

**CAMBRIA HEIGHTS SCHOOL DISTRICT**

426 Glendale Lake Road  
Patton, PA 16668

Secretary's Initial



APPLICATION FOR USE OF FACILITIES

Name of Organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Contact Name and Title: \_\_\_\_\_  
Home Address \_\_\_\_\_ City/State/ZIP \_\_\_\_\_  
Contact Phone \_\_\_\_\_ Contact email \_\_\_\_\_  
Event Title/Description: \_\_\_\_\_  
Dates of Use: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Estimated Number of Attendees: \_\_\_\_\_

<u>School/Facility Requested</u>
HS Auditorium
HS Multi-Purpose Room
HS Kitchen (Staffed by Nutrition Services Only)
HS Room # _____
HS Gym
HS Turf Field
HS Softball Field
HS Baseball Field
MS Room # _____
MS Gym
ES Room # _____
ES Gym
Other _____

<u>Equipment/Services Requested</u>
<input type="checkbox"/> Overhead Projector
<input type="checkbox"/> DVD Player
<input type="checkbox"/> Projection Screen
<input type="checkbox"/> Podium with Microphone
<input type="checkbox"/> Tables - Approx. # _____
<input type="checkbox"/> Chairs - Approx. # _____
<input type="checkbox"/> *Custodians - Based on event
<input type="checkbox"/> *Security -Based on event

Any request not covered by this application will be made at the discretion of administration.

Outside Organizations Only:

Does your organization have liability insurance? \_\_\_Yes \_\_\_No (Copy to be submitted to the Business Office)

Company Name: \_\_\_\_\_ Policy No. \_\_\_\_\_

Outside groups must sign use of facilities agreement. See rates and fees on page 2 of this form. All fees must be paid a week prior to the event.

Are all of your participants Cambria Heights residents? \_\_\_Yes \_\_\_No

I agree that we will obey the Building Rules. I understand that if I do not abide by the rules then our activity will be terminated. I also understand that our organization is responsible for all damages, theft and other abuses of all facilities and equipment that may take place while the facility is rented. I am responsible for putting the chairs and tables back where they were found, sweeping, mopping, and taking out any trash to the dumpster located at the end of the parking lot. I agree that if our organizations practice or event is canceled we must notify the school district building that has been requested. Failure to do so may terminate our use of the facilities. I am responsible for hiring one security guard during events, games or tournaments. Additional security may be needed at the discretion of administration. The below signed further agrees to protect, indemnify and save harmless the School District and its officers and employees from any and all claims, liabilities, damages, or rights of action directly or indirectly growing out of the use of the premises covered by this application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director's Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(Gym/Field Use Only)

Maintenance Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

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**FEES FOR USE OF FACILITIES**

1. No fee shall be charged for the use of buildings, grounds, playgrounds, or other school facilities used by school sponsored activities or school sponsored groups.
2. No fee shall be charged to school sponsored athletics teams or to their feeder programs as determined by the district.
3. Groups not associated with the school district will be charged for use of any school facilities, those charges vary and are listed below.
4. Any request/fees not covered by this application will be made at the discretion of administration.

**Rental Fees and Service Charges**

Facility	Fees	Facility	Fees
<b>Classroom</b>		<b>Stadium</b>	
CLOSED TO ALL OUTSIDE ORGANIZATIONS * SEE ADMINISTRATION FOR EXCEPTIONS		Per Event (FOR-PROFIT ORGANIZATIONS)	\$300/hour
<b>Auditorium</b>		Scoreboard & clock Operators	\$25/hour
Program (FOR-PROFIT ORGANIZATIONS)	\$300/program	Lights	\$300/hour
Rehearsals	\$60/rehearsal	Practice	\$30/hour
Equipment/Lights/Soundboard, Technician CH APPROVED TECHNICIAN	\$50/hour	<b>Baseball/Softball Fields, Athletic Fields, Track</b>	
<b>Cafeteria</b>		Per Event (Fields)	\$60/hour
Cafeteria Only	\$40/per event	Turf Only	\$100/hour
Luncheon/Dinner with kitchen (STAFFED BY NUTRITION GROUP ONLY)	\$80 + kitchen staff costs	<b>Other Event Fees</b>	
<b>Gymnasium</b>		Custodial Service	\$40/hour
Banquet/Sports, etc.	\$50/hour	Public Address Announcer (CH APPROVED TECHNICIAN)	\$25/hour
Weekend Events	\$60/hour	Scoreboard/Clock Operators	\$25/hour
Scoreboard & Clock Operators (CH APPROVED TECHNICIAN)	\$25/Hour	Security (MUST BE CH APPROVED)	\$30/hour
		*Appropriate footwear is required on all athletic surfaces (Gyms, Track, Fields & Turf).	
		*Rental fees must be paid prior to event.	

\* Total Rental and Service Charges \$ \_\_\_\_\_

## **Cambria Heights**

### **Use of Facilities Rules**

1. The person requesting the use of CH facilities must be at least 21 years of age or older.
2. Appropriate footwear is required on all athletic surfaces (Gyms, Track, Fields & Turf).
3. Due to the nature of the floor surface, baseball and softball are not permitted in the HS Gym.
4. If different parties rent multiple facilities/areas on the same day, then the bathrooms and parking will be shared.
5. Food and drinks are prohibited anywhere outside the cafeteria. Renter is responsible for monitoring gym or auditorium or hiring outside security to ensure guest do not bring food or drinks into these areas.
6. If renter is charging an admissions fee they must hire at least one security guard approved by CH, please contact CH athletic director to schedule security.
7. Requests must take place within approved hours of operation. (See Admin. for exceptions).
8. Any school employee shall have the right at any time during a function to enter any and all parts of the premises for purpose of inspection.
9. Decorations are not to be attached to the building walls or ceiling. (See Admin. for exceptions).
10. There shall be no confetti, bubbles, silly string, or glitter allowed on school properties.
11. Bounce houses are prohibited. (See Admin. for exceptions)
12. Any outside vendors hired by the renter must be approved by administration.
13. Smoking, Vaping and/or Chewing Tobacco is not be permitted on school property.
14. Tables and chairs are not to be moved from their current location without permission.
15. The district will not be responsible for lost or stolen items.
16. Renter is responsible for ensuring no adults or children are running through the buildings or in areas that are off limits.
17. All trash will be cleaned up and placed in the appropriate receptacle.
18. The renter agrees to ensure that the facility and all equipment in the building is left in its original condition.
19. If individual or organization signing this agreement does not abide by the rules and policies, administration may refuse that individual or organization any future rental requests.
20. The individual or organization signing this agreement will be responsible for any missing or damaged items and will also be responsible for any damage done to the building during the date rented.
21. Changes to these rules may be made at any time at the discretion of administration.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_