

CENTRAL BUCKS SCHOOL DISTRICT

2022-2023 FACILITY USE REQUEST FORM

Return To: Main Office of Requested Building

Inclement Weather Hotline (267) 893-4020 (Option #5)

Fill in top section of this form and return to the building you are requesting to use. Faxed applications will NOT be accepted. Signing this form certifies that you have read the regulations on the opposite side and agree to abide by all school district rules. You do NOT have final approval for facility use until you receive a copy of this form signed by both the school and the FEMO Department and have submitted a proper Insurance Certificate. **CANCELLATIONS MUST BE RECEIVED VIA E-MAIL (lisernia@cbsd.org) 48 hours in advance.**

SCHOOL REQUESTED:

Rooms Requested:

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Main Gym | <input type="checkbox"/> Band Room |
| <input type="checkbox"/> Aux Gym | <input type="checkbox"/> Chorus Room |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Pool |
| <input type="checkbox"/> All-Purpose Room/LGI | <input type="checkbox"/> Parking Lot |
| <input type="checkbox"/> Track | |
| <input type="checkbox"/> Classroom(s) How many? _____ | |
| <input type="checkbox"/> Stadium Turf | <input type="checkbox"/> Auditorium |
| <input type="checkbox"/> Grass Fields | <input type="checkbox"/> Library |
| <input type="checkbox"/> Pettine Sports Complex Turf (CBW) | <input type="checkbox"/> Lobby/Hall |

High School & Middle School Auditorium Use Only:

- ☐ Sound & Lighting Tech yes _____ no _____
- ☐ Projector/Screen
- ☐ Pit Cover remove/install (CB South only- \$1,500 charge)

Time of arrival _____

Time of departure _____

Special Notes/Requests _____

I have read the Facility Use regulations on the opposite side and agree on behalf of my group that we will abide by them.

(Signature)

(Date)

REGULATIONS AND FEE SCHEDULE ON REVERSE SIDE

CBSD USE ONLY: Special Conditions of Use (ex no play dates)

Group Name:

Billing Name & Address

Contact Cell #

Billing Email Address: Invoices will be e-mailed

*****CBSD EVENTS ONLY**

Name of person supervising: _____

Cell #:

Type of Event or Program (meeting, basketball, etc.)

Number of Participants:

LIST SPECIFIC - Dates & Times:

Certificate of insurance must state personal and property liability coverage of at least \$1,000,000 and must name the Central Bucks School District as an ADDITIONAL INSURED. Final approval of facility use is contingent on the receipt of a correct and current Certificate of Insurance.

Building Principal Approval:

(Signature)

(Date)

FEMO - Central Office Approval:

(Signature)

(Date)

Reservation # _____ by _____

Central Bucks School District

FACILITY USE REGULATIONS & FEE SCHEDULE 2022-2023

All Facility users are responsible for reading and adhering to these rules

1. **School district use of all facilities will have priority.** Schools reserve the right to schedule their activities before releasing any time to community groups. Even when a community group has been given permission to use a facility, such use may be cancelled if the district needs the facility for school use.
2. **No facility use is allowed without a correct and current Certificate of Insurance on file in the Operations Center.** Certificate must indicate user has **at least \$1,000,000 in personal and property liability insurance.** It must also state on the certificate that **Central Bucks School District is named as an additional insured.** Users should not assume that certificates from prior years would cover the activity the next year since certificates often have dates limiting the coverage to a particular date or season.
3. **Absolutely no use of alcohol or tobacco is allowed on school property, including ball fields and other outdoor facilities.** Violation of this rule is grounds for revocation of use.
4. There will be no use of the kitchen for cooking. User will have to hire a CBSD food service employee at the specified rate.
5. Facility Use Charges are approved annually by the Central Bucks School Board (see the fee schedule below). The district will provide a bill after use is completed and a monthly bill for groups with ongoing use. Checks should be made out to the Central Bucks School District. **Any group, which does not remit payment for facility use within thirty days of the date of the invoice, will be refused use of all school facilities until payment is received.**
6. When there is more than one group using a facility at the same time, **each group is responsible for paying for the hours used.**
7. When admission is charged, the organization using the facilities is responsible for the payment of any admission tax required to the Collector of Internal Revenue.
8. **The user is responsible for payment for any theft or damage** that occurs to school facilities during use. Damage charges will be assessed by the district and the amount will include the cost of any district labor required.
9. **When schools are closed for emergency reasons, community use of the district facilities is also cancelled.** Please call the facility use weather hotline at 267-893-4020 (option #5).
10. **Users are responsible for supervision of participants at all times.** Users who sponsor youth activities must make sure that halls and bathrooms are supervised as well as the primary place for the use. If the lack of proper supervision becomes an ongoing problem, school officials may require security be in attendance during use. Security will be paid for by the outside group. If security problems persist, use of the facility may be cancelled.
11. **The school district reserves the right to refuse a facility to any group at any time.** The district also reserves the right to relocate a previously scheduled group to another Central Bucks school facility.
12. Users are required to include the following statements on any fliers, posters, or other publicity for an event or program: *This event is not sponsored by Central Bucks School District or any of its schools. It is sponsored by [name of the organization]. Questions about this event should be directed to [name and phone number].*
13. **Two days prior notice is required for cancellation of all events.** Cancellations should be e-mailed to liseria@cbsd.org. If timely notice is not received, the user will be billed for the hours reserved. **Weekend cancellations MUST be received by 4:00 p.m. on the preceding WEDNESDAY.**

