

Oley Valley School District
17 Jefferson Street
Oley PA 19547
Telephone: (610) 987-4100 Fax: (610) 987-4300

OFFICE USE ONLY

FS Direct
 Schedule Star
Class 1 2 3
 Weekend Custodial
Est. Hours: _____
Est. Kitchen Fee: \$ _____
Est. Custodial Fee: \$ _____
Est. Total Fee: \$ _____

Application and agreement for use of Building or Athletic Facilities

Please submit 14 calendar days prior to first requested use date.

The undersigned hereby make application to use the following school district building(s) or facilities:
Note: there may be occasions where an unavoidable conflict requires cancellation or rescheduling. If this occurs the organization contact will be notified as far in advance as possible.

Requesting Organization & Contact Name: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

****Request approval notification will be sent to the email address on file****

Name/Type of Event: _____

Date/s facility is needed: _____

Time/s needed: _____

(Multiple dates may be requested within one school year. Authorization expires on June 30 of each year).

Facility requested:

Check one:

Administration Building High School Middle School Elementary School

Check all that apply:

Classroom # _____ Cafeteria Cafeteria w/ Kitchen
 Auditorium Hallway Other: _____

Turf Field/Track Gymnasium Auxiliary Gymnasium
 Baseball Field Softball Field Grass Soccer Field

Equipment/services requested: _____

(i.e. Powerpoint projector, custodial services, cafeteria workers, etc.) **May require payment of additional fees.**

If permission is granted to use the above property or facility and, if any, equipment or services, it is agreed by and between the school district and the requesting organization/individual as follows:

1. The requesting organization or individual granted use will abide by all policies, rules and regulations of the school district on the conduct and deportment of persons in or on school district premises or facilities, whether now or hereafter adopted
2. The use of the property or facilities shall not, in any way, interfere with the operations of the school district or any of the programs or activities of the school district. If required for school district purposes, it is understood that the right is reserved to the school district to withdraw or rescind the grant of the use of the property or facilities on short notice.
3. Weapons, alcoholic beverages and controlled substances shall not be brought onto school district premises or into school district facilities. Smoking is prohibited on all school property.
4. School district property, facilities and equipment will be used in a careful and prudent manner so as to prevent loss, defacement or damage. Good order and discipline shall be maintained by the requesting group/individual(s).
5. The property or facilities will be vacated by the time set forth above and shall be left in as good a condition as when the use began. Unless payment is made for cleanup and cleanup is specifically

requested, the property or facilities will be left in a thoroughly clean condition by the requesting group/individual. Performance of clean-up by the school district will not diminish or eliminate any liability for damages of the requesting group/individual.

6. The requesting organization (and the undersigned officer, agent or representative thereof individually and jointly and severally with the organization) or individual, agrees (a) to pay for and assume all and full liability for any loss or damages to persons or property or claims therefore resulting to or arising from the use of school district property or facilities by such organization or individual (and those granted access to the facility thereby) whether from an occurrence at the property or facility itself during such use, before or after such use, going to and from such use, in or about available parking areas, or otherwise; (b) to reimburse and/or hold harmless the school district, its board of directors, and the members, agents and employees thereof from any such loss, damage or claim, including, but not limited to, its or their attorneys' fees; and (c) to pay any attorneys' fees and costs paid or incurred by the school district to enforce any obligations imposed under this paragraph or otherwise herein.
7. The requesting organization/person shall provide to the school district, at least ten (10) days prior to the date of the first use, two copies of comprehensive general liability insurance policies for bodily injury or death in the minimum amount of \$1,000,000 per occurrence, covering the requested use with a company licensed to do business in Pennsylvania. This policy must be taken out in the name of the requesting organization/person and naming the Oley Valley School District as an additional insured. In the event that an insurance policy is not obtained as required herein, the school district may arrange for insurance in accordance with this application and agreement, with all costs to be charged to the requesting organization/person. Failure by either the requesting organization/person or the school district to obtain insurance shall not diminish or eliminate any liability of the requesting organization/person.
8. The School district is not responsible for the property of the requesting organization/person or of any property brought on school premises or in school facilities in connection with the use of school property or facilities by the requesting organization/person. All protective services desired by the requesting organization/person must be arranged by the requesting organization/person subject to the approval of the school district. The requesting organization/person shall be liable for the acts or omissions of any protective services engaged.
9. The requesting organization/person shall comply with all applicable laws; all requirements of the police and fire departments and other municipal authorities, and shall obtain and pay for all necessary permits and licenses. The requesting organization/person shall pay all taxes required.
10. The school district may remove from its premises/facilities any personal property left behind by the requesting organization/person or by anyone using the facilities.
11. The requesting organization/person shall not obstruct the halls, ramps, entrances of lobby of any building nor permit any chairs or movable seats to be or remain in the passageways and will keep the passageways clear at all times.
12. The requesting organization/person assumes responsibility for the acts of all participants and/or spectators for liability, injury or property damage.
13. Alteration or relocation of items or components mechanical or otherwise prohibited unless prior written approval has been granted by the school district.
14. A rental, service and/or cleanup charge as outlined in policy 707-AR shall be paid at least ten (10) days in advance of the use of school district premises or facilities for those groups subject to such fees.
15. The requesting organization/person shall provide the following policing, traffic management and crowd control:

Signature of applicant (Typing name is equivalent to signature)

Date of Request

Printed Name and Title

Any time an organization finds they do not need the requested facility; please contact the high school office at (610) 987-4100 ext. 6004 for building use, extension 6008 for athletic facility use as soon as possible.