

Use of District Facilities

Classifications

Partner Organizations as listed in Regulation 1131 are deemed to have Class B status.

Application Processing Procedures and User Requirements

1. Users requesting use of District facilities are required to submit a written request using the Application and Agreement Form (AAF) in Appendix E. These forms should be submitted to the Business Manager or designee.
2. Application and Agreement Forms are also available in the District Administrative Offices and on the District website.
3. An authorized organization representative must sign each AAF for each facility request. This representative attests that the information submitted is true and accurate. In addition, this representative will be responsible for proper use of the facility and serve as the contact person for District.
4. No user will be permitted use of school facilities if it interferes with school programs. The Business Manager, building Principal, Athletic Director, or their designee, may cancel any AAFs for school use should conflicts with school programs and activities develop.
5. School authorities reserve the right to limit, restrict, or prohibit proposed school facilities use when the proposed use is not in the interest of the District or community.
6. Under no circumstances may any individual who is being privately paid to tutor a student conduct that tutoring during the school day on District property without the express written permission of the Superintendent or designee.
7. Users recognize the fact that the District's making its facilities available to the community in accordance with Board Policy and Administrative Regulations does not create any right in user to the continued use of the facilities except at the discretion of the District.
8. All requests should be made at least twelve (12) business days prior to the scheduled facility use, but no sooner than six (6) months. No contract will be longer than twelve (12) months in duration. Exceptions can be made at the discretion of the designated administrator.
9. User requests for gym space for the upcoming school year for Class A, B and C users are due by August 1 in order to be given priority in scheduling. Processing of requests will begin after August 1. All users in any classification are welcome to submit their requests, but A, B and C users will be processed first.
10. Applicants that request the use of facilities for seasonal (in season) sports will receive priority over those requesting use for out of season sports. PIAA guidelines will be used to determine priority use. Out of season sports will not be scheduled until after all in season sports applications within the same classification that are received by August 1 are processed.
11. When users within a particular classification have competing requests, the Business Manager or designee shall make reasonable efforts to resolve the requests before rendering a final decision. The final decision to allocate the use of facilities shall be based on several relevant factors including, but not limited to, the estimated number of T/E resident participants, the frequency of use, and historical pattern of responsible use.
12. All users will receive final approval for their requests when the approved AAF is signed by both the building Principal/Administrator and the Business Manager, and a copy of the signed AAF is returned to the requester.
13. All applicants will receive either a signed AAF or a phone call notifying them of their approval or disapproval.
14. Class A, B and C users who submit their AAF by August 1, will be notified of their

- approval within twelve to fourteen (12-14) business days after August 1.
15. User requests received after August 1, and throughout the school year, will be notified of their approval within twelve to fourteen (12-14) business days after receipt.
 16. After approved AAF is processed, the Business Manager or designee will distribute copies to the appropriate support personnel.
 17. Users may not assign the approved agreement or sublet the premises.
 18. Users understand that the AAF is limited to use of the designated facility, building or field. The user and anyone accessing the facility through the user may not access other parts of the facility, building or field not expressly set forth on the AAF. Where school buildings are under construction, it is imperative that user remain in the permitted area. The user is responsible for supervising all individuals in user. The District reserves the right to terminate AAFs or refuse to issue future AAFs to users who fail to abide by this provision.
 19. Each user falls under a classification as determined in Policy 7040. Once the AAF is approved, the user will not be reprioritized or denied use unless the District determines there is a District or Class A user need for the space.
 20. If classification is contested the request shall be referred to the Superintendent or designee.
 21. Charges for all facility requests will be estimated in advance of the activity itself. A bill will be sent following the activity. Added fees may be assessed for additional rental time and/or excessive or unexpected custodial time or support services.
 22. Class C users of less than twenty (20) persons that request the use of a classroom to conduct meetings and are denied due to the unavailability of classrooms or to rules set by the school principal will be scheduled in an alternate room but charged at the classroom rate.
 23. If two (2) unrelated organizations use a facility at the same time, each will pay all required rental fees in full.
 24. Requests for the Use of District Facilities by Tredyffrin or Easttown Townships or other local governmental entities (i.e. surrounding municipalities, intermediate units, school districts, etc.) will be approved by the Superintendent or designee. The Superintendent or designee will determine, on a case by case basis, if the approved use will incur charges.
 25. Programs run by Class A users that charge admission, or a sign-up fee, where the proceeds exclusively benefits the Class A user will incur no rental charge. The District reserves the right to request an accounting of the proceeds and the costs of running the program.
 26. Programs run by Class B users where a fee is collected, the majority of the gross receipts must be given to and retained by the sponsoring Class B organization or the District, otherwise the fees schedule of the most appropriate organization classification (as determined by the Business Manager) will be charged. The District reserves the right to request an accounting of the proceeds and costs of running the event.
 27. Class C charging admission or using the facilities for fundraising purposes will be charged according to Class G specifications (Appendix B) unless the proceeds exclusively benefit the District School children or the District.
 28. The District reserves the right to charge a security deposit for any user.
 29. All charges are payable within thirty (30) days after the billing date. The District reserves the right to assess late fees of up to one percent (1%) per month when bills are not paid on time.
 30. Construction/renovations at any of the District's buildings may require that utilities be cut off for a period. The District reserves the right to terminate the use of the building for that time period with twenty-four (24) hours' notice to the user.
 31. The District's participation in the Demand Response program may require utilities to be cut back or off for a required period. The District reserves the right to cancel or delay the use of the building in connection with the Demand Response Program.
 32. If a user needs to cancel, user shall inform the District in writing to the Business Manager two (2) weeks prior to the scheduled event or pay as liquidated damages the rental fee heretofore provided. There will be no refunds of rental fees for cancellations requested less than two weeks prior to the scheduled use of facilities. This applies except when cancellation is due to a District decision for weather or other circumstances. If TESD determines, in its' sole discretion, that a User cancels

