

FREEPORT AREA SCHOOL DISTRICT  
Freeport, Pennsylvania 16229

**FACILITY REQUEST FORM**

Please submit completed forms by email to [schoolandstudentevents@freeport.k12.pa.us](mailto:schoolandstudentevents@freeport.k12.pa.us).

Sponsoring Group \_\_\_\_\_

Name and Title of Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Nature of Event \_\_\_\_\_

Facilities Requested \_\_\_\_\_

Date(s) and Time(s) Requested \_\_\_\_\_

Number of People Anticipated \_\_\_\_\_

Special Equipment \_\_\_\_\_

Custodian Required  Security Guard Required  Approved Kitchen Employee Required

Billing Contact Name \_\_\_\_\_

Billing Contact Address \_\_\_\_\_

*Verification and proof of adequate insurance coverage must be submitted upon approval.*

OFFICIAL USE ONLY

Received Date \_\_\_\_\_

Restrictions \_\_\_\_\_

Charges \_\_\_\_\_

Amount Billed \_\_\_\_\_

Approved by \_\_\_\_\_

Amount Received \_\_\_\_\_

Date \_\_\_\_\_

Balance Due \_\_\_\_\_



## 707. USE OF SCHOOL FACILITIES

<b>4. Guidelines</b>	<p>An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the Superintendent.</p> <p><u>Application Process</u></p> <p>An individual or community group requesting permission to use school buildings, facilities or school property must submit a written request on the prescribed application form in advance of the proposed date to the Superintendent or designee.</p> <p>The application must specify the portion of the school facilities requested for use; proposed activities; number of individuals participating; and the date, time and duration of the proposed event.</p> <p>Along with the completed application, the individual or group must submit the following:</p> <ol style="list-style-type: none"><li>1. Payment of the specified rental fee.</li><li>2. Evidence of organizational liability to limits required by district guidelines.</li><li>3. Documentation evidencing 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.</li></ol> <p><u>Application Evaluation</u></p> <p>No application to use school facilities shall be approved if the proposed activity would result in any of the following:</p> <ol style="list-style-type: none"><li>1. Conflict with any school-sponsored activity.</li><li>2. Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar, or Board action.</li><li>3. Access to school facilities containing equipment or furnishings which would be detrimental to the operation of a district program if damaged or operated by an unqualified operator.</li><li>4. The proposed use would prevent or encumber district personnel from preparing school facilities for their primary purpose, because of the nature or duration of the activity.</li></ol>
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<b>SC 511</b>	<p><u>Limitations</u></p> <p>When individuals and community groups receive written permission to use school facilities under this policy, such use shall be conditioned upon strict compliance with the following:</p> <ol style="list-style-type: none"><li>1. Individuals shall not use, access or enter upon any portions of the school facilities or their contents not specified in the approved written request form.</li><li>2. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.</li><li>3. When advertising or promoting activities held at school facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the school district.</li><li>4. School equipment used in conjunction with requested facilities shall be identified when the application is submitted. Users of school equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator, provided by the school.</li></ol> <p>Operation, movement, or change of panel control boards, public address systems, specific lighting equipment, air conditioning equipment, choral and band risers, pianos, stage scenery, curtains, furniture or other equipment will be regulated, performed and supervised directly by school personnel. Any other school personnel costs scheduled, including but not limited to custodial, audio-visual, athletic event staff, etc., will be charged to the individual or community group.</p> <p><u>Prohibited Activities</u></p> <p>The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities:</p> <ol style="list-style-type: none"><li>1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.</li><li>2. Possession of weapons.</li><li>3. Conduct that would alter, damage or be injurious to any district property, equipment or furnishings.</li></ol>
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<p><b>10 P.S. Sec. 311 et seq. Title 61 Sec. 901.701</b></p> <p><b>35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7182, 7183</b></p> <p><b>SC 511</b></p>	<p>4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.</p> <p>5. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Board or administration.</p> <p>6. Use of tobacco products, electronic cigarettes, vaporizers, etc.</p> <p><u>Violations</u></p> <p>The school district reserves the right to remove from school district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.</p> <p>In the event an individual or community group violates this policy or the terms under which permission was granted to use school facilities, that individual or community group forfeits the right to submit future written requests to use school district property, unless otherwise decided by the Board.</p> <p><u>Educational Programs</u></p> <p>Use of school facilities for activities directly related to the educational program and district operations shall be without cost to users.</p>
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## 707. USE OF SCHOOL FACILITIES

References:

School Code – 24 P.S. Sec. 511, 775, 779

State Board of Education Regulations – 22 PA Code Sec. 403.1

Department of Revenue Regulations – 61 PA Code Sec. 901.1, 901.701

Local Option Small Games of Chance Act – 10 P.S. Sec. 311 et seq.

