

Old Forge School District

Use of School Facilities Regulations/Application

For the purpose of promoting the usefulness of public school property, the Board of Directors of the School District of Old Forge shall allow the use thereof by individuals and associations for such educational, recreational, social, civic, philanthropic, and like purposes as the Board deems in the interest of the community.

The attached classifications of potential users of the school property is hereby adopted. The Board may from time to time amend or change such classifications or the category which such user should be placed.

The policy is hereby adopted and each user shall be required to complete and sign such Application and Agreement and shall pay such fees and shall in all respects perform all the duties and obligations set forth in said agreement and shall abide by all of the rules in said Agreement.

When required, employee services, i.e. maintenance, security, will be paid according to current collective bargaining agreements by the applicant.

Auxiliary organizations of the school such as PTA, Alumni, Booster Clubs, Focus, PTSA, Athletic Associations, Recreational groups, etc. shall be exempt from payment of rental fees. For public events, they will be required to provide security and satisfy these conditions deemed necessary by the administration.

General Rules

- Applications for use of school district facilities are to be made at least twenty-five days prior to usage and submitted to the district business office for approval. Applicants requiring Board approval must be submitted in time for placement on the Board's agenda at least ten days prior to the regularly scheduled monthly Board meetings immediately preceding the requested event.
- School activities shall take preference when scheduling use of facilities.
- Indoor facilities are not available under normal conditions during school vacations and recesses. Requests of an unusual nature will require special Board approval.
- All facilities must be vacated by 11:00 p.m. Additional charges will be assessed after that time based upon prior approval.
- Gambling, consumption of alcoholic beverages, or other conduct determined by the administration to be detrimental to the public interest, are not permitted in the buildings or on district property.
- Smoking will not be allowed in buildings or on school property owned by the school district.
- A person, i.e. custodian, cafeteria director, etc. will be designated by the administration when necessary to be present in accordance with policy when buildings or grounds are used for a public function. The cost of such service beyond the regular work day of the designated employees shall be charged to the party using the facility.
- A person designated by the administration must be present to operate equipment. Also, any charges for this service must be paid for by the person or organization desiring use.
- Organizations must agree to provide security measures as determined by the administration upon approval of application for use of facilities. **Security shall be pre-paid to the Old Forge Borough Police Department prior to the activity.**
- Under no circumstances may any members of an organization be allowed to move or secure additional equipment without prior Board approval and permission of the

Cafeteria Facilities

Requirements for use of cafeteria facilities

1. Clean the cafeteria after every event.
2. Wash tables after every event.
3. Trash, garbage and all containers shall be removed from the kitchen and cafeteria areas. Sanitation items shall be taken to the room or area utilized for trash.
4. Avoid neglect which results on food spoilage.
5. Return all kitchen utensils.
6. Turn off all burners and ovens and appliances or equipment.
7. Equipment will be excluded from usage when determined to be dangerous, when non-exclusion would affect an increase in the district's insurance coverage, when the district is considered negligent for granting such usage.

Consequences for abuse of cafeteria regulations:

1. Exempt classes or organizations will be required to have a cafeteria employee present at organization expense upon receipt of a second written notification indicating offenses.
2. Discontinuance of usage in the specific area of dispute upon receiving a third written notice of offenses.
3. Complete discontinuance of usage should a fourth written notification of offenses be necessary.

Please note: Gross abuse of privileges and costly offenses of policy will result in the immediate loss of privileges and usage.

As an authorized representative of the requesting organization, I have read these regulations and I agree that the _____
(Name of Organization)

Will save and hold harmless the Old Forge School District from any claim due to personal injury or property damage suffered or incurred in connection with the Use of the School Facilities as requested herein.

Signature of Authorized Representative

Date

Name and Address of Renting Organization

*Old Forge School District
300 Marion Street
Old Forge, PA 18518*

Application for Rental of School Buildings

Name of Organization

Date

The undersigned hereby makes application for Use of School Facilities:

1. School to be used: _____

Exact Room(s): _____

2. Date of Event: _____

Time of Event: From _____ a.m. To _____ a.m.

_____ p.m. _____ p.m.

Time Facility or Building must be open on date of event: _____

3. Indicate date and time if you must have access to the facility before (prior day or days) the scheduled event takes place: _____

4. Complete description of event:

5. Admission charged: _____

6. Person(s) who will be responsible for event:

Name

Name

Address

Address

Telephone

Telephone

Additional Equipment Desired:

Stage Lighting _____

Projectors _____

Sound System _____

Scoreboard _____

Other: _____

As an authorized representative of the requesting organization, I have read these regulations and I agree that the _____ (name of organization) will save and hold harmless the Old Forge School District from any claim due to personal injury or property damage suffered or incurred in connection with the use of the school facilities and requested herein.

Signature of Authorized Representative

Date

Name and Address of Renting Organization

To be completed by the business office:

Rental		
Additional charges		
Insurance certificate rec'd (If applicable)		

Building Principal Principal (Building calendar checked)

Brian J. Rinaldi, Business Manager Business Office

Building and Grounds

Final approval:

Approved: _____

Disapproved: _____

Superintendent

OLD FORGE SCHOOL DISTRICT

CLASS A SCHOOL RELATED GROUPS OR ACTIVITIES

- | | |
|---|--------------------------------------|
| a) Band and Related Units | f) Advisory Committees |
| b) Band Parents | g) PTSA |
| c) Athletic Association and Booster Clubs | h) PTA |
| d) Auxiliary or Educational Groups | i) Municipal and Government Agencies |
| e) Recreation Groups | |

CLASS B COMMUNITY ORGANIZATIONS OR CIVIC GROUPS

- | | |
|-----------------------------|------------------------------------|
| a) American Legion Post | d) Democratic Committee |
| b) Veterans of Foreign Wars | e) Republican Committee |
| c) Lions Club | f) Community Service Organizations |

CLASS C NON-PROFIT ORGANIZATIONS

- | | |
|-----------------------------|-------------------------------|
| a) Church Organizations | c) Private Organizations |
| b) Girl Scouts / Boy Scouts | d) Professional Organizations |

CLASS D COMMERCIAL AND PRIVATE ORGANIZATIONS OR INDIVIDUALS

PLEASE NOTE: The above listings are merely exemplary of various classifications of organizations.

USE OF FACILITIES FEE SCHEDULE

CLASS A For Municipal and other government agencies, i.e., police dept., Congressmen, Senators, etc. Events for which there is no admission charge, the rental fees will be waived. Events for which a charge is made, rental fees will be based on the Class B Schedule. Registration fees charged by governmental agencies will not be considered as an admission fee.

CLASS B For any non-profit or service organization in Old Forge for the benefit of Old Forge in general, charging no admission.

CLASS C For any non-profit or service organization in Old Forge organized for the benefit of Old Forge in general, charging admission.

CLASS D Any group not covered by the above.