

# **BOYERTOWN AREA SCHOOL DISTRICT TERMS OF USE OF FACILITIES**

*Please carefully read this entire application before completing the registration process:*

- Boyertown Area School District reserves the right to modify and/or cancel a requested event either prior to approval or after approval.
- Organizations in **Group 3** and **Group 4** are subject to an **annual \$25.00 Application Fee**, which will be billed to each organization at the time of their first activity or event. This fee will be charged to the first billed event of each school year thereafter.
- Registration for Use of School Facilities and, if applicable, a Fund-raising form, must be submitted at least **ten (10) working days** in advance of the facilities requested date. Submit the document(s) to the business office.
- Any and all parties agree that the school district shall be held harmless by the user for any liability that arises from use of school facilities by the individual or group.
- A **Certificate of Insurance** is required. The application process will not be complete until a valid certificate is on file in the Business Office. The Boyertown Area School District must be named as an **additional insured**. No event requests may be entered without a current COI on file; no exceptions.
- By completion of this application, and signature(s) thereon, any and all parties named herein certifies an understanding and willingness to (a) abide with School District's **Policy 707** and (b) remain faithful to the specific building's rules, regulations and provisions of said building.
- Building principal, or designee, retains the right to oversee the event(s) to maintain a cooperative working relationship and building operation success. The building principal, or designee, retains the right to reassign the event(s) if deemed best for the building.
- Any and all parties named herein is permitted to use only the area(s) as requested on the application. No other room(s) or portion(s) of the facilities will be available.
- Any individual and or entity named herein must comply with directions given by building person who oversees the facilities at the time the instruction is given.
- The lessee cannot bring to the leased premises any other group unless it is noted on the original application. For example, team A who leased a gymnasium or field, cannot invite team B unless the fact was stated on approved application.
- Lessee must vacate the facility by **10:00 PM**. If the premises are not evacuated by 10:00 PM, then the custodial fees double in amount for each hour after 10:00 PM, to be billed based off the custodian's submitted hours. \*Refusal to leave by 10:00 PM could result in losing permission to use Boyertown Area School District facilities for future events.
- The school district will not be responsible for any expenses or losses incurred by the individual or organization requesting use of school facilities. This pertains to, but not limited to, such things as

inclement weather, malfunctioning of the building/room HVAC system, building's water/sanitary sewer system, electrical system, and alike systems and operations.

- If schools are dismissed early or are closed due to circumstances beyond the control of the School District, all morning, afternoon and evening school activities and all community events scheduled to take place in the Boyertown Area School District that day/evening is canceled.
- If schools are dismissed early or are closed on a Friday, and there is a Saturday or Sunday event, the individual in charge of the event shall contact the building's head custodian to learn if the building is available. **If snow removal is needed for an event when schools are closed (ie. Holiday or weekend), cost for the snow removal shall be paid by the party leasing the district's facilities.**
- When an emergency signal is sounded (fire alarm, smoke detection, etc.) all activities must cease immediately. All occupants must leave the building at once and walk a safe distance from the facilities leaving sufficient room for emergency vehicle(s). Anyone failing to leave the building may result in that individual and or organization being prohibited from using any Boyertown Area School District facilities for a specific period of time.
- Any and all types of alcoholic beverages are prohibited from being brought onto and or consumed on school district property. Violation of this regulation may result in that individual and or organization being prohibited from using any Boyertown Area School District facilities for a specified period of time.
- Any and all types of tobacco products are prohibited from being used in a structure owned and operated by the Boyertown Area School District. Violation of this regulation may result in that individual and or organization being prohibited from using any school district's facilities for a specified period.
- The Boyertown Area School District shall not be liable for non-performance of use of facilities when such non-performance is attributable to all causes whether enumerated herein or not, which are beyond the reasonable control of the said School District.
- Changes or Cancellations of event(s) by organizations should be made at least **five (5) days prior** to the proposed use (first event date). PLEASE NOTE: **Cancellations** made less than five (5) days before the event date are subject to all applicable facility use fees.
- Arrival time for event(s) will be **no earlier** than the time indicated on the rental request.
- School premises must be left in the same condition in which they were found. Fees will be charged for the cost of any additional custodial or maintenance services required as a direct result of the activities of the organization or group.
- The renting organization will be held responsible for any damage to property due to its occupancy during the rental period.
- No pets are allowed in district buildings or on school property (this is not inclusive of service dogs).