Mount Carmel Area School District

Facility Usage Form

PROCEDURES FOR THE USE OF SCHOOL FACILITIES

1. Complete a facility usage form. Forms are available in the school district's Principal's Office and must be submitted by noon on the second Wednesday of the month for the school board to review.
2. Make all checks payable to the "Mount Carmel Area School District".
3. A copy of the Facility Use Application and an invoice will be returned stating terms of approval or denial.

APPLICATION

DIRECTIONS: This form is used to make an application for a facility use. Upon completion of this form, turn it into the Principal's Office. You should allow two weeks for processing of your request. The form will be routed to the school board to review. If this request is approved, a letter will be sent to you from the Mount Carmel Area School District.

APPROVAL: Your request will be approved in consideration of the following guidelines:

- Board Policy
- School sponsored activities will take precedence over outside group events.

APPLICATION FEES: Applicable fees will be charged based on Facility Usage Fee Schedule and must be paid prior to the event. Your application will not be considered unless proof of insurance is attached with the Facility Use Application. Proof of insurance is a Certificate of Insurance from your insurance company.

ADDITIONAL FEES: Custodial overtime is charged to all groups using a facility when normal custodial coverage is not scheduled or additional time and/or custodial personnel are required for an event. Custodial rates include an employee's hourly wage and all related benefits (based on hourly wage). For heating, cooling and electricity costs incurred by the District that would otherwise not be incurred due to non-use, groups may be charged a fee based on the energy surcharge. Security fees are charged to all groups who would require security. These charges will be billed to the organization following the event. Security rates include the security employee's hourly wage and all related benefits (based on hourly wage).

GENERAL PROVISIONS & PROCEDURES FOR THE FACILITY USAGE

For the purposes of these procedures, facilities shall be defined to include all School District structures and surrounding District grounds and use of District services, equipment or any permits to which the School District is licensee.

1. The Business Manager, Athletic Director, Building Principles and Maintenance Director approvals indicate that the facilities are available and the required equipment is scheduled. In addition, the Maintenance Director will be responsible for inspecting the designated rental areas prior to and following the renter's use. A list of any damage will be reported to the Business Office in writing immediately following the rented event.
2. School equipment and instructional apparatus shall be used only with the consent of the Building Principal and Maintenance Office. Modifications to electrical and mechanical systems shall be made only by the Business Manager.
3. The Maintenance Office shall maintain a master schedule of Facility Use Applications.
4. The use of buildings and facilities shall not directly or indirectly interfere with any School District Program.
5. All tobacco products, alcoholic beverages and controlled substances are expressly prohibited in or on all School District facilities or property.
6. No outside equipment shall be brought into the school without permission of the Building Principal, Business Manager and the Athletic Director.
7. Chaperones, organization officers, sponsors, etc. (must be at least 21 years of age) and shall remain in the building until all persons have left. The building shall be vacated at the time indicated on the Facility Use Form.
8. Organizations must confine themselves to the rooms and corridors approved on their Facility Use Form.
9. No gasoline, hazardous or toxic substances, explosives, oil, open flames, smoke machines or artificial lights shall be permitted in said buildings or on said grounds without the consent of the Building Principal, Business Manager, Athletic Director and the Superintendent.
10. Facility sidewalks, passageways, halls, stairways, seating and exits shall not be obstructed by the group or any other person.
11. No person shall be permitted to bring into the facility or keep therein anything that shall increase the rate of fire insurance on the facility. All decorative material should be flameproof.
12. No animals, excluding guide/seeing eye and drug detecting dogs, shall be brought into the facility.
13. No subleasing of school facilities shall be permitted.

