for the benefit of the School District, e.g. PTA, Parent Council, Boosters, etc., may have access to certain facilities at no charge. However, when such use causes extra or additional expenses to the school district, e.g., extra lighting, cafeteria help, etc. the group will be assessed an amount equal to those expenses.
21. Additional services of cafeteria workers or custodians will be charged at the current hourly rate per cafeteria worker or custodian. The South Fayette School District reserves the right to set the charge.
22. Cancellation of facility use by permit holder is to occur no later than 48 hours prior to the scheduled time and is to be registered at the high school office at 412-221-4542, Mrs. Dugan, Ext. 241, or Mr. Gene Manzini, Ext. 234.
23. School cancellation on the day of the facility permit results in the said permit also being canceled.
24. School facility is to be returned to its original condition (including original placement of furniture, gymnasium equipment, proper disposal of trash items, etc.) before permit users leave the facility.
25. Applicants/Permit holders/Participants are responsible for reimbursement of any damage to school property or equipment.
26. Applicants/Permit holders/Participants are to respect student/teacher personal and instructional property by not opening desks/lockers or using items that are accessible.
27. HEELYS are not permitted to be worn on the school grounds or inside any of the buildings. If a child comes on campus in these shoes we will remove the wheels and ask that you pick them up at the end of the event that they are here for. Please know that we are only trying to keep our children and others safe while attending our events and we sincerely appreciate your cooperation in this endeavor.

On behalf of the group/organization listed above, I accept the conditions stated on this form.

Signature \_\_\_\_\_ Name (*print or type*) \_\_\_\_\_  
 Title \_\_\_\_\_ Address \_\_\_\_\_  
 Phone \_\_\_\_\_

**FOR SCHOOL DISTRICT USE**

Basic Use Fee .....	\$	
Custodial Charges - Current Negotiated Wage Rate .....	\$	
Stage Attendant(s) .....	\$	
Projectionists/Projector .....	\$	
.....	\$	
Food Service .....	\$	
Other .....	\$	
<b>Total</b> .....	<b>\$</b>	

Amount of Deposit required in Advance \$ \_\_\_\_\_ Amount Due on Date of Use \$ \_\_\_\_\_  
 Amount of Security Deposit Required \$ \_\_\_\_\_

Fees entered above are based on facilities and services and hours requested on application, and are subject to change when invoice is rendered if use has differed or required more personnel and services than the original request.

Note: Insurance certificate for property damage and personal liability.       Required     Not required

**PLEASE VERIFY YOUR REQUEST WITH PROPERTY SERVICES (3) BUSINESS DAYS BEFORE YOUR SCHEDULED EVENT.  
 Telephone: 412.221.4542, High School Ext. 241#, Middle school Ext. 258#, Elementary School Ext. 331#**