School Tobacco Control – 35 P.S. Sec. 1223.5

Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.

Boy Scouts of America Equal Access Act – 20 U.S.C. Sec. 7905

Board Policy – 000

**Freeport Area School District  
Facility Usage Fees**

Facility	School Affiliated	Non-Profit	Profit
<b>Classrooms – All Schools</b> Classrooms are available at the building Principal's discretion. School libraries are not available for rental.	N/A	\$ 25/HR	\$ 50/HR
<b>Cafeterias – All Schools</b> Cafeteria rental does not include kitchen access — please contact the District Food Service Manager at 724-295-5141 x1252 for information about catering services available from the District's Food Service.	N/A	\$ 25/HR	\$ 50/HR
<b>High School Auditorium</b>	N/A	\$ 50/HR	\$ 100/HR
<b>High School Audion</b>	N/A	\$ 25/HR	\$ 50/HR
<b>Middle School Auditorium</b>	N/A	\$ 75/HR	\$ 150/HR
<b>Buffalo Elementary Auditorium</b>	N/A	\$ 50/HR	\$ 100/HR
<b>South Buffalo Elementary Auditorium</b>	N/A	\$ 50/HR	\$ 100/HR
<b>High School Gymnasium – Main</b>	N/A	\$ 50/HR	\$ 100/HR
<b>High School Gymnasium – Auxiliary</b>	N/A	\$ 25/HR	\$ 50/HR
<b>Middle School Gymnasium</b>	N/A	\$ 75/HR	\$ 150/HR
<b>Buffalo Elementary Gymnasium</b>	N/A	\$ 50/HR	\$ 100/HR
<b>South Buffalo Elementary Gymnasium</b>	N/A	\$ 50/HR	\$ 100/HR
<b>Athletic Stadium – Without Lights</b>	N/A	\$ 100/HR	\$ 200/HR
<b>Athletic Stadium – With Lights</b>	N/A	\$ 200/HR	\$ 400/HR
<b>Track/Track Field – Without Lights</b>	N/A	\$ 50/HR	\$ 100/HR
<b>Track/Track Field – With Lights</b>	N/A	\$ 100/HR	\$ 200/HR
<b>All Other Outside Athletic Fields/Spaces</b>	N/A	\$ 25/HR	\$ 50/HR
<b>General Security Deposit</b> A security deposit will be required for all use of facilities. All deposits will be refunded upon request once it has been verified that all facilities have been returned to their original condition.	\$ 100	\$ 100	\$ 500
<b>Additional Personnel Services as Assigned</b>  <b>Security Services</b>	All groups are responsible for contracting with the District's designated security firm or the Buffalo Township or South Buffalo Township police departments to provide the required security. The District will make final determinations regarding the necessary security staffing.		
<b>Custodial Services</b> Custodial Services will be assigned for certain events depending on the facility in use and number of attendees or participants. Please be aware that additional time may be required beyond the event duration, for preparation and/or cleanup.	\$ 34/HR	\$ 34/HR	\$ 34/HR
<b>Audio Visual Technology Operator</b> A District Audio Visual Technology Operator will be required for any Auditorium rental that involves the use of the sound system, stage lighting, curtains or visual displays.	\$ 43/HR	\$ 43/HR	\$ 43/HR
<b>Scoreboard Operator/Additional Athletic Workers</b> A District Scoreboard Operator is required for use of the scoreboard. Additional athletic workers may be assigned as needed. Per event rate is per operator/worker and is subject to adjustment for certain types of events.	\$ 40/EVENT	\$ 40/EVENT	\$ 40/EVENT