FACILITY	NON-PROFIT GROUPS – (Group must have a minimum of 60% of its members from CBSD) (IRS approval letter showing “501C3” or “tax exempt” status)
<u>Auditorium</u>	\$600 for four (4) hours or less \$125 for each additional hour to include rehearsal and setup/breakdown No Charge for extra classrooms up to a maximum of (4) rooms. Stage Manager <u>Will Be Required</u> for lighting/sound (beyond house lights/microphone) and billed at the rate of \$60/hr. 10% down payment (refundable if cancelled) is required 30 days prior to scheduled event.
<u>Gymnasium/APR/LGI Library/Cafeteria</u> When more than one Group is using the building at the same time, each group must pay for the time it uses.	<u>\$20 /night</u> Weeknights During the School Year (per space reserved) \$75 /hour Saturday and Sunday use Using Multiple Spaces: \$42 / hour -second room, \$30 /hour-third room (Not available during the Summer)
<u>Classrooms/Conference Rooms/SGI/Office Areas</u> When more than one group is using the building at the same time, each group must pay for the time it uses.	<u>\$10 /night</u> Weeknights During the School Year (per space reserved) \$55 /hour Saturday and Sunday use Using Multiple Spaces: \$42 / hour -second room, \$30 /hour-third room (Not available during the Summer)
<u>CBW-CBE-CBS Stadium Artificial Turf Field</u>	\$125 per hour (Includes CBSD Grounds Person) (Available from 7:00 am to 8:00 pm) for Stadium. Lights are available until 8:00 pm at an additional cost of \$75 per hour (CB West War Memorial Field Only) - No use of fieldhouse, press box, or scoreboard
<u>CBW – Coach Pettine Sports Complex Artificial Turf Fields</u>	\$95 per hour/per field (Includes CBSD Grounds Person). Rentals scheduled during the High School Sports Season are subject to rescheduling. (Available 7:00 am to dusk)
<u>CB East Pool</u> <u>CB South Pool</u>	\$125 /hr. plus hourly rate of lifeguard(s) through Community School. \$155 /hr. plus hourly rate of lifeguard(s) through Community School.
<u>Grass Field Use</u>	\$25 /day for each individual athletic grass field requested unless an “adopt a field” program is approved in advance. \$600 per field, per person (spring or fall) AAF Pilot Program pre-approved required, Maximum 2 grass fields per sport, per season. Tennis Courts are available for group rental at \$6 per hour (per court)
Miscellaneous	Facility use is limited to the actual School year (for interior spaces only). If your group uses a space for longer than the requested time, the invoice will reflect the actual time the space was used.
<u>Cancellations</u>	48-Hour Notice Required for weekday cancellations. To cancel weekend events, notice must be given to CBSD by 4:00 pm on the preceding Wednesday. If notice is beyond these time frames, the group will be billed for the full requested time.

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.

CENTRAL BUCKS SCHOOL DISTRICT 2022-2023 FACILITY USE CHARGES

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