

Salisbury-Elk Lick School District
196 Smith Ave, Salisbury PA 15558

Application and Agreement for Use of School Facilities, Equipment and Services

Requesting Individual/Organization

Name: _____

Address: _____

Phone: _____

Contact Person

Name: _____

Address: _____

Phone: _____

Facility/Equipment/Services Requested: _____

Proposed Activity: _____

Date: _____ Hours of Activity: _____ am/pm to _____ am/pm

Number of individuals participating: Adults: _____ 18 and younger: _____

If granted permission to use the above property or facility and, if any, equipment or services, it is agreed by and between the school district and the requesting organization/individual as follows:

1. Requesting organization/individual acknowledges receipt of a copy of Board policy #707 and agrees to comply with that policy.
2. The requesting organization/individual granted use shall abide by all policies, rules and regulations of the school district on the conduct and deportment of persons in or on school district premises or facilities.
3. The use of the property or facilities shall not in any way, interfere with the operation of the school district or any of the programs or activities of the school district. If required for school district purposes, it is understood that the right is reserved to the school district to withdraw or rescind the grant of the use of the property or facilities on short notice.
4. Weapons, alcoholic beverages and controlled substances shall not be brought onto school district premises or into school district facilities. Smoking and any use of tobacco products are prohibited in all school district buildings and on all school district property.
5. School district property, facilities and equipment shall be used in a careful and prudent manner so as to prevent loss, defacement or damage. Good order and discipline shall be maintained by requesting group/individual.
6. The property and facilities shall be vacated by the time set forth above and shall be left in as good a condition as when the use began. Facilities will be left in a thoroughly clean condition by the requesting group/individual. School district reserves the right to charge for any janitorial services needed to restore the property and facilities to pre-use condition.
7. The requesting organization or individual agrees to (a) pay for and assume all and full liability for any loss or damages to persons or property or claims therefore resulting or arising from or in connection with the use of school district property or facilities by such organization or individual whether from an occurrence at the property or facility itself during such use, or in or about available parking area, or otherwise; (b) to immediately reimburse, indemnify and hold harmless the school district, its board of directors, and the member, agents and employees thereof from any and all such losses, damages, or claim, including, but not limited to, it's or their reasonable attorneys' fees; and (c) to pay any attorneys' fees and costs paid or incurred by the school district to enforce any obligation imposed under this paragraph or otherwise herein.
8. The requesting organization/individual shall provide to the school district, at least ten (ten) days prior to the date of use, a certificate of insurance meeting the requirements thereof and evidencing that the requesting organization/individual has comprehensive general liability insurance as required herein. The minimum acceptable coverage shall be \$300,000 per person, \$600,000 coverage per occurrence for personal or bodily injury and \$300,000 per occurrence for property damage, or \$750,000 combined single limit. The Salisbury-Elk Lick School District must be listed on the certificate of insurance as an additional insured with respect to the requested use of school property. In the event that an insurance policy is not obtained, the school district may but shall not be required to arrange for insurance in accordance with this application and agreement to protect school district, with all costs to be charged to the requesting organization/individual. School district has no obligation to obtain such insurance or to protect the requesting organization/individual with such insurance. Failure by either the requesting organization/individual or the school district to obtain insurance shall not diminish or eliminate any liability of the requesting.
9. The school district is not responsible for the property of the requesting organization/individual or for any property brought on school premises or in school facilities in connection with the use of school property or facilities by the requesting organization/individual. All protective services desired by the requesting organization/individual must be arranged by the requesting organization/individual subject to there being no obligation by the school district after due notice to school district. The requesting organization/individual shall be liable for the acts or omissions of any protective services engaged.

10. The requesting organization/individual shall comply with all applicable laws; all requirements of the police and fire departments and other municipal authorities, and shall obtain and pay for all necessary permits and license. The requesting organization/individual shall pay taxes required.
11. The school district may remove from its premises/facilities and dispose of any personal property left behind by the requesting organization/individual or by anyone using the facilities, with no liability on or to school district with respect thereto.
12. The requesting organization/individual shall not obstruct any exits and will keep the passageways clear at all times.
13. The requesting organization/individual assumes responsibility for the acts of all participants and/or spectators for liability, injury or property damage.
14. Alteration or relocation of items or components mechanical or otherwise is prohibited unless prior written approval has been granted by the school district. Such approval will usually not be granted.
15. A rental and clean-up charge may be charged in advance and if assessed shall be paid at least ten (10) days in advance of the use of school district premises or facilities.
16. The requesting organization/individual shall provide any needed policing, traffic management and crowd control as its sole cost and expense. School district shall have no responsibility therefore. The provisions of paragraph 9 and other applicable paragraphs above shall apply.
17. The premises shall be used, if permission is granted, only for the proposed activities listed above. No illegal or prohibited activities shall be conducted.
18. Individuals or organizations may request work of a group or class providing it meets the educational needs of the class and instructor. The request must have the superintendent's and instructor's approval and not be in conflict with other aspects of current school board policy.
19. Employees may not use school facilities and equipment for personal reasons unless it relates to a certain class and the superintendent and the instructor of the class has given permission and can supervise the use of equipment.
20. After normal school hours, a school representative must be present for the activity to occur.

 Signature of Requesting Individual or
 Authorized Contact Person of Organization

 Date

 Printed Name and Title

Office use only

The above application is

Approved

Denied, subject to the following additional conditions:

Date of Action: _____

By: _____

Signature and Title