



# BUILDING USE FORM FACILITIES AGREEMENT

MONITEAU SCHOOL DISTRICT

1810 W SUNBURY RD

WEST SUNBURY, PA 16061

724.637.2117 office 724.637.3862 fax

NAME OF ORGANIZATION/GROUP	PURPOSE/ACTIVITY

**FACILITY REQUESTED:** \_\_\_\_\_ **USE TYPE:** Community School Non-Resident

<input checked="" type="checkbox"/>	FACILITY	ROOMS/AREA TO BE USED	BUILDING PRINCIPAL APPROVAL	DATE
	DASSA MCKINNEY ELEMENTARY SCHOOL			
	MONITEAU HIGH SCHOOL			
	TRACK			
	SOFTBALL FIELD			
	FOOTBALL FIELD			
	OTHER			

**DATES AND TIMES OF USE:** Building Use Forms must be submitted 7 days prior to the event for school activities and 14 days for community activities.

DATE: Please include all proposed dates.							
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
HOURS OF USE							CALL
OPEN BUILDING							FOR PRIOR
CLOSE BUILDING							APPROVAL

**SPECIAL SERVICES, MATERIALS OR EQUIPMENT REQUIRED:** \_\_\_\_\_ **PA SYSTEM:** \_\_\_\_\_ **AV SYSTEM:** \_\_\_\_\_

**SECURITY REQUIRED: YES NO** Security arrangements can be made by contacting Mr. Garrick Lapusnak at 724-637-2117 x1720 glapusnak@moniteau.org

**SECURITY Confirmed:** \_\_\_\_\_ **SPONSOR EMAIL ADDRESS:** \_\_\_\_\_

*By signing this agreement, I agree to the terms and conditions as set forth in Board Policy 707-Use of School Facilities.\**

	SPONSOR NAME	ADDRESS	PHONE #	SIGNATURE	DATE
1					
2					

APPROVED BY:			OFFICIAL USE ONLY	
MAINTENANCE DIRECTOR	DATE		FACILITY FEE	\$
			CUSTODIAL FEE	\$
ATHLETIC DIRECTOR	DATE		SECURITY FEE	\$
			<b>Copy to Custodial Staff:</b>	
SUPERINTENDENT	DATE		<b>Logged in District Calendar:</b>	
			<b>Approved Copy to Sponsor:</b>	

*User holds the school district harmless from all claims for injury to or the death of any person, and for damage to or the loss of any property arising out of or attributed directly or indirectly to the operations or omissions of the school district. User indemnifies the school district for all damage to property belonging to the school district and for all injuries to or the deaths of any representative or employees of the school district resulting from all acts or omissions of user.*

**Maintenance Director must be notified of any cancellation within 24 hrs before the scheduled event or sponsor may be liable for extra cost incurred.**

## **BUILDING USE POLICY**

### **I. Legal:**

The buildings and properties of the Moniteau School District shall be available for community use under conditions prescribed or permitted by law and in accordance with the adopted policies of the Board of Directors.

### **II. Use of Buildings and Facilities:**

A deposit will be required of all non-school groups requesting use of school facilities. This deposit will be returned less any costs necessary to repair damages done by said group. The amount of deposit is to be determined by the School Superintendent.

A. School buildings and facilities are available for school use at no expense to the school organization provided that the request is approved by the Superintendent.

B. School buildings and facilities are available for community use:

1. At no expense to the individual organization provided:

- a) That the use of the building is scheduled for the hours it is normally open and staffed.
- b) That the request for use of the building is approved by the Superintendent.
- c) That the purpose of the use is not fund raising.

2. During hours which a building is usually closed provided:

- a) A fee is paid equal to the extra cost created by opening and use.
- b) The necessary employees are available to open the building.
- c) A minimum of the hourly rate commensurate with the existing MESPA Contract and per District Policy #707.
- d) The purpose of the use is not for fund raising.

3. For fund raising purposes at a rental fee which shall include cost plus a specific amount for each type of facility used in accordance with the schedule of fees adopted by the Board as follows:

All Purpose Room	\$50 plus custodial fee if required.
Auditorium	\$100 plus custodial fee if required plus \$50 stage crew fee if needed.
Gymnasium	\$100 plus custodial fee if required.
Kitchen	\$100 plus custodial fee if required. (See D. below)

C. For Non-Resident Groups

All Purpose Room	\$150 plus custodial fee if required.
Auditorium	\$250 plus custodial fee if required plus \$50 stage crew fee if needed.
Gymnasium	\$250 plus custodial fee if required.
Kitchen	\$250 plus custodial fee if required. (See D. below)

D. A Security Deposit equal to two (2) times the fee is required.

E. For school kitchen use at any time it will be a requirement, in addition to the above, to have a school Food Service employee, designated by the school district, on duty at an hourly rate commensurate with the existing Service Personnel Contract.

F. Applications which are exceptions shall be brought to the attention of the Board at the next regular meeting.

### **G. Priority of Use:**

1. School Use
2. Community Use
3. Non-resident group use

H. Persons or groups using school facilities will be held responsible for the proper use and care of said facilities and equipment while in their use. The cost of repairing or replacing any damaged facility or equipment will be the burden of the sponsor.

I. The new gymnasium and weight room facilities are restricted to school use only and not available to outside organizations.

J. At the discretion of the Superintendent, school police will be required as needed. This will be designated on the building use form.

K. Please make checks payable to Moniteau School District for all services provided.