

**COCALICO SCHOOL DISTRICT**  
**Application for the Use of School Facilities**

Organization submitting request must fill in Part 1 completely. Return the completed application and a Certificate of Insurance as proof of necessary liability insurance.

**Part 1**

Name of Organization \_\_\_\_\_ Today's Date \_\_\_\_\_

Contact Person \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_

Email: \_\_\_\_\_ Cell/Emergency Phone Number \_\_\_\_\_

Billing Address \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Time(s): Building to be open \_\_\_\_\_ Program to start \_\_\_\_\_

(attach list if necessary) Program to end \_\_\_\_\_ Building to be closed \_\_\_\_\_

Specific Purpose of Use: \_\_\_\_\_ Number of Participants \_\_\_\_\_

<b>Building:</b>	<b>Room(s) Requested:</b>	<b>Athletic Facilities:</b>	<b>Equipment Needed:</b>
_____ High School	_____ Auditorium	_____ Eagle Stadium	_____ Tables/chairs
_____ Middle School	_____ Gymnasium	_____ Hockey Field <small>(grass)</small>	_____ Overhead projector
_____ Adamstown Elem	_____ Auxiliary Gym	_____ Baseball Field	_____ Screen
_____ Denver Elem	_____ Cafeteria	_____ Softball Field	_____ Scoreboard
_____ Reamstown Elem	_____ Classroom	_____ Soccer Fields <small>(grass)</small>	_____ Stage Lighting
_____ Central Office	_____ Wrestling Room	_____ Lacrosse Field <small>(grass)</small>	_____ Sound System
	_____ Computer Lab	_____ Tennis Courts	_____ Microphone
	_____ Lecture Hall A/B	_____ Talon Field	_____ Ladder
	_____ Library <small>(circle)</small>	_____ Other - _____	_____ Trash cans/clean-up
	_____ Concession Stand		_____ Equipment
			_____ Keys/Access card
			_____ Other: _____

Please provide the following information by placing yes/no in the space provided.

- \_\_\_\_\_ Are you a non-profit organization?
- \_\_\_\_\_ Will an admission or registration fee be charged?
- \_\_\_\_\_ Is this a fund-raising event? If yes, who is the beneficiary? \_\_\_\_\_
- \_\_\_\_\_ Will participation be limited to students residing in the Cocalico School District?
- \_\_\_\_\_ Will a stipend or payment be provided to any instructor in this event?
- \_\_\_\_\_ Will a rehearsal be needed? If yes, what are the date(s) and time(s) \_\_\_\_\_

I acknowledge that the information provided above is a complete and accurate description of the activity that will take place in the district facilities as noted above. I agree to provide full supervision of all participants in this event and limit their access to the dates, times and locations noted above. I also acknowledge that I have read and understand the conditions of use as noted on the reverse of this sheet and agree to abide by all provisions.

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Signature

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Date

**Part 2 – Business Office**

Certificate of Insurance received \_\_\_\_\_

**(A 50% deposit on estimated charges is to be made directly to the Cocalico School District upon final acceptance of this application. A full refund will be given if five days cancellation notice is given to the District.)**

<b>Estimated Charges:</b>	<b>Factors:</b>	<b>Actual Charges:</b>
_____ Facility Rental Fee	_____ # of custodians	_____ Facility Rental Fee
_____ Custodial Services	_____ # of hours worked	_____ Custodial Services
_____ Energy Fee	_____ # of event hours	_____ Energy Fee
_____ Sound/lighting Service	_____ # of hours worked	_____ Sound/lighting Service
_____ Total Estimated Charges		_____ Total Actual Charges
_____ 50% Deposit Due		_____ less 50% Deposit Due
		_____ Total Outstanding

## Part 3 – Approval

1. Building Principal \_\_\_\_\_ Approval \_\_\_\_\_ Disapproval (reason) \_\_\_\_\_

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

2. Athletic Director \_\_\_\_\_ Approval \_\_\_\_\_ Disapproval (reason) \_\_\_\_\_

\_\_\_\_\_  
Athletic Director Signature

\_\_\_\_\_  
Date

3. Auditorium Mgr. \_\_\_\_\_ Approval \_\_\_\_\_ Disapproval (reason) \_\_\_\_\_

\_\_\_\_\_  
Auditorium Managers Signature

\_\_\_\_\_  
Date

4. AV Coordinator \_\_\_\_\_ Approval \_\_\_\_\_ Disapproval (reason) \_\_\_\_\_

\_\_\_\_\_  
AV Coordinator Signature

\_\_\_\_\_  
Date

5. Director of B & G \_\_\_\_\_ Approval \_\_\_\_\_ Disapproval (reason) \_\_\_\_\_

\_\_\_\_\_  
Director of Building & Grounds Signature

\_\_\_\_\_  
Date

6. Director of Food Services \_\_\_\_\_ Approval \_\_\_\_\_ Disapproval (reason) \_\_\_\_\_

\_\_\_\_\_  
Director of Food Services Signature

\_\_\_\_\_  
Date

7. Business Office \_\_\_\_\_ Approval \_\_\_\_\_ Disapproval (reason) \_\_\_\_\_

\_\_\_\_\_  
Business Manager Signature

\_\_\_\_\_  
Date

### Conditions of Use

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. Each organization shall be responsible for the conduct of persons attending its activities.
3. Each organization shall be responsible to maintain school property and equipment in its original condition and shall be liable for any damage.
4. Each organization agrees to assume all responsibility for damage claims or liability of any kind arising out of or by reason of its use of the school facilities, and further agrees to save and hold the school district harmless from any claims, liabilities, expense or cost in connection with the use of school facilities. The Cocalico School District requires all outside organizations to have liability insurance within minimum limits of \$1,000,000 for bodily injury and \$1,000,000 for property damage, and to furnish the School District with a Certificate of Insurance along with the completed application.
5. The use of school facilities is limited to groups organized for lawful purposes. Facilities shall not be used for any of the following purposes:
  - a. Affairs for private individual monetary gain.
  - b. Purposes which in any way conflict with the aims and objectives of the School District.
  - c. Affairs for a particular political party or candidate.
  - d. An organization that discriminates on the basis of race, color, creed, national origin, sex, age or handicap as defined by law.
6. The use of school facilities shall not interfere or conflict with the regular school program.
7. Persons attending the sponsoring organization's event shall be restricted to the area of the building in which the rented facility is located.
8. Smoking shall not be permitted on school grounds.
9. No alcoholic beverages of any kind shall be permitted on school premises.
10. Weapons of any type are forbidden on school district property.
11. Food and drink will not be permitted in the auditorium or gymnasium in any building.
12. All equipment and devices owned by the school shall be operated by persons designated by school authorities. The sponsoring organization will be responsible for paying for these services and be responsible for any damage in use of such equipment.
13. There shall be no installation of equipment or alterations to existing facilities unless identified on the application and approved.
14. Any and all decorations to be used must be fireproof or fire retardant rated and subject to the approval of school officials. Only masking or painters tape may be used. No open flame decoration shall be used anywhere in the building. No fireworks.
15. 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.
16. School facilities will not be available for community use on days that schools are closed due to inclement weather.
17. Each organization shall assume responsibility for full compliance with and indemnification of the certification requirements of the Child Protective Services Law, Act 168 of 2014, Act 15 of 2015, P.S. 1-111, and other relevant laws as amended.