

## **COCALICO SCHOOL DISTRICT FACILITY USE INSTRUCTIONS**

### **Application Process:**

1. At least 30 days prior to the event, contact the Central Office (717) 336-1413 to determine availability of facilities. If requests involve athletic fields or gymnasiums, contact the Athletic Director at (717) 336-1438.
2. Complete the "Application for the Use of School Facilities" form that is available on the District's website or at the Central Office.
3. Attach a copy of the insurance certificate to the application. Certificate must be in the name of the group and provide evidence of liability insurance with \$1,000,000 bodily injury and \$1,000,000 property damage.
4. The application and certificate should be returned to the Central Office.
5. The building principal will approve the request based on appropriate use and availability of facilities and/or district staff.
6. The form will be forwarded to the athletic director who will approve the request based on appropriate use and availability of facilities.
7. The form will be forwarded to the director of building and grounds who will approve the request based on the availability of staff if needed.
8. The form will be forwarded to the AV Coordinator if applicable. The AV Coordinator will approve the request if equipment and staff requested are available.
9. The form will be forwarded to the Business Manager who will approve the request if the application is complete, insurance certificate received and activity conforms to board policy.
10. If the application is approved by all the above, appropriate fees will be assigned and a copy of the application with an invoice for 50% of estimated charges will be mailed to the applicant.
11. If the application is not approved, the application will be returned with an explanation.

### **Rules for Care and Use of Facilities:**

1. Each request must include the name, address and phone number of the person who will assume full responsibility for the activities. This individual agrees to accept responsibility for building security, care of district facilities, and supervision of students and spectators throughout event.
2. A copy of the approved application must be available during the scheduled event. Failure to produce this application will result in immediate removal from the facilities if district personnel do not have the event noted on the master schedule.
3. Facilities must be left in the condition they were found. Trash is to be put in containers, spills are to be wiped up, and doors shall be locked.
4. No food or drinks in the gymnasium and auditorium at any time.
5. The district's "No Smoking" policy must be enforced in all buildings and grounds.
6. The group will limit all participants to the area(s) requested and approved on the form.
7. Keys and access cards must only be used by the person assigned. Evidence that keys and/or access cards were shared with others may result in immediate termination of the activity.
8. When stage lighting and/or sound equipment is requested, a district-employed technician may be required. The organization must pay for the cost of such service.
9. Custodial service may be required when the size of the event is greater than 50 people. The organization must pay for the cost of such service.

### **Rules for Scheduling Facilities:**

1. No school facilities and grounds will be approved for rental before 1:00 pm on Sundays except with the approval of the Superintendent.
2. No requests will be considered more than one year in advance.
3. Requests may be denied or cancelled in the event that the burden on staff and/or facilities is deemed to be unreasonable.
4. Approved events may be cancelled or rescheduled if the facility is needed for a school-sponsored activity.
5. If school is cancelled due to inclement weather or other emergencies, the event will be cancelled.
6. If the organization cancels the event, the school district needs to be notified at least five days in advance (except for inclement weather). Failure to provide notice may result in a loss of the deposit.