

# APPLICATION FOR USE OF SCHOOL PROPERTY

**REQUESTS FOR BUILDING USE MUST BE SUBMITTED AT LEAST ONE WEEK IN ADVANCE OF DATE REQUESTED**

No regularly scheduled event may be held on a weekend unless approved by the Superintendent/Asst. Superintendent.

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

Address \_\_\_\_\_ Phone \_\_\_\_\_

Desired Day(s)/Date(s) and Time(s): \_\_\_\_\_ (Please circle)

1. (Day of week) \_\_\_\_\_ (Date) \_\_\_\_/\_\_\_\_/\_\_\_\_ (time) \_\_\_\_\_ to \_\_\_\_\_ a.m. p.m.

2. (Day of week) \_\_\_\_\_ (Date) \_\_\_\_/\_\_\_\_/\_\_\_\_ (time) \_\_\_\_\_ to \_\_\_\_\_ a.m. p.m.

- Facilities desired (check):  AUXILIARY GYM  MAIN GYM  MS/HS AUDITORIUM  
 MS/HS LGI  MS/HS CAFETERIA  MS/HS KITCHEN  MS/HS COMPUTER LAB (Rm. 114)  
 ELEMENTARY GYM/CAFETERIA  ELEMENTARY KITCHEN  ELEMENTARY LGI  
 ELEMENTARY ART ROOM  GAZEBO  OTHER: \_\_\_\_\_

EQUIPMENT REQUESTED (Please list) \_\_\_\_\_

*Athletic equipment is not to be removed from school property except with approval of Superintendent).*

*Item(s) requested must be returned on the next school business day following completion of event.*

Type of Activity \_\_\_\_\_ Will admission be charged? No Yes \$ \_\_\_\_\_

If yes, for what purpose will proceeds be used? \_\_\_\_\_

### It is agreed that:

- The applicant will be responsible for any damage to school property or damaged or missing equipment. (ABUSE OF ANY PROPERTY OR EQUIPMENT WILL RESULT IN TERMINATION OF FUTURE USE.)
- Charges for use of school facilities are listed on the Fee Schedule on page two of this form. Janitorial Fees are charged in addition to the schedule of fees as deemed necessary. Except for Schedule I (see page 2), for weekends and times when no custodian is on duty, a fee of \$35.00 will be charged for each time the building is used to cover custodial fees.
- The kitchen facilities of the cafeteria cannot be used without the presence of the cafeteria manager or personnel designated by the manager. Health Regulations permit only authorized personnel in the kitchen. The fee for this service is in addition to the schedule of fees as and will be billed separately and at the discretion of the cafeteria manager.
- The building rental is only for the time requested. Prompt evacuation of facility is required.
- No alcohol or smoking is permitted on school property.
- Applicants must provide police protection if deemed necessary.
- Outside doors may not be propped open.
- Fees may be waived or altered at the discretion of the Superintendent.
- Any food or beverage items being sold must have approval in writing by the Superintendent.
- The Superintendent or her designee may refuse a request for use of school facilities, equipment or supplies.

### Approval of Building Principal/Assistant Principal

\_\_\_\_\_ Date \_\_\_\_\_

### Approval of Building Facilities Manager

\_\_\_\_\_ Date \_\_\_\_\_

### Approval of Superintendent/Assistant Superintendent

\_\_\_\_\_ Date \_\_\_\_\_

<b>FEES</b>	
Regular	_____
Janitorial	_____
Kitchen	_____
<b>TOTAL</b>	_____

**- FEE SCHEDULES -**

Determine your rental costs by selecting your organization from the Schedules listed below, then see Fee Schedule on the next page.

**SCHEDULE I**

**School-Sponsored Activities**

(Student activities, PTO, teachers, school directors, as well as Scouts, Booster Club, 4H, Little League, U.C. Pride)  
When kitchen is requested to be open, cafeteria service fee of \$20.00 per hour will be charged unless waived by Superintendent/ Assistant Superintendent. Gym use must be adult supervised student groups with five (5) or more students.

