**INTERMEDIATE UNIT 1 BUILDING USE APPLICATION**

This application is to be completed and returned to the Principal of the facility you are requesting to use AT LEAST 30 DAYS prior to your event.

One application must be submitted for each facility you are requesting to use.

**Intermediate Unit 1**

**One Intermediate Unit Drive**

**Coal Center, PA 15423**

**724-938-3241**

**Dr. Donald Martin, Executive Director**

**Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of individual responsible for use of facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Facility Requested:**

**Central Office \_\_\_\_\_\_\_\_ Campus at Grindstone \_\_\_\_\_\_\_\_ Campus at Waynesburg \_\_\_\_\_\_\_\_**

**Campus at McMurray \_\_\_\_\_\_\_\_**

**Area(s) to be used:**

**Auditorium \_\_\_\_\_\_\_\_ Gym \_\_\_\_\_\_\_\_ Library \_\_\_\_\_\_\_\_ Classroom(s) \_\_\_\_\_\_\_\_(How Many \_\_\_\_\_\_\_\_)**

**Other \_\_\_\_\_\_\_\_**

**To be used for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date(s): Beginning on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time for facility to be opened: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time for facility to be closed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Is the general public invited? \_\_\_\_\_\_\_\_\_\_\_\_ If Yes, is admission charged? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Special requests: (tables, chairs, videos, etc. Please be specific) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Charges may apply for the use of Intermediate Unit 1 furniture and equipment.**

**I have read the attached regulations for the use and care of school facilities and if this application is approved, I agree to comply with said regulations fully and completely.**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**YOU MUST ALSO COMPLETE AND SIGN, WITH A WITNESS, THE HOLD HARMLESS AGREEMENT ON PAGE TWO. FAILURE TO COMPLETE AND SUBMIT THE HOLD HARMLESS AGREEMENT WILL RESULT IN YOUR APPLICATION BEING HELD WITHOUT APPROVAL.**

Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approval \_\_\_\_\_ Approval w/ conditions\*\_\_\_\_\_ Denial \_\_\_\_\_ Date \_\_\_\_\_\_\_\_

Spv. of Operations \_\_\_\_\_\_\_\_\_\_\_\_\_ Approval \_\_\_\_\_ Approval w/ conditions\* \_\_\_\_\_ Denial \_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

Executive Director \_\_\_\_\_\_\_\_\_\_\_\_\_ Approval \_\_\_\_\_ Approved w/ conditions\* \_\_\_\_\_ Denial \_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

\*Once approved by Intermediate Unit 1 personnel, failure to cancel the event 24 hours prior to the start date will constitute acceptance of the additional costs, terms, and conditions contained herein.

**INTERMEDIATE UNIT 1**

**POLICIES FOR THE USE OF THE SCHOOL FACILITIES**

**BY SCHOOL AND COMMUNITY ORGANIZATIONS**

**LEGAL:**

The laws of the Commonwealth of Pennsylvania provide that the Board(s) of Education may authorize Intermediate Unit 1 property to be used for any lawful or proper purpose and shall charge such fees as it deems reasonable for the use of said property provided. However, such use of property does not interfere with the educational purpose and operation of the public schools.

1. School buildings and grounds may be used for education, social recreations, and such other appropriate purpose including registration and polling places for voters.
2. The individual(s) seeking Intermediate Unit 1 building use must be void of any criminal and/or felony convictions. Please be prepared to provide criminal background documentation if requested.

**APPLICATION PROCEDURES:**

1. All applications for the use of Intermediate Unit 1 facilities shall be made on the appropriate form to the Office of the Executive Director, no later than one (1) month prior to the date of the scheduled activity. Following clearance of the request by the building Principal, the application will be reviewed by the Executive Director for approval and forwarded to the Business Manager and the Supervisor of Operations. The Business Manager will assign fees and costs. The Supervisor of Operations will make necessary arrangements for custodial, security, and other required services. An approved or disapproved copy of the application will be returned to the applicant. An explanation will be given when a request for Intermediate Unit 1 facility use has been denied.
2. All individuals associated with the organization requesting Intermediate Unit 1 facility use must be documented accordingly.

