

SHIKELLAMY SCHOOL DISTRICT
200 ISLAND BOULEVARD
SUNBURY, PA 17801

USE OF FACILITIES REQUEST FORM

NAME OF ORGANIZATION: _____ NON-PROFIT: YES NO DATE: _____
ADDRESS OF ORGANIZATION: _____
AUTHORIZED ORGANIZATION REPRESENTATIVE: _____ TELEPHONE# (HOME & WORK) _____

DATE(S) OF RENTAL: _____ TIME (FROM - TO): _____ NUMBER OF HOURS: _____
* INCLUDE SET-UP AND/OR CLEAN-UP TIME

LOCATION OF FACILITY DESIRED FOR USE:

- BECK ELEMENTARY SCHOOL
- ISLAND PARK ADMINISTRATION CENTER
- PRIESTLEY ELEMENTARY SCHOOL
- HIGH SCHOOL
- CHIEF SHIKELLAMY ELEMENTARY SCHOOL
- OAKLYN ELEMENTARY SCHOOL
- SHIKELLAMY MIDDLE SCHOOL

PORTION OF FACILITIES REQUESTED FOR USE: (CHECK ALL FACILITIES BEING REQUESTED)

- AUDITORIUM
- CAFETERIA W/KITCHEN
- CONCESSION STAND
- LOBBY
- STADIUM / TRACK
- OTHER (PLEASE SPECIFY - INCLUDING IF INTERNET ACCESS MAY BE NEEDED)
- BASEBALL FIELD
- CLASSROOM
- GYMNASIUM
- PRACTICE FIELD
- THE INN (HIGH SCHOOL)
- CAFETERIA
- COMPUTER LAB
- LIBRARY
- SOCCER FIELD

EQUIPMENT REQUESTED (PLEASE SPECIFY): _____
STATE SPECIFIC PURPOSE FOR THE USE OF THE REQUESTED FACILITIES: _____

ESTIMATED NUMBER OF PARTICIPANTS: _____ ESTIMATED NUMBER OF SPECTATORS: _____
WILL AN ADMISSION FEE BE CHARGED: YES NO IF YES, SPECIFY ADMISSION FEES: _____
WILL A PARTICIPATION FEE BE ASSESSED? YES NO IF YES, SPECIFY PARTICIPATION FEES: _____
OTHER FEES ORGANIZATION WILL BE CHARGING (PLEASE SPECIFY): _____
IS ORGANIZATION MEMBERSHIP LIMITED TO RESIDENTS OR THE SHIKELLAMY SCHOOL DISTRICT? YES NO
IS EVENT PARTICIPATION LIMITED TO RESIDENTS OF THE SHIKELLAMY SCHOOL DISTRICT? YES NO
NAME OF ORGANIZATION'S SUPERVISORS TO BE IN ATTENDANCE: _____ TELEPHONE# _____

The undersigned hereby makes application to the Shikellamy School District, Sunbury, PA, for the above named applicant for use of school facilities and certifies that the above information is correct. The undersigned agrees that the applicant will observe all rules and regulations set forth in the Shikellamy School District USE OF SCHOOL FACILITIES policy, and will promptly reimburse the school district. The applicant will exercise the utmost care in the use of the school premises and property and will make good any damage arising from the applicant's use of said facility.

The applicant agrees (a) to pay for and assume full liability for any loss or damages to persons or property or claims therefore resulting to or arising from the use of school district property or facilities by such organization or individual (and those granted access to the facility thereby) whether from an occurrence at the property or facility itself during such use, before or after any such use, going to and from any such use, in or about available parking areas or otherwise; (b) to reimburse and/or hold harmless the school district, its board of directors, and the members, agents and employees thereof from any such loss, damage or claim, including, but not limited to its or their attorney's fees; and (c) to pay any attorney's fees and costs paid or incurred by the school district to enforce any obligations imposed under this paragraph or otherwise herein.

