

**OSWAYO VALLEY SCHOOL DISTRICT  
SCHOOL FACILITY USE CONTRACT**

*This contract will serve as a permit to show the custodian in charge of the building.*

We hereby certify that we shall be personally responsible on behalf of ourselves or our organization, for any loss of furniture or equipment, and any damage to or abuse of school buildings, grounds, and equipment growing out of occupancy of said premises by our organization. We agree to abide by and enforce the Policy of the Oswayo Valley School District governing the use of school buildings, grounds, and equipment as prepared and presented to us at the time of application and which are considered to be conditions of use.

To the extent permitted by law, we agree to defend, indemnify and hold harmless the District, its officials and employees from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of our use of the District's facilities, except only for such injury or damage as shall have been caused by the gross misconduct of the District.

Facility to be Used: \_\_\_\_\_

Kind of Activity: \_\_\_\_\_

Admission Price: \_\_\_\_\_

Use of Proceeds: \_\_\_\_\_

Date: \_\_\_\_\_ Time (from): \_\_\_\_\_ To: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_ To: \_\_\_\_\_

**Rental and Operating Fees** – To be paid to the Oswayo Valley School District before the date of use of facility.

**Rental Fee:** \_\_\_\_\_ **To be determined per request (see attached schedule)**

**Total :** \_\_\_\_\_

**Operating Fee:** \_\_\_\_\_ **Overtime/cost for any employee for the use of the facilities**

Organization: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date of Approval by School Board: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

Rental and/or Operating Fee(s) of \_\_\_\_\_ Paid \_\_\_\_\_ Date: \_\_\_\_\_

To be completed in duplicate. One copy for the school and one copy for the organization using the facility.  
**MAKE CHECKS PAYABLE TO “OSWAYO VALLEY SCHOOL DISTRICT”**

**OSWAYO VALLEY SCHOOL DISTRICT  
SCHOOL FACILITY USE APPLICATION**

Organization: \_\_\_\_\_

Kind of Program: \_\_\_\_\_

Use Requested By: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Admission Price: \_\_\_\_\_ Collection: \_\_\_\_\_

Use of Proceeds: \_\_\_\_\_

Name of Person in Charge: \_\_\_\_\_ Telephone: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Number of Organization Members to be Present at Event: \_\_\_\_\_

Equipment Requested: \_\_\_\_\_

**If requesting and athletic facility, PA system, and scoreboard are needed, the Athletic Director is to be contacted and Building Principal is to be contacted if the stage is requested and you will need the lighting and audio equipment.**

Estimated Attendance: \_\_\_\_\_ Date: \_\_\_\_\_ Time From: \_\_\_\_\_ To: \_\_\_\_\_

Date of Rehearsals: \_\_\_\_\_

Public Liability Insurance: Yes \_\_\_\_\_ No \_\_\_\_\_ Collection: \_\_\_\_\_

If yes, applicant must provide evidence of such insurance naming the School District as an additional insured at the time for which the facility/property is requested.

Signature: \_\_\_\_\_

**Return to the office of the Director of  
Activities**

Director of Activities \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent \_\_\_\_\_ Date: \_\_\_\_\_

Board Action: \_\_\_\_\_

**OSWAYO VALLEY SCHOOL DISTRICT  
USE OF FACILITIES AND GROUNDS**

**Schedule of Fees**

**Type A – District Associated Organizations & Non-Profit Organizations or Activities**

**Type B – For-Profit Organizations or Activities**

Fees to be paid per event location	Type A	Type B
Gymnasium	No Fee + Staff Cost	\$200+ Staff Cost
Locker Room	No Fee + Staff Cost	\$100+ Staff Cost
Cafeteria	No Fee + Staff Cost	\$200 + Staff Cost
Kitchen	No Fee + Staff Cost	\$200 + Staff Cost
Classroom	No Fee + Staff Cost	\$40+ Staff Cost
Computer Lab	No Fee + Staff Cost	\$150+ Staff Cost
Fitness Center	No Fee + Staff Cost	\$200+ Staff Cost
Track Facilities	No Fee + Staff Cost	\$500+ Staff Cost
Softball/Baseball Fields	No Fee + Staff Cost	\$300+ Staff Cost
Any Outdoor Area	No Fee + Staff Cost	\$300+ Staff Cost
Library	No Fee + Staff Cost	\$150+ Staff Cost
Track Facilities (scoreboard operator)	Hourly Rate+ Staff Cost Hourly Rate	\$300+ Staff Cost

WPIAL/PIAA – cost to be determined at time of use

Board approved: \_\_\_\_\_