**SCHEDULE II**

**School District Located Organizations on Non-Fee Basis**

No admission fee will be charged and the group's and/or individual's membership must be comprised mostly of people living in the Union City Area School District. No custodial fee required except when custodians are not on duty. When kitchen is requested to be open, cafeteria service fee of \$20.00 per hour will be charged.

**SCHEDULE III**

**School District Located Organizations when fee is charged or non-fee groups outside the District**

Adult educational, cultural and recreational activities to which admission fees are charged, or the activities are to raise money for charitable purposes. Also included in this schedule would be organizations not located in the Union City Area School District but who wish to rent the facilities for their own entertainment, education or recreation.

**SCHEDULE IV**

Activities to raise money for public benefit with no benefit results to Union City Area School District, or any group which requests the facilities for any type of sales or organizational meeting

**SCHEDULE V**

**Activities for Private Profit**

Any activity or event for which an admission fee is charged for the sole purpose of making a profit.

**SCHEDULE VI**

- **County, District and State Tournaments or Play-off Games:** To be negotiated by the Superintendent, Principals and Athletic Director pending approval by Board of Education.
- **UNION CITY ADULT COMMUNITY RECREATION:** \$1.50/person will be collected by the individual submitting the Building Use Rental Form. Must be ten [10] or more adults (post-high school) per rental or minimum of \$15.00. Building Use Waiver must be filled out for each participant. Sign-in sheet is to be kept for each time the building is used. Sign-in sheet, building use waivers and money must be promptly turned into Administration office.

**SWIMMING POOL RENTAL:** *ALTERNATE FORM REQUIRED.* Contact pool supervisor for appropriate form, availability, fees, or other related information via e-mail at [cclickett@ucasd.iu5.org](mailto:cclickett@ucasd.iu5.org) or by phone (as available) 438-2601.

**- FEE SCHEDULE -**

	<b>Schedule I</b>	<b>Schedule II</b>	<b>Schedule III</b>	<b>Schedule IV</b>	<b>Schedule V</b>
High School Auditorium	No fee	\$ 75.00	\$ 100.00	\$ 150.00	\$ 200.00
Auxiliary Gym	No fee	\$ 50.00	\$ 75.00	\$ 100.00	\$ 150.00
Elementary Gym	No fee	\$ 50.00	\$ 75.00	\$ 100.00	\$ 150.00
HS/MS LGI	No fee	\$ 30.00	\$ 50.00	\$ 75.00	\$ 100.00
Cafeteria or Gazebo	District costs only	District costs only	\$ 25.00 plus District costs	\$ 50.00 plus District costs	\$ 50.00 plus District costs

**- RELEASE OF ALL CLAIMS -**

In consideration of permission granted to \_\_\_\_\_ by the Union City Area School District to use the buildings, facilities and equipment owned by the District at: 91 Miles Street and/or 105 Concord Street, Union City, PA 16438 on \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_, for the purpose of \_\_\_\_\_ we hereby and forever discharge and release the Union City Area School District, its successors, assigns, agents, representatives, servants and employees, from all debts, claims, demands, actions, and causes of action whatsoever; which we may now have or may hereafter have, as a result of our use of the above specified School District property on the aforesaid date. Further, \_\_\_\_\_ agrees to indemnify and hold harmless the Union City Area School District, its successors, assigns, agents, representatives, servants and employees against any claims, demands, actions, and causes of action whatsoever made by any person arising out of our use of the above-mentioned District property on the aforesaid date. In Witness Whereof, the undersigned, an authorized representative of the organization, has executed this release at the place and on the day and year appearing beneath his/her signature.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Complete Address

**Proof of Liability Insurance**

Name of Insurance \_\_\_\_\_

Policy Number \_\_\_\_\_