**RULES AND REGULATIONS:**

1. Any organization requesting the use of the gymnasium will be required to pay the cost of at least one (1) security person while they are using Intermediate Unit 1 facilities. The security person will be assigned to at least one half house before the scheduled time by the renter. If more than one group is scheduled to us the facility, the cost of the security officer will be pro-rated.
2. Any organization authorized to use Intermediate Unit 1 facilities will be required to pay in advance, as a deposit, 10% of the total estimated rent fort the gymnasium. In the event there are any damages or extraordinary cleaning expenses, the deposit will be used to defray these costs. If there are no repairs or cleaning costs, the deposit will be applied toward the rent.
3. Organizations that have been granted the use of Intermediate Unit 1 facilities shall assume full responsibility for the care and maintenance of Intermediate Unit 1 facilities and property and for the safety of participants and spectators during the event. Any recognized organization or group of individuals requesting the use of Intermediate Unit 1 facilities shall be required to provide the Business Manger with a certificate of insurance in the amount of at least $250,000.00 which specifically names the Intermediate Unit 1 as the additional insured. You must provide an exact copy of the insurance policy.
4. Each respective organization shall be required to sign the Hold Harmless Agreement that is pert of this application form. Individuals not recognized as a legal entity shall be required to sign this agreement.
5. A charge for the use of Intermediate Unit 1 facilities will be made according to the rental policies and fee schedule adopted by the Board of Education.

**RULES AND REGULATIONS CONTINUED:**

1. It shall be the responsibility of the Lessee or a representative to be present during the scheduled activity. In the use of special facilities (gymnasium, cafeteria, swimming pool, auditorium, etc) it shall also be the responsibility of the Lessee to employ such intermediate Unit 1 personnel for supervision, maintenance, custodians, and security as deemed necessary by the administration. When kitchen equipment is to be used, a person trained in food service shall be employed to oversee the use, proper care, and cleaning of the cafeteria.
2. The use of alcoholic beverages on Intermediate Unit 1 premises is prohibited. Forms and regulations restricting smoking on Intermediate Unit 1 premises must also be observed.
3. No activities are to be held on Sunday except by special permission from the Intermediate Unit 1 Board of Directors.
4. All scheduled activities must be concluded, and the building vacated by 11:00pm. However, the Intermediate Unit 1 reserves the right to change this time on holidays, special events, or to reduce costs.
5. The auditorium is not available for rehearsal or set up of stage unless the time has been requested and approved in the written application.
6. No equipment of any type (sound, lighting, musical, electrical, etc.) shall be moved or altered by the Lessee, without specific contract approval. The moving of heavy equipment shall be done only by authorized personnel assigned by the Intermediate Unit 1 and paid by the Lessee.
7. The Intermediate Unit 1 reserves the right to cancel or modify the lease contract or to pre-empt facilities at any and all times that this may become necessary to serve Intermediate Unit 1 and community purpose.
8. In general, the Intermediate Unit 1 does not approve of the rental of facilities for organizations which will use them for a period of time for profit, such as a series of dance lessons, a series of movie shows, or any other protracted period of money-making activity by non-school groups.
9. Failure to adhere to any and all regulations outlined above may be cause for damage claims by the Intermediate Unit 1, for cancellation of lease contracts, or for future denial of rental privileges.
10. Except for special requests not covered by Intermediate Unit 1 policies, the Administration shall have the authority to grant approval, assign and adjust rates, and set other conditions for facility use.
11. The renter is responsible for knowing all costs associated with rental in advance. Specifically explain the total scope of your needs, including issues such as lighting or sound specialists.
12. Intermediate Unit 1 facilities shall be rented only to recognized organizations.

**GROUP CLASSIFICATIONS:**

1. **School Sponsored Organizations** – Intermediate Unit 1 groups, e.g. band, drama, etc shall be permitted to use Intermediate Unit 1 facilities on a cost-free basis. When the activity is on a non-instructional nature (dance, bake sale, etc) the student groups shall assume the responsibility for the cost of needed custodial, security, and supervisory services.
2. **School Affiliated Organizations** – Groups whose proceeds go directly to the benefit of the Intermediate Unit 1 and its students shall be permitted to use the school facilities on a rental free basis (PTO). Custodial, security, and other costs will be charged as needed.
3. **Public and Community Services Organizations** – Organizations whose rental activities are non-profit (no admission) and are designed to benefit the Intermediate Unit 1, may be permitted to use the facilities on a rental free or reduced rental cost as determined by the Administration. Examples of Group 3 Organizations are: Township Supervisors, Scouts, Recreation Board, Fire Company, Employee Recreation Groups, Service Clubs, Local Businesses, etc.
4. **Commercial Organizations** – Outside groups desiring to use Intermediate Unit 1 facilities for profit or personal gain shall be charged the maximum rental rates as prescribed by the Board of Education plus necessary service charges.

