



**APPLICATION FOR COMMUNITY USE OF
SCHOOL FACILITIES AND GROUNDS**

This application is subject to the policy adopted by the Crawford Central School Board of Education and approval of the Administration. All items must be completed before approval is considered. Any questions, please contact Building, Grounds & Transportation Department (814) 724-3156.

Name of Event: _____
 Description of Event: _____

 Dates: _____ Times: _____

1. Group/Organization: _____
 2. Representative(s) _____
 Representative's Address _____
 Phone _____ E-Mail _____
 Name _____ Phone _____ E-Mail _____
 Name _____ Phone _____ E-Mail _____

3. Certificate of Liability Insurance on File with CCSD? Yes No
 4. Will there be admission charged or collection taken? Yes No
 5. Group Classification (See back of form) Class I Class II Class III Class IV
 6. Number of people projected to attend _____
(You are required to have one uniformed security guard for every 500 people in attendance)

7. Which facility are you requesting?
 MASH/MAMS East End Cochranon High School I.S.C.
 First District West End Cochranon Elementary Other _____
 Second District Neason Hill Barco/Duratz

8. Area of facility:
 Auditorium (if checked see page 3) Commons
 Athletic Field/Court/Track Computer Lab
 Auxiliary Gym Conference Room
 Classroom(s) How many? _____ Gymnasium
 Cafeteria Media Center
 Cafeteria w/ Kitchen Other _____

11. Special Equipment or Services
 Yes No
 See page 3 for special equipment and tech support.

There is **NO PARKING** in or around SCHOOL FIRE LANES, in the Administration Parking or on the grass. Vehicles will be ticketed or possibly towed away.

 Representative Signature Date

Official Use Only		Security Deposit \$ _____
_____ Building Principal	Date _____	Rental Fee \$ _____
_____ Building, Grounds & Transportation Director	Date _____	Special Services \$ _____
_____ Athletic Director/MASH Stage Director	Date _____	Other \$ _____
		Total \$ _____

User Classifications

Class I	School sponsored activities - Music Programs, Athletic Programs, Parent Teacher Organizations, Booster Clubs
Class II	Booster Club Special Functions, PTO Special Functions No Rental Incurred Costs: <input type="checkbox"/> Kitchen \$ _____ <input type="checkbox"/> Custodian \$ _____ <input type="checkbox"/> Security \$ _____
<i>ANY/ALL FEES REQUIRE A SECURITY DEPOSIT OF \$50.00 PAID PRIOR TO EVENT. All Community Organizations Require Proof of Liability Insurance for Activities.</i>	
Class III	Community Organizations: Meetings - Classroom Fee \$ _____ Group Activities Fee \$ _____ (Gym for basketball, volleyball etc.)
Class IV	Other Community Organizations Charging Fees (ie: Pageants, recitals, PIAA, College Classes, etc.)

User Fees

Class:	I	II	III	IV
Computer Labs / Media Centers	See page 3 for details.			
Auditorium:	No Fee	No Fee	N/A	\$350 per *session \$700 maximum per date
Meadville Senior High (1200 capacity)				
Gymnasium:				<u>Practice/Rehearsals</u>
Meadville Middle School	No Fee	No Fee	\$15 per hour	\$125 per date \$75 per date
Cochranton Jr-Sr High		Incurred Costs		\$200 per date \$75 per date
All Elementary		<input type="checkbox"/> Custodian		\$100 per date \$50 per date
Meadville Senior High		<input type="checkbox"/> Security		\$200 per date \$75 per date
Middle School - Commons Area				\$100 per date
Dining Areas Only:				
Meadville Middle School	No Fee	Incurred Costs	N/A	\$50 per date
Meadville Senior High		<input type="checkbox"/> Custodian		
Cochranton Jr-Sr High		<input type="checkbox"/> Security		
Classrooms:	No Fee	No Fee	\$15 per hour	\$15 per hour
Elementary Schools				
Secondary Schools				
Kitchens:	Incurred Costs	Incurred Costs	Incurred Costs	Incurred Costs
Barco/Duratz:	No Fee	No Fee	N/A	TBD

*Session times: 7:00 - 12:00
 12:00 - 5:00
 5:00 - 10:00

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Technology/Auditorium Resources

Technology Resources Needed:

Presentation ONLY

- Resources Needed – check all that apply
 - Projection Device
 - Internet Access
 - AUP must be signed by the presenter
 - External Speakers
 - Other – Please specify: _____
- Cost Per Day:
 - \$50.00

Presenter and Participant Computers Needed | Media Center or Computer Lab

- Number of attendees: _____
- Resources Needed – check all that apply
 - Projection device
 - Internet Access
 - AUP must be signed
- Applications:
 - Specify applications that you wish to use: _____

(Office Suite and Internet Explorer are installed on all CCSD Windows-based computers.)

- Cost Per Day:
 - \$75 – three hours or less
 - \$150 – more than three hours

Important Information:

- Web sites are filtered through SonicWall – some sites may be blocked due to content.
- Only CCSD computers are to be connected to the District's network. No personal devices of any kind are to be connected to the District's network.
- Personal flash drives are NOT to be used.
- If headsets are needed, participants should furnish their own.
- Contact the CCSD Technology Office at 724-3179 should you have questions.

Auditorium Resources Needed:

- | | |
|---|--|
| <input type="checkbox"/> Projection Screen | <input type="checkbox"/> Lighting (advanced lighting requires a stage crew member) |
| <input type="checkbox"/> Sound | <input type="checkbox"/> Microphone (single) |
| <input type="checkbox"/> Projection Device (\$50) | <input type="checkbox"/> Stage Crew (\$8/hr. per crew member) |



Use of Facility Indemnification Agreement

Crawford Central School District
11280 Mercer Pike
Meadville, PA 16335

Date ____/____/____

As part of the consideration of allowing the undersigned to use the facilities/grounds of the Crawford Central School District as identified below, we hereby agree to indemnify and hold harmless the Crawford Central School District, their officers, Board members, agents, and employees from and against all liability, claim demands, fees, fines, proceedings, actions, and causes of action of any kind and nature arising or growing out of or in any way connected with the said use of such facilities/grounds, including liability incurred as a result of negligence of the Crawford Central School District, its officers, agents and/or employees.

As part of the consideration for allowing the undersigned organization to use the facilities/grounds of the Crawford Central School District as identified below, we hereby agree to be totally responsible for any and all damages done to the facilities/grounds of the Crawford Central School District while said organization is using the facilities/grounds in question. It is totally up to the organization using the facilities/grounds to make restitution for said damages within ten (10) days of billing by the Crawford Central School District.

Organization Name: _____

Facility to be Used: _____ Date(s) of Use: _____

Representatives Name (please print): _____

Signature: _____ Date: _____