



USE OF SCHOOL FACILITIES

The following procedures shall be utilized by individuals, groups, or organizations requesting the use of school district facilities:

1. Obtain proper forms from office or at www.lcvt.tec.pa.us.
2. Complete the following:
 - a. Application for Use of School Facilities, page 2.
*** This needs to be submitted to the principal's office.**
 - b. Rules and Regulations for Use of School District Facilities, page 3.
*** This needs to be submitted to the principal's office.**
 - c. Responsibility for Building, page 4.
*** This is for your information.**
 - d. Liability insurance in the amount of \$500/\$1,000,000 with LCCTC named as an additional insured (LCCTC 750 Phelps Way, New Castle, PA 16101). If you are a team covered by insurance, but cannot provide appropriate insurance verification. You will need to complete the LCCTC Team Waiver of Liability and Hold Harmless Agreement for "Coach" and "Athletic Director".
*** This needs to be submitted to the principal's office.**
3. Submit to appropriate building Director/Principal for approval.
4. If building Director/Principal approves, forms will be sent to the Business office.
5. Request will be checked versus the Career and Tech's Master Calendar and penciled in.
6. If any fees are to be charged, an "Estimate of Fees for Building Usage" will be sent to requestor in duplicate with one copy to be signed and returned.
7. When all forms are completed, the Director/Principal will review and either approve or disapprove the request.
8. If the request is approved, the usage will be placed on the Career and Tech's calendar. You will receive an approved copy.
9. The "Application for Use of School Facilities" will be distributed to the following:
 - a. Requestor with copy of signed Rules & Regulations
 - b. Business Office
 - c. Principal's Office for filing
 - d. Building Custodian
10. Additional copies of "Application for Use of School Facilities" will be sent on an as needed basis to the following:
 - a. Building Principal
 - b. Supervisor of Buildings and Grounds
 - c. Food Service Director
 - d. School district employees assuming supervisory responsibility



LAWRENCE COUNTY CAREER AND TECHNICAL CENTER

750 Phelps Way, New Castle, PA 16101-5099 ♦ 724-658-3583 Fax 724-658-4753 ♦ www.lcvt.tec.pa.us

USE OF SCHOOL FACILITIES

APPLICATION FOR USE

Name of Organization: _____

Name of person making application (title): _____

Address: _____

Phone: _____ Fax: _____ Number of People: _____

Facility requested: _____

Insurance – Evidence of Coverage: _____

Type of Event/Activity: _____

Date(s) of event: _____ Day/Time: _____ Fee \$ _____

Police protection required: _____ Fee \$ _____

Cafeteria personnel required (no.): _____ Fee \$ _____

Custodial services required: _____ Fee \$ _____

Additional needs/fees (specify): _____

_____ Fee \$ _____

Total Fee \$ _____

Applicant signature: _____

Signature of School Principal: _____

Fees Paid \$ _____ Date: _____



Rules and Regulations for Use of School District Facilities

1. Use of the facilities of the school will only be granted when there is no conflict with scheduled school activities.
2. Liability insurance in the amount of \$500/\$1,000,000 shall be carried by the organization or individual renting of the facility and the **School District must be named as an additional insured.**
3. All fees for single night (4 – hours) use of the facility must be paid in advance. There is an additional charge of 30% for each hour or fractional hour over 4 hours.
4. If requested by the Director and/or the Principal, the user must provide police protection at their cost. The number of officers to be determined by the Director.
5. Whenever arrangements require extra work by the custodial staff. Appropriate charges will be made in addition to the scheduled fees.
6. Use of kitchen facilities is restricted to school personnel only and arrangements for dinners, etc., must be made with the cafeteria manager.

Applicant signature: _____ Date: _____



Responsibility for Building

The purpose of this policy is to define procedures by which school facilities will be made available for community purposes, provided that such use does not interfere with the educational program of the school district or impose of financial burden on the school district beyond providing basic amenities.

It shall be the policy of the committee for the Lawrence County Career and Technical Center School to provide for the use of school facilities when permission has been requested in writing and has been approved by the Director/Principal or by the Board when a question or non-routine request arises.

The following priority shall be utilized in granting requests:

1. Parent Teacher Organizations/Parent Teacher Associations;
2. Student Clubs;
3. School related groups;
4. Local school employee organizations;
5. Boy Scouts, Girl Scouts, etc.;
6. Non-school related community activities or groups whose members are primarily district residents; i.e., service clubs, garden clubs, church recreational groups, etc.;
7. Neighborhood recreational groups with 75% of the membership being district residents;
8. Other non-school groups; and
9. Profit making organizations.

The use of school facilities shall not be granted for the following:

1. Partisan political activities;
2. Private social functions;
3. Church services; or
4. Any other purpose which is prohibited by law.



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When the activity warrants, the user shall present evidence of organizational liability insurance to the limit prescribed by the district.

Any school district equipment that is to be used in conjunction with the requested facilities shall be identified at the time the request for use of the facilities is made. The district will, when necessary, assess an hourly fee for the transportation, set-up, take-down, and removal of such equipment.

Any independent student group requesting the use of school facilities shall require supervision by a school district employee at all times.

The users of school district equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator. If kitchen equipment is to be used, a food service employee who is trained to use the equipment must be present.

The committee shall be held harmless by the user for any liability that arises from the use of school facilities by any non-school related organization, individual or activity.

Users shall be financially liable for damage to the facilities and for providing proper chaperonage, police, and staff.

All Activities must terminate by 10:30 p.m., unless special arrangements have been made.

The committee shall establish a schedule of fees for the use of school facilities based upon the following factors:

1. There shall be no fee charged for the use of school facilities for district operations, educational programs, student activities, recreational use during regular operational hours, community activities that benefit the school district, its programs or students and youth activities; except that the users shall be responsible for chaperones, police services, and extra custodial charges.
2. All other organizations or persons granted the use of school facilities shall assume the scheduled fee payable in advance.

The Director shall develop procedures for the granting of permission to use school facilities and shall promulgate rules and regulations for such use.



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Facility and Service Fees

For Non-school Use

<u>Facilities</u>	<u>Non-Profit</u>	<u>Profit</u>
Gym	\$50	\$500
Cafetorium	\$50	\$500
Classrooms	\$30	\$150
Shops	\$50	\$150
Kitchen	\$400	\$800
Custodial/Food Service Fee	\$45/Hour	
Coffee	\$20 per container	

* All fees for single night (4 – hours) use of the facility must be paid in advance. There is an additional charge of 30% for each hour or fractional hour over 4 hours.

** If requested by the Director and/or the Principal, the user must provide police protection at their cost. The number of officers to be determined by the Director.