**Guidelines for Extra-Curricular Facility Use**

***The Rockwood Area School District strives to accommodate***

 ***the many requests for use of its facilities.***

1. If the requested facilities are being used for a school function, such as a scheduled sporting event or playoff, the organization will have to make different arrangements until the facility is available.
2. Due to the many requests for use of district facilities, all requests must be submitted in writing, and approved in writing, in order to accommodate all organizations.
3. Please notify the Maintenance Supervisor at (814) 926-4688 **two days before** the event if keys are needed to enter the building or if the light and sound board is needed for the auditorium, **where a fee could be requested**.
4. Request for additional furniture such as tables, chairs, etc., must be submitted in writing **two days before** the event.
5. All evening student events end at 10:45 pm. Once a student has entered the building and then leaves, they are not permitted to re-enter the activity.
6. Sponsors are responsible for the maintenance and clean up inside and outside of the building. Please check all restrooms and hallways for trash or damage. The outside area also needs to be checked for pop cans and other litter. A **charge** will be made for the facilities if they are left unclean or damaged.
7. Areas, such as the gym(s), will need to be dry mopped at the end of the activity.
8. For individuals or organizations requesting to use either the high school gym or elementary gym, please keep the following in mind: Care should be taken to avoid bringing any unnecessary dirt or debris onto the gym floors. Any water spills, excess dirt or other damage to the floor should be reported to the athletic director, principal, or maintenance director immediately. **Food and drinks are NOT permitted in either gym.**
9. All vandalism, which occurs during a sponsored activity, will result in that group’s paying for all damages and the loss of use of facilities for the remainder of the year.
10. Tobacco, alcohol, and weapons are prohibited on school property.
11. All children must be supervised by an adult at all times and should remain in the requested areas.
12. Applicant shall keep and maintain the school property in the same condition as found and be financially and otherwise responsible for all injury, damage or destruction that may take place at the property in connection with the event, except normal wear. Applicant shall keep the Board of School Directors of the Rockwood Area School District, its agents, and employees free and absolved from injury, damage, or loss that might occur in connection with said event, due to negligence of Applicant, its employees, or agents.

**Groups or individuals who are not school related shall obtain liability insurance, naming the Rockwood Area School District as an additional insured and submit evidence of such insurance with a certificate of insurance from the agent and/or company within two (2) weeks prior to the usage date.**

***Complying with these guidelines will ensure that all areas are ready for use by other organizations. If these guidelines are not followed, the organization will not be permitted access to use the facilities again.***

**PLEASE KEEP THIS PAGE**

**ROCKWOOD AREA SCHOOL DISTRICT PLEASE CHECK ONE:**

***USE OF SCHOOL FACILITIES REQUEST FORM*** [ ]  In House [ ] Outside Organization

**IMPORTANT NOTE: Use of School Facilities Request Forms must be submitted by the 2nd Tuesday of each month.**

**NAME OF ORGANIZATION:**

**PURPOSE:** *(Give specific purpose and state what proceeds are to be expended for if admission is charged)*

**Person(s) Responsible:**

**Anticipated Attendance:**

**FACILITIES REQUESTED: (check items)** **[ ]**  *Rockwood High School* [ ]  *Rockwood Elementary*

 Classrooms [ ]  Band Room [ ]  Gymnasium, Showers, etc. [ ]

 Auditorium [ ]  Chorus Room [ ]  Athletic Fields [ ]

 Cafeteria [ ]  Kitchen [ ]  Library [ ]

 Other

**DATES & HOURS REQUESTED: *(Please list specific performance time, practice time, and set-up time individually)***

|  |  |
| --- | --- |
|  Date:       | Hours:       |
|  Date:       | Hours:       |

**EQUIPMENT REQUESTED: (check items)**

 (please circle)

Tables [ ]  Podiums [ ]  Chairs [ ]  Piano [ ]  Microphone – wireless and/or handheld [ ]  Sound Systems [ ]  Projector [ ]  Risers [ ]  Coat Racks [ ]  Spots/Spec. Lighting [ ]  Other

*I have reviewed this use of school facilities request form carefully and accept responsibility for meeting the requirements stated therein.*

**PLEASE PRINT**

|  |  |
| --- | --- |
| **Applicant’s Name:**        |  **Phone Number:**       |
| **Address of Applicant:**        |  |
| **Applicant’s Email:**  |  **Date:**  |
|  |  |

The undersigned requests approval for the use of the Rockwood School facilities as indicated above and agrees to reimburse the Rockwood School for any and all damages created by their use.

**Applicant’s Signature:**

 **FOR DISTRICT** Fee Charged (if applicable): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **USE ONLY:** Certificate of Insurance: Required: Yes / No Received: \_\_\_\_\_\_\_ Date: **\_\_\_\_\_\_\_\_**

The following list of signatures must be complete before a use of school facility request will be approved.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***Signature of Principal*** ***Signature of Athletic Director***

 *(Elementary or Secondary - depending on area requested) (Only if gymnasium or other athletic areas are being used)*

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***Signature of Use of School Coordinator*** ***Signature of Maintenance Supervisor***

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***Signature of Head Lighting & Sound Signature of Assistant Lighting & Sound***

 *(Only if Auditorium is being used) (Only if Auditorium is being used)*

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 ***Date of Board Approval or***

 ***Superintendent Approval (in-house events)***

Rockwood Area School District

Fee Schedule for Use of School Facilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Non-Resident Commercial\*\*** | **Resident Commercial\*\*** | **Resident Civic or Non-Profit Organization\*\*** | **School Sponsored Organization or PTA\*\*** |
| **Auditorium****Full-Day** | $400\* | $200\* | No Charge\* | No Charge |
| **Auditorium****Half-Day or Evening** | $250\* | $125\* | No Charge\* | No Charge |
| **Gymnasium** | $200 | $100 | No Charge | No Charge |
| **Classroom** | $50 | $25 | No Charge | No Charge |

\*If the light and/or sound system in the auditorium will be used, a technician(s), approved by the school district administration, **MUST** be hired for each system being operated. The technician(s) is to be paid the hourly rate set in the negotiated teachers’ contract for the number of hours worked. This cost is in addition to the above fee schedule, and the technician(s) will be paid directly by the organization using the facility.

\*\*Custodial fees will be charged to outside organizations when staff members are employed beyond the regular work schedule. This person is to be paid the hourly rate set in the negotiated teachers’ contract for the number of hours worked. This cost is in addition to the above fee schedule, and the custodian will be paid directly by the organization using the facility.

Commercial organizations include any for-profit organization or business, including dance studios.

**Please Note: The utilization of school facilities by outside organizations/groups will be dependent upon the availability of district approved staff members.**

Final approval regarding use of school facilities and fees will be determined by the school board.

 *Board approved: September 20, 2022.*