

District Contacts

Elementary Principal: Darren Vaccaro, 724-223-5000 x 1156
High School Principal: Chet Henderson, 724-223-5080 x 2090
Emergency Contact while using facility: George Kostelnik
724-554-7898

Revised 12.9.2021

WASHINGTON SCHOOL DISTRICT

311 Allison Avenue
Washington, PA 15301

SCHOOL FACILITY USE CONTRACT AND APPLICATION

The undersigned does hereby state that he/she is executing this contract on behalf of himself/herself or is authorized to do so on behalf of the organization set forth below and that the organization or individual, as the case may be, is responsible for any loss of furniture or equipment, and/or any damage to or abuse of school buildings, grounds and equipment or any personal injury arising out of the applicant's use of said premises. Further, the organization and/or the individual does hereby agree to indemnify and hold harmless the Washington School District from any and all liability including any and all actions or causes of action, claims or demand of whatsoever kind or nature as a result of the use of said facility. The school district maintains the right to postpone or cancel events. The organization/individual agree(s) to abide by and enforce the policy of the Washington School District governing the use of school buildings, grounds and equipment, a copy of which is attached to this contract and is incorporated by reference. The undersigned acknowledges having ready Policy 601. **An individual or group not school related must provide evidence to the School District of liability insurance coverage, which insurance must name the WSD as an additional insured.** (Policy #601-Section #11, also on the back of this form)

Individual/Group/Organization _____

Contact Person _____ Phone # _____

Address of Contact Person _____ Email _____

Facility Request _____ Room Requested _____

Date Requested _____ Time: from _____ to _____

Purpose for Use _____

Number of Persons Anticipated _____ Admission Fee _____ Use of Proceeds _____

Insurance Company _____

Person in Charge (day of) _____ Phone # _____

Date of Rehearsals or set-up times _____

Equipment Requested _____

Signature _____ Date _____

Building Principal Signature _____ Date _____

Athletic Director (if gym is requested) _____ Date _____

CENTRAL OFFICE USE

*Checks to be made payable to: Washington School District, 311 Allison Ave, Washington, PA 15301

Note: Additional charges may be due to the Washington School District as a result of additional personnel/maintenance/lighting & sounded system costs incurred as a result of the use by organization/individual. WSD will send a bill

Approximate number of custodians needed based upon information above: _____ Hourly Rate: _____ #of hours _____

Estimated Costs _____ Rental Charge _____ Estimated Total: _____

Insurance policy received naming the Washington School District as additional insured on _____

Director of District Operations Signature _____ Date _____

Please return form to appropriate building principal's office, upon approval a copy will be returned to you.

Washington School District, Policy #601-Section #11

Each individual or group not school related requesting the use of a building or premises and/or parking areas must provide prior evidence to the School District of liability insurance coverage, which insurance must name the Washington School District as an additional insure during such time that the School District's facilities, and/or outside premises and/or parking areas are used by such individual or organization. The minimum insurance coverage required shall be One million dollars (1,000,000.00) combined single limit bodily injury and/or property damage naming the Washington School District as an additional insured. Said coverage shall be subject to review by the School District and to adjustment to higher limits based upon the activity to be conducted.

RENTAL CHARGES

<u>Location</u>	<u>Class I Group</u>	<u>Class II Group</u>
Classroom	\$50.00	\$75.00
Labs	\$75.00	\$100.00
Large Group Instruction Room	\$100.00	\$125.00
Cafeteria	\$100.00	\$150.00
Auditorium/Gymnasium	\$100.00	\$300.00
Athletic Fields*	\$750.00	\$1,000.00
Parking Lot	50% of collected fees	50% of collected fees

*WPIAL charges to be determined by the Administration

Class I: individuals, groups or organizations which do not charge admission

Class II: individuals, groups or organizations conducting events at the School District's facilities for which admission is charged.

A fee will be charged for use of the parking lot only if the group is charging a fee for parking.