14. The Mount Carmel Area School District will not assume responsibility of liability that may occur from a lessee using the Mount Carmel Area School District facilities.
15. The Mount Carmel Area School District shall not discriminate on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap, age or physical, mental, emotional or learning disability.
16. Renters are responsible for leaving school facilities in a neat, orderly fashion. The furniture arrangement in the rooms shall be left as originally found. If the facilities are not left in their original condition, the District reserves the right to charge for any additional work needed to return them to their original condition. Inspections will be performed by a Lead Custodian before and after the event. The District is not responsible for items that are left on MCASD school property, including when renters are not present.
17. Repair of damage will be charged to the particular group concerned and the named adult in charge. The cost of the damage will be determined by the Business Manager and the Business Office.
18. The Mount Carmel Area School District is not liable to the user, its agents, employees, representatives, customers or invitees for any personal injury, death or damage to property caused by theft, burglary, utilities, fire or for any other cause occurring on or about the property. The user shall indemnify, defend and hold harmless the District for any personal injury, death or property damage to anyone during facility use.
19. Continual use of a school facility by any organization is contingent upon the organization taking proper steps to protect school property, to ensure complete safety, and to reimburse the Mount Carmel Area School District for expenses. If a Building Principal or the Business Manager feels the facility is being misused by any organization, it is the duty of the Building Principal or Business Manager to point out the problem to the organization so that misuses will be stopped. If problems continue to occur, the Building Principal and/or Business Manager shall investigate the complaint and determine whether the organization should be prohibited from any further use of the schools/facilities.
20. Heating and air conditioning are pre-programmed according to the District.
21. No nails, tacks, staples, brad, or other things shall be driven into any portion of the facility. No changes, alterations, repairs, painting, staining or the doing of anything that will change the finish, appearance or contours of the facility will be permitted without permission of the Business Manager or the Building Principal. Only painter's tape will be utilized in School District facilities. The use of duct tape, masking tape, scotch tape or any other type of adhesive is strictly prohibited.

22. No cooking in school without authorization from the Building Principal, Business Manager and the Food Service Director.
23. No weapons on school property.
24. Doors may never be propped open
25. If necessary, both girls' and boys' lockers rooms can be made available. The School District will not be responsible for items left in locker rooms. If you feel security is needed to protect your equipment, it is your responsibility to do so.
26. Vehicles are prohibited on grass and sidewalks.
27. Use of any electrical appliances will require surge protection provided by the applicant. Failure to comply can result in immediate dismissal of said appliance and applicant will be charged for any and all receptacle/electrical panel disruption or repair.
28. Users must comply, and mandate compliance of others, with any and all applicable rules, policies, laws, regulations and orders during facility use.

GYM RULES and REGULATIONS

1. Coaches, players and parents should enter through the gym doors of the building.

2. There must be proper supervision at all times of children and adults attending practice and/or games. Gymnasium access only will be granted to coaches, players and parents. Anyone found within the facility (coach, player, parent) outside the granted areas will be asked to leave the building immediately. Failure to comply with this rule may jeopardize future use of the facility.

3. Coaches and players should not enter the gym until their designated time.

4. Doors may never be propped open

5. Practices should end promptly at the scheduled time.

6. The last practice/game of the day must be completely out of the gymnasium by the designated time so the building can be locked.

7. No food or drink is permitted inside the gymnasium. Bottled water is approved, colored drinks (Gatorade, soda, Powerade) food and candy are prohibited.

8. All players must wear sneakers when on the playing surface. Anyone wearing dress shoes, heels, work boots, etc. must stay off of the playing surface.

9. All sports equipment must remain in the gymnasium. Balls are not allowed to be bounced in hallways or off walls.

10. Coaches and players are responsible for keeping the gymnasium clean. The last team to use the facility should do a final check of the gym, removing any bottles and belongings before exiting. Coaches are responsible for enforcing his/her team to clean up after themselves. Failure to comply may result in denial of facility usage.

POOL GUIDELINES

1. Renters must have direct permission from the Athletic Director's office before using the pool.

2. Any Head Coach requesting use of the pool must provide supervision the entire time their team is in the pool/locker room area.

3. There must be a certified lifeguard on duty at all times, while the pool is in use. The lifeguard must be stationed on the deck, and cannot actively be participating in the team workout. There must be one (1) lifeguard for every 25 swimmers.

4. Any equipment belonging to the Physical Education Department or the NS Swim team is not to be used during a pool workout.

5. The pool office area is off limits.

6. Swimmers must be properly attired in swimsuits/bathing suits in order to be in the water.

7. Any person using the pool after a workout should shower prior to entering the pool. People are not permitted to come directly from a workout and jump right into the pool.

8. There should be no food or drink in the pool area.

9. No hanging from or jumping off the starting blocks or gutters.

10. No bobby pins, earrings, or other jewelry (with the exception of medical alert) are permitted in the pool area.

11. Renters must ensure that the locker room areas are clean before leaving.

12. No running on the deck or in the locker rooms.

SPECIFIC RULES FOR POOL PARTIES

1. Posted pool rules are to be followed.

2. Be careful in the locker room.

3. Please shower before entering the pool.

4. Do not use any swim team equipment (i.e. kickboards, fins, platforms, etc.)

5. Diving board is off limits.

6. Diving blocks are off limits.

7. No chewing gum while in the pool.

8. No running on deck area.

9. Use ladders when exiting the pool.

10. No sitting, standing or jumping from the gutter.

11. No diving in the shallow area.

12. Doors may not be propped open.

Garbage bags will be provided. Please take your garbage to the dumpster when leaving.

