HUNTINGDON AREA SCHOOL DISTRICT
2400 CASSADY AVENUE, SUITE 2
HUNTINGDON, PA 16652-2602

COMMUNITY USE OF SCHOOL FACILITIES AGREEMENT

Date Form was completed/submitted _____

I. Building requested (Please Check) Rooms/Areas requested (Please Specify)

Southside Elementary	_____	_____
Standing Stone Elementary	_____	_____
Middle School	_____	_____
High School	_____	_____
Athletic Field	_____	_____

II. Special Services, Materials or Equipment Required:

Kitchen Personnel _____ (Estimated time services will be required) _____

Custodial Personnel _____ (Estimated time services will be required) _____

List Material and/or Equipment Required: _____

_____

III. Purpose: _____

IV. Sponsoring Organization(s) - if applicable: _____

V. Date(s) of use: _____

VI. Time Length of use - List hours requested: _____

VII. Fee: _____ Personnel Charges: _____

VIII. By entering into this Community Use of School Facilities Agreement, the responsible parties hereby agree that they will hold the Huntingdon Area School District harmless for any and all claims, which arise as a result of the Use of School Facilities. In that regard, in the event any such claim is made, the responsible parties hereby agree that they will defend the Huntingdon Area School District and/or be responsible for any costs that the District incurs in defending itself against such claims including, but not limited to, legal fees and other costs, as well as the claim itself.

IX. As further required by the Huntingdon Area School District, the responsible parties shall present the District with evidence of the purchase of Organizational Liability Insurance in the amounts as set forth on the attached Community Use of School Facilities Liability Insurance Requirements. Failure of the responsible parties to provide such evidence of Organizational Liability Insurance prior to the time that the Facility is used, shall be grounds for the District to refuse the Use of the Facilities by either the organization and/or person and/or responsible parties.

X. This Agreement and any attachments thereto encompass the entire Agreement between the requesting party and the Huntingdon Area School District, and any other Agreements or terms not included herein shall be considered null and void.

XI. Interpretation of this Agreement shall be under the Laws of the Commonwealth of Pennsylvania.

XII. Signatures of three (3) responsible parties. Please specify one person to contact in regard to proposed use and supply phone number.

Name	Address	Phone

Date form received at Administrative Office _____

Approved by:

_____ _____
Building Principal's Signature Date

_____ _____
Supervisor of Buildings & Grounds Date

_____ _____
Fred E. Foster, Superintendent Date

If use of Kitchen and/or Cafeteria are requested:

_____ _____
Food Service Director Date

NOTE: Payment must accompany this request. The amount of payment may be obtained by calling the Superintendent's Office (814) 643-4140 ext. 6. Evidence of Organizational liability insurance must also accompany this application.

COMMUNITY USE OF SCHOOL FACILITIES

Policy Adopted by the Huntingdon Area Board of Education

I. GENERAL

Community groups shall be permitted and encouraged to use school facilities for worthwhile purposes as long as they do not interfere with school programs. All requests for use of the facilities after school hours will be made through the Superintendent who will clear all requests with the Principal. Any or all requests may be reviewed by the Board of Education.

II. PROCEDURES

A. School facilities may not be used for private or individual gain.

B. Application for public use of school facilities shall be made on the form secured and filed at the Office of the Superintendent. When a fee is charged, a check for the amount of the fee must accompany the application.

C. The Application will be signed by three (3) responsible citizens who shall agree thereby to be personally responsible for any damage to property other than ordinary wear and tear due to occupancy and for the strict observance of rules and regulations.

D. Smoking is prohibited by law. Bringing and consumption of alcoholic liquors or beverages in the building or on the grounds is prohibited.

E. The school building custodian is in full charge; his/her orders are official. “Tipping” of custodians or other school personnel is not permitted.

F. The adult individual in charge of the group agrees that no one be admitted until he/she is present, that he/she will remain during the entire period, and that he/she will not leave until all members of the organization have left the building.

G. Requests for use of facilities on a Sunday must have School Board approval.

H. School activities shall have first preference.

III. CHAPERONES AND SUPERVISION

A. There should be a minimum of five (5) responsible chaperones at any evening function involving the use of the gymnasium. Chaperones should be present and in the gymnasium at least fifteen (15) minutes before the start of any function. They should remain at least fifteen (15) minutes after the end of the function.

B. There should be thorough and periodic checks made of the gymnasium and the restrooms throughout the evening to discourage vandalism. It is suggested that these areas be checked immediately prior to leaving the building.

C. In the event that an outside agency is using the gymnasium, it may be required that the services of law enforcement be utilized.

D. All functions should begin and terminate at the specified time. Activities must be limited to requested and approved areas. Do not use sections of the buildings not approved.

E. If no custodian is on duty, careful attention must be given to turning off lights and locking doors.

IV. LIABILITY INSURANCE LIMITS

Evidence of the purchase of Organizational Liability Insurance is a prerequisite to Community Use of School Facilities. This evidence may be presented as a Certificate of Insurance from your insurance agent. Limits of liability must equal or exceed the following amounts:

Each Occurrence Limit	$1,000,000.00
General Aggregate Limit (Legal Liability)	$1,000,000.00
Fire Damage Limit	$ 50,000.00
Medical Payments	$ 5,000.00

DAILY FEE SCHEDULE

Facility Requested	High School	Middle School	Elementary
Auditorium/Large Group Room	$200	$100	$100
Gymnasium	$200	$150	
Cafetorium		$75	$75
Cafeteria & Kitchen (plus help at rate of compensation)	$75	$75	$75
Cafeteria	$50	$50	$50
Classrooms/Lobby			
Non-profit Groups	NC	NC	NC
Groups charging fees or making profit from room use	$50	$50	$50
Wrestling Room			
Community Use	$50		
Wrestling Camps	$100		
Athletic Field (plus custodial overtime)	$500	$150 (if no lights used)	

When use of facilities involves custodial personnel the rate of Compensation will be $25 per hour.
When use of facilities involves cafeteria personnel the rate of Compensation will be $20 per hour.

Use of kitchens and certain athletic fields require school district personnel. Personnel charges are subject to change on an annual basis.

No charge (with the exception of the athletic field) will be made for the following groups: School District Associations, Parent/Teacher Groups, School Class Meetings and Educational Foundation.

The use of all facilities must be approved by the Administration and/or Board of Education.

BOE May 2013
Admin Oct 2013