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): _______________ Program to start ______________
Building to be open ____________ Program to end ______________
Building to be closed ____________ Number of Participants __________

Specific Purpose of Use: _____________________________________________

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

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.

Signature ______________________________________ 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.)

Estimated Charges: Factors: Actual Charges:
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 ______
### 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 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 painter’s 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.