

KINGWOOD TOWNSHIP SCHOOL DISTRICT BOARD OF EDUCATION  
**APPLICATION FOR USE OF SCHOOL FACILITIES**  
(Using pen, please complete all items. Incomplete forms will be returned to applicant.)

Name of Organization: \_\_\_\_\_  
Address of Organization: \_\_\_\_\_

Name of Head/Officer of Organization: \_\_\_\_\_

Signature of Head of Organization: \_\_\_\_\_

Name of Contact Person Completing This Application: \_\_\_\_\_

Telephone Number(s) for Head of Organization: \_\_\_\_\_

Telephone Number for Contact Person: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Area(s) of Use Requested: (Check all that apply.)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> All Purpose Room  | <input type="checkbox"/> Gymnasium         | <input type="checkbox"/> Library           |
| <input type="checkbox"/> Classroom # _____ | <input type="checkbox"/> Classroom # _____ | <input type="checkbox"/> Classroom # _____ |
| <input type="checkbox"/> _____             | <input type="checkbox"/> _____             | <input type="checkbox"/> _____             |

List of Furniture/Equipment Needed: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Date(s) Requested:	Event Begins At:	Event Ends At:
_____	_____ AM/PM	_____ AM/PM
_____	_____ AM/PM	_____ AM/PM
_____	_____ AM/PM	_____ AM/PM

(Facility will be open 15 minutes prior to the event unless additional set-up instructions are provided. Facility is considered "closed" at the end of event. Additional time will be added in-house for cleaning of facilities.)

Is activity open to the public? \_\_\_\_\_ Will admission be charged? \_\_\_\_\_

Proceeds to be used for: \_\_\_\_\_

I agree, on behalf of the above indicated organization, that all members and guests will observe the regulations, policies, and rules of the District, and that we, individually and as an organization, will assume full financial responsibility for any and all damages done to the Kingwood Township School property during the above indicated period of use. We also agree that our organization will at all times hereafter, indemnify the Kingwood Township School District and Board of Education against any loss, damage or expense of any kind, which said school may sustain or incur during or as a consequence of the use of the school's facilities by our organization, and we will further hold harmless said School District and Board of Education for any and all loss in connection herewith.

- ☐ I understand that school related activities will have first priority for the use of school facilities.
- ☐ I have read the rules governing the Use of Kingwood Township School Facilities.
- ☐ I have provided a certificate of insurance naming the Kingwood Township Board of Education as additional insured.

\_\_\_\_\_  
Requesting Party Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

- |   |                                     |                                     |  |
|---|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Request Approved | <input type="checkbox"/> As Amended | <input type="checkbox"/> Fees Apply | <input type="checkbox"/> Request Not Approved* |
|---|-------------------------------------|-------------------------------------|--|

\_\_\_\_\_  
B & G Supervisor

\_\_\_\_\_  
CSA

\_\_\_\_\_  
Date

# KINGWOOD TOWNSHIP SCHOOL DISTRICT BOARD OF EDUCATION

## **RULES GOVERNING THE USE OF SCHOOL FACILITIES**

1. The use of school facilities shall be governed in accordance with Board of Education Policy #1330 Regulation # 1330, copies of which are on file for inspection in the Business Office.
2. Smoking and possession or consumption of alcohol beverages and controlled substances is prohibited at all times in any district building or on school grounds.
3. ***EATING AND DRINKING ARE PROHIBITED IN THE GYM.*** All sports equipment designed for outside use, e.g., soccer balls, baseballs, are NOT permitted in the gym. Participants must use foam balls or those specifically designed for indoor use.
4. Activity shall be restricted to that area for which permission is granted and shall not extend beyond the hours approved in the request. Organizations are required to give at least 24 hours notice to cancel or change an event.
5. All programs shall be planned so they do not interfere with the regular school day.
6. The organization using the facilities shall be responsible for moving its equipment into and out of the building.
7. The supervisor in charge of the activity shall be present before the activity is due to start and will remain with the group until all have left. The organization is responsible for actively supervising their members/guests. They will provide individual(s) to supervise at all the entrance/exit doors to each activity room, lavatory, hallway, and/or locker room used.
8. Parking is NOT permitted in the fire lanes directly in front of the school building.
9. Participants will use the Main Entrance Doors for entrance and exits when in the building as a security measure.
10. The school authorities must have access to all rooms at all times.
11. The custodian on duty must be engaged to do custodial service during the time the building has been engaged. This service will be as follows: opening and closing the building, heating, light, ventilation, and general custodial duties.
12. When the cafeteria kitchen is used for the preparation of a meal or what is considered "major use", the Chief School Administrator or designee must be consulted by the contact person of the sponsoring organization.
13. For occasional usage where custodial assistance must be provided, an hourly charge will be made and must be paid at the time of application.
14. Areas of use will be carefully inspected after each use. No school property or equipment is to be altered or removed from the premises. The applicant will make prompt restitution for any loss or damage occurring as the result or consequence of the use of school facilities.
15. The using organization shall be required to furnish public liability and property damage insurance with the following minimum limits: \$500,000 liability and \$50,000 property damage. A Certificate of Insurance with proper limits of liability shall be submitted as evidence of insurance coverage prior to approval of the event. The Kingwood Township Board of Education must be named as the additional insured. ***Failure to provide such a certificate of insurance will preclude the use of the school facility.***
16. ***This license is revocable at any time by school authorities.***
17. No reservation will be made until this application is returned and approved either by the Supervisor of Buildings & Grounds, the Chief School Administrator, and/or the Board of Education.
18. The Kingwood Township Board of Education reserves the right to refuse the use of school facilities to any individual and/or organization.
19. For insurance/liability purposes, subletting is NOT permitted; that is, one organization cannot allow another organization to use its facility reservation. Each organization must make its own requests for use of the facilities.
20. The Chief School Administrator/designee will determine facility assignments and reserves the right to make adjustments to these assignments whenever necessary.

When an organization does not qualify as exempt from fees in accordance with Regulation #R1330, fees shall be assessed as follows: **Facility Use:** To be assessed by Chief School Administrator according to each request. (Minimum time on Sundays is two (2) hours.) Custodial Fees:

\$50.00 per hour – Weekdays and Saturdays / \$100.00 per hour - Sundays

Custodial rates are subject to change/increase on July 1 of each year. Fees will be billed at the rate that is in effect when the facility use occurs, and may be higher than the rate at the time application is made.

<b>FOR OFFICE USE ONLY</b>			
Certificate of Insurance _____ Attached _____ On file	Applicable Fees _____ Custodial _____ Facility Use	Operations Committee _____ Approved _____ Not Approved*	*Reason for Non-approval  _____ Copy to Business Office