**FEE SCHEDULE FOR BUILDING USE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **GROUPS 1 AND 2** | **GROUP 3** | **GROUP 4** |
| **INTERMEIDATE UNIT 1 CAMPUS AT MCMURRAY** | AUDITORIUM | N/A | $60.00 | $210.00 |
| GYMNASIUM | N/A | $70.00 | $250.00 |
| CAFETERIA | N/A | $30.00 | $45.00 |
| CAFETERIA AND KITCHEN | N/A | $45.00 | $65.00 |
| CLASSROOM | N/A | $20.00 | $35.00 |
| FAB LAB | N/A | $100.00 | $400.00 |
| LIBRARY | N/A | $60.00 | $210.00 |
|  |  |  |  |  |
| **INTERMEDIATE UNIT 1 CAMPUS AT WAYNESBURG** | CLASSROOM | N/A | $20.00 | $35.00 |
| CAFETERIA | N/A | $30.00 | $45.00 |
| FAB LAB | N/A | $100.00 | $400.00 |
|  |  |  |  |  |
| **INTERMEDIATE UNIT 1 COLONIAL CAMPUS** | CLASSROOM | N/A | $20.00 | $35.00 |
| CAFETERIA | N/A | $30.00 | $45.00 |
| FAB LAB | N/A | $100.00 | $400.00 |
|  |  |  |  |  |

The above rates are for hourly use and **do not include** necessary custodial, security, and other service charges as specified by Administration. Under normal circumstances, security personnel will be assigned at least one-half hour before the activity and custodial personnel will be assigned to duty one hour before and one hour following the conclusion of the activity.

**Reminder:** Groupls renting Intermediate Unit 1 facilities are also responsible for any other expenses or costs incurred.

**INTERMIATE UNIT 1**

**HOLD HARMLESS AGREEMENT**

Made this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_, whereas\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (now called the Association) have requested the use of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, located at

(building address)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

And whereas, the said Association has requested the Intermediate Unit 1 Administration to make the above mentioned facility available subject to the free schedule listed in the Application Form.

Whereas, the Administration deems it proper and advisable to make certain facilities available to the Association.

Now Therefore, in consideration of the mutual covenants herein contained and with the intent to be legally bound hereby, the Association hereto agrees as follows:

The Association and its members agree to indemnify and hold harmless the Intermediate Unit 1, The Board of Directors, and its employees and agents thereof, for any and all claims arising out of or in any way connected with the Association or its members’ activities on Intermediate Unit 1 premises or arising out of or in any way connected with the use of Intermediate Unit 1 property.

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

(witness) Association

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

Intermediate Unit 1

**Conditions:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fees:** All fees are approximate and will be finalized at the conclusion of the event. A deposit may be required.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **FOR OFFICE USE ONLY** | | | | | | | |
|  | HOURS | HOURLY  RATE | STANDARD RATE COST |  | HOURS | OVERTIME HOURLY RATE | OVERTIME RATE COST |
| FACILITY CHARGE | $ |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| CUSTODIAL/CAFÉ | HRS | $30.00/HR | $ |  | HRS | $45.00/HR | $ |
|  |  |  |  |  |  |  |  |
| MAINTENANCE | HRS | $35.00/HR | $ |  | HRS | $52.00/HR | $ |
|  |  |  |  |  |  |  |  |
| SECURITY | HRS | $30.00/HR | $ |  | HRS | $45.00/HR | $ |
|  |  |  |  |  |  |  |  |
| TECHNOLOGY | HRS | $35.00/HR | $ |  | HRS | $52.00/HR | $ |
|  |  |  |  |  |  |  |  |
| OTHER CHARGES | $ |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| TOTAL APPROXIMATE  CHARGES | $ |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| DEPOSIT | $ |  |  |  |  |  |  |

Final Billing will follow completion of activity. Custodial, cafeteria, security, and other personnel are normally paid at a time and one-half hourly rate plus benefits. The Administration reserves the right to revoke this Agreement if complaints warrant. These complaints would be registered with the building principal or designee and be presented to the Administration.