Signature: _____ Title: _____

To be completed by the School District:

Certificate of Insurance Received: YES NO

Estimated Rental Charge: \$ _____

Other Conditions: _____

Request approved: YES NO

Signed: _____
Business Manager

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FACILITIES USE FEE SCHEDULE

The fees listed below shall be applied for groups approved by the Board of Education for the Shikellamy School District facility use, in accordance with Policy No. 707. PAYMENT IS EXPECTED IN ADVANCE BASED ON AN ESTIMATE OF USAGE. The labor rates are an estimate and any actual rate overage will be billed separately after the event.

Group 1: No fees or additional insurance required, unless there are additional expenses.
 Group 2: Insurance certificate and any additional expenses.
 Group 3 & 4: Insurance certificate and actual personnel expenses required plus rental fees as listed below:

AUDITORIUM *	\$200.00	BASEBALL FIELD	\$100.00	CAFETERIA	\$75.00
CAFETERIA W/KITCHEN	\$100.00	CLASSROOM	\$50.00	COMPUTER LAB	\$100.00
CONCESSION STAND	\$50.00	GYMNASIUM	\$200.00	LIBRARY	\$100.00
LOBBY	\$50.00	PRACTICE FIELD	\$100.00	SOCCER FIELD	\$100.00
STADIUM / TRACK	\$200.00	THE INN (HIGH SCHOOL)	\$150.00		

Usage Fee: 0-50 People \$100 51 and above \$200

These rates are for three hours or less. Additional time may require additional fees based upon the hourly rate of the fees.

* Lighting and sound requirements will be provided as an extra charge.

Any groups using school facilities are required to pay the actual costs for all custodial or food service personnel employed for the scheduled activity. Such costs shall include any fringe benefits (social security, retirement, worker's compensation) which relate directly to salary (three hour minimum). Overtime rates will apply on Saturday, Sunday, or Holidays – any time when custodians are not scheduled to work their regular shift.

The rates in effect as of July 1, 2016, are as follows:

	CUSTODIAL		CAFETERIA
WEEKDAY & CLEANING RANGE	\$13.86-\$27.52 PER HOUR	WEEKDAY HOURLY RANGE	\$13.86-\$27.52 PER HOUR
SATURDAY HOURLY RANGE	\$20.79-\$41.28 PER HOUR	SATURDAY HOURLY RANGE	\$20.79-\$41.28 PER HOUR
SUNDAY HOURLY RANGE	\$27.72-\$55.04 PER HOUR	SUNDAY HOURLY RANGE	\$27.72-\$55.04 PER HOUR

The applicant further agrees to provide insurance coverage of a type and amount to cover any and all activities of the applicant at the facilities set forth. Said insurance shall name the Shikellamy School District as additional insured, and proof of said insurance must be provided to the Shikellamy School District prior to approval of this application. The insurance of the organization leasing or renting school district facilities is primary.

The applicant agrees (a) to pay for and assume full liability for any loss or damages to persons or property or claims therefore resulting to or arising from the use of school district property or facilities by such organization or individual (and those granted access to the facility thereby) whether from an occurrence at the property or facility itself during such use, before or after any such use, going to and from any such use, in or about available parking areas or otherwise; (b) to reimburse and/or hold harmless the school district, its board of directors, and the members, agents and employees thereof from any such loss, damage or claim, including, but not limited to its or their attorney's fees; and (c) to pay any attorney's fees and costs paid or incurred by the school district to enforce any obligations imposed under this paragraph or otherwise herein.

INSURANCE REQUIREMENTS

GENERAL AGGREGATE LIMIT:	\$1,000,000
EACH OCCURRENCE LIMIT:	\$500,000
MEDICAL EXPENSE LIMIT:	\$5,000
PERSONAL & ADVERTISING INJURY LIMIT:	\$500,000
FIRE DAMAGE LIMIT:	\$100,000

The Board of Education will review these fees on a regular basis.