

Williamsport Area School District
 201 West Third Street
 Williamsport Area School District

APPLICATION AND PERMIT FOR USE OF SCHOOL PROPERTY

Name of Applicant _____ Date of Application _____
 Purpose of Organization _____
 Portion of Building Desired _____ Name of School _____
 School Equipment Desired _____ Probable Attendance _____

TIME DESIRED

Day of Week	Dates of Use	Time of Performance	Building Open to Applicant
		From To	From To

Purpose for which premises will be used _____
 Amount of Admission to be charged _____ Will offerings be taken or funds solicited? _____
 What use will be made of proceeds of performance? _____

The undersigned hereby makes application to the Williamsport Area School District, Williamsport, PA for the above named applicant for use of school premises and certifies that the information above is correct. The undersigned further states that he has the authority to make this application for the applicant and agrees for the applicant that the applicant will observe all rules and regulations of the School Board and of the Principal of the school in which the premises is to be leased are located, and will promptly reimburse the school district. The applicant will exercise the utmost care in use of the school premises and property and will make good any damage arising from applicant's use of said premises and property.

Address	Signature
Phone Number	Title

Do not write below this line

The above mentioned premises will not be required for school purposes at the time named and issuance of this permit hereby is approved.
 Date _____ Principal _____

For the following reason it is recommended that the permit not be issued:

Date _____ Principal _____

Permit Approved and Issued _____ (Date) Board of Directors

Permit Denied _____ (Date) By _____
Secretary

BUILDING OCCUPANCY CHARGE SCHEDULE

	<u>Community Based Non-Profit Organization</u>	
	<u>Fund Raising Events</u>	<u>Non Fund Raising Events</u>
Williamsport Area High School		
Auditorium	\$350 plus labor	\$50 plus labor
Gymnasium	350 “	50 “
Swimming Pool (Sept.–May)	175 “	50 “
(June–August)	250 “	100 “
Stadium – day	325 “	50 “
Stadium – night	425 “	175 “
Classroom – typical – each		15 “
Classroom – special – each		25 “
 Middle Schools		
Auditorium	\$125 plus labor	\$40 plus labor
Gymnasium	125 “	40 “
Classroom – typical – each		15 “
Classroom – special – each		25 “
 Elementary Schools		
Classroom – typical – each		\$15 plus labor
Classroom – special – each		25 “

School connected organizations and auxiliary agencies –

- A. Fund raising events – will be charged the cost of necessary labor supplied in support of the event (see below).
 - B. Non fund raising events – no charge will be made.
1. Labor assigned by the School District in support of an event will be billed at the appropriate rate plus 25% thereof to cover the cost of fringes, processing of application, etc. Labor includes: principal’s representative, employees with special skills (lighting, projectionist), police, traffic control personnel, custodial and maintenance service.
 2. Special equipment such as risers, projectors, sound system, special lighting (not including house lights), and not including the cost to erect or operate will be billed at the rate of \$50 per unit. Use of the concert grand piano will be billed at \$150 and includes the cost of tuning for the event. Use of electronic timer will be billed at \$75 plus cost of labor (operator).
 3. The concession stand will be available on request to school connected organizations and auxiliary agencies without additional fee. All outside organizations requesting use of the concession stand will be charged a fee of \$75. When an outside organization opts not to use the concession stand, it will be operated by the high school athletic department.
 4. All organizations using school facilities shall meet the Board’s insurance requirement except agencies of the Federal and State governments and school connected organizations and auxiliary agencies. (See next form)
 5. For events which the Board determines to be in the board spectrum of public interest, it may waive the occupancy fee.
 6. When the School District becomes the co-sponsor or sponsor of an event with an organization, the division of cost will be negotiated by the parties with the insurance requirement waived.

WILLIAMSPORT AREA SCHOOL DISTRICT
201 West Third Street
Williamsport, PA 17701-6463

TO WHOM IT MAY CONCERN:

Prior to actual use of school facilities, the approved applicant must furnish proof that it has in force a public liability insurance policy. Proof shall be in the form of a Certificate of Insurance in which the Williamsport Area School District is included as an additional insured. The term of the insurance must cover the entire period of use as indicated by the date and times covered in the application, including rehearsals. If use is limited to one day, the policy may be limited to the specific date and hours of use. The following are the minimum limits:

- A. Combined single limits for both bodily injury and property damage in the amount of \$500,000.

If the organization has in force a general liability insurance policy in limits equal to or in excess of those described above, a Certificate of Insurance for this policy will be accepted by the School District, provided the existing policy is endorsed to include Williamsport Area School District as an additional insured for the period of use of school facilities by the organization. The Certificate of Insurance **MUST** include the notation that the School District is an additional insured.

This Certificate of Insurance must cover all dates of use including rehearsal dates as well as performance dates **AND INCLUDE LANGUAGE WHICH SPECIFICALLY COVERS ALL PARTICIPANTS AND SPECTATORS.**

This Certificate must be in the Business Office of the School District ten (10) days in advance of the first use of the building.

PLEASE GIVE ONE COPY OF THIS MEMO TO YOUR INSURANCE AGENT