MOUNT CARMEL AREA SCHOOL DISTRICT
FACILITY USE FEE SCHEDULE

Category Descriptions and Associated Fees

Category A
School District sponsored programs and School District sponsored clubs and activities (e.g. athletics, student activities, etc.).

Fees: No Facility Use Charge

Category B
School Support Organizations (e.g. PTA, Booster Clubs, etc.)

Fees: Facility fee if applicable, security fee, technical fee, custodial fee, maintenance/grounds, cafeteria fee, kitchen fee, damages to facilities and other such costs plus applicable fee as designated on the Fee Schedule.

Category C
Non-profit youth recreation organizations located in Mount Carmel Area School District (e.g. Youth Football, Elementary Basketball, etc.)

Fees: Applicable fee as designated on Fee Schedule and security fee, technical fee, maintenance/grounds, cafeteria fee, kitchen fee, damages to facilities and other such costs.

MOUNT CARMEL AREA SCHOOL DISTRICT
FACILITY USE FEE SCHEDULE

Category	A and B	C	
Occasions	N/A	Single Use	
Classroom(s)	No Charge	$30	
Auditorium	No Charge	$30	
Large Group Rooms	No Charge	$75	
High School Cafeteria	No Charge	$75	
High School Gym	No Charge	$150 or $30/hour	
High School Library	No Charge	$100	
Elementary Cafeteria	No Charge	$250 or $30/hour	
Elementary Gym	No Charge	$70 or $30/hour	
Elementary Library	No Charge	$200 or $100/hour	
Stadium	No Charge	$150 or $30/hour	
Soccer Field	No Charge	$150 or $30/ hour	
Softball Field	No Charge	$150 or $30/hour	
Tennis Courts	No Charge	$150 or $30/ hour	

- No single usage fee for approved organizations.
- ***Because of the unique nature of using the Silver Bowl Stadium — The cost is $150 per day for any organization.***
- The Facility Use Fee Schedule is applicable for youth organizations and tournaments.

- The School District Board of Directors has the right to waive any fees as they deem appropriate.
- Multiple use fees will be determined on an individual basis.

Rates for Pool Parties	**In District**	**Out of District**
Up to 25 swimmers	$70/hour	$85/hour
26 - 50 swimmers	$80/hour	$95/hour
51 - 75 swimmers	$90/hour	$105/hour

Mount Carmel Area School District
600 West Fifth Street, Mt. Carmel, PA 17851

Name of Organization/Group:							
Description of Intended Use:							
Facility Requested: *(Please check box and circle rooms/areas to be used)*							
✓	FACILITY- ROOMS/AREA TO BE USED					Building Principal Approval	Date
	Elementary School: Cafeteria Gym Library Room #(s):						
	High School: Cafeteria Gym Large Group Room Library Room #(s):						
	Auditorium Stadium Soccer Field Softball Field Tennis Courts						
	Pool Number of Swimmers: 1-25 26-50 51-75						
DATES AND TIMES OF USE: *(Please enter alternate dates if possible, i.e. rain date)*							
DATE:							
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
HOURS OF USE							
OPEN BUILDING							
CLOSE BUILDING							
SPECIAL SERVICES, MATERIAL, OR EQUIPMENT REQUIRED:							
RESPONSIBLE PARTIES: **By signing this agreement, I agree to the terms and conditions as set forth by the School Board.*							
	NAME	ADDRESS	PHONE #	SIGNATURE		DATE	
1							
2							
3							
PLEASE PROVIDE EMAIL ADDRESS:							

APPROVED BY:		OFFICIAL USE ONLY	
ATHLETIC DIRECTOR:	DATE:	FACILITY FEE	$
		PERSONNEL FEE	$
BUSINESS MANAGER:	DATE:	**TOTAL FEES**	**$**
DATE LOGGED IN DISTRICT CALENDAR:	INITIALS:	PAYMENT MUST BE MADE PRIOR TO BOARD APPROVAL	

****User holds the School District harmless from all claims for injury to or the death of any person, and for damage to or the loss of any property arising out of or attributed directly or indirectly to the operations or omissions of the School District. User indemnifies the School District for all damage to property belonging to the School District and for all injuries to or the deaths of any representative or employees of the School District resulting from all acts or omissions of user. Form revised 6/2024 and approved by Athletic Director, Business Manager, and other School Officials.**