33. reservations with regularity, TESD has the right to reconsider that organization's priority in subsequent use of facilities requests.
34. Users are responsible for damage to District facilities. If users find the part of the premises approved for use to be damaged or defective, the user should report this condition as soon as possible, preferably before using the facility.
35. Users of District facilities are required to restore or pay for the restoration to original condition, at the discretion of the District, any property destroyed or suffering from more than normal wear and tear. The District shall be the sole judge of destruction of property or excessive wear and tear.
36. The District reserves the right to curtail the use of or close any facility for safety concerns related to construction, field maintenance or renovations, or any other reason that the District deems necessary. Facility use is automatically cancelled when the schools are closed by school authorities because of local, state, or national disaster, or emergencies (fire, flood, storms, or mechanical failure) as well as weather-related school closings. It is the user's responsibility to verify if the facilities or field is open or closed and available for use during any above-mentioned curtailments or school closings.
37. The District reserves the right to close any facility to outside use when schools have a delayed opening or dismiss early due to weather-related events. If the District permits the outside use of school buildings on these delayed opening or early dismissal days, the user may elect to cancel their scheduled use to avoid rental fees by informing the Business Office in writing (email is acceptable) at least three hours prior to their contracted start time.
38. AAFs are subject to the appropriate support personnel being available and willing to work as needed. The District reserves the right to cancel any use of building when custodial or kitchen services are not available for any reason and upon giving the user three (3) days' notice prior to the time the use is to commence.

Associated Fees and Charges

1. Charges for all users will be levied according to the Charges for Specific Use Classifications located in Appendix A.
2. The rental fee schedules are located in Appendix B of this Regulation and also on the District website.
3. These rental fees include charges related to District custodial personnel that are required to support the facility use.
4. If excessive and/or unexpected custodial services are required, those charges, in addition to charges detailed in Appendix B, will be billed directly to the user according to the fee schedule in Appendix C. The user will be notified by the Business Office if such custodial services were required after the custodial pay records are reviewed.
5. Rental fees do not include support personnel for the stage or cafeteria. Those charges will be billed separately according to the fee schedule in Appendix C.
6. Rental fees and labor rates will be reviewed and updated, if needed, on an annual basis.
7. Should rental fees change for an upcoming school year, the Business Office will notify past year users of the changes by March 15 prior to the change.
8. Custodial service/requirements:
 - a. For all facility requests that require a custodian, the Business Office will ensure that the custodial supervisor for the requested facility assigns a custodian(s).
 - b. The custodian(s) will ensure that the appropriate facility is opened, set up, lighted, heated, ventilated, cleaned and closed.
 - c. The custodian(s) must not deviate from approved procedures and will report variances and enforce regulations.
 - d. The Business Office will review pay records to ensure that multiple users will not be charged for the same time.
9. Kitchen/cafeteria services/requirements:
 - a. Arrangements for kitchen use shall be made through the Food Services manager a minimum

- of thirty (30) days in advance.
 - b. When the kitchen or kitchen/cafeteria is used, a cafeteria employee must be employed to supervise school equipment use. Except for Class A users, an additional charge will be made for this as per fee schedule (Appendix C).
 - c. Users who have banquets will be charged for food supplies, and personnel costs for preparation, serving, and supervision.
 - d. For all activities open to the public where food is sold, all users must have a Certified Food Manager (certified by the Chester County Health Department) and must provide an event license from the Chester County Health Department.
 - e. The District will allow the use of a *School District* Certified Food Manager only for Class A and B users and only when all the following conditions are met:
 - i. A temporary license is required and issued for the activity for a single date or a weekend.
 - ii. The scope of the activity does not involve selling or delivering food off school District premises.
 - iii. All food is purchased through the District or a source approved by the Certified Food Manager.
 - iv. No food is brought in from outside vendors unless from a Chester County licensed food establishment approved by a Certified Food Manager.
 - v. Food is prepared under the supervision of the Certified Food Manager at the facility site.
 - vi. The chairperson or a designee receives training from the Certified Food Manager prior to the activity.
 - vii. The number and level of cafeteria worker(s) necessary at a function, and the associated charges, will be determined as part of the AAF preparation based on employee availability.
10. Security services/requirements:
- a. The District reserves the right to require a security monitor and/or outside police to be present at an activity at the expense of the User.
 - b. Organizations using school facilities agree to comply with all ordinances, statutes, and regulations of all Local, State and Federal authorities and agencies; and user hereby indemnifies the District and agrees to hold the District harmless from all penalties, fines, costs, damages and expenses resulting from failure to do so. These organizations further agree to indemnify and save the District harmless from all loss damage, liability, claims and demands, whether involving misconduct, negligence or otherwise, arising out of or resulting from such use of the premises.
11. Additional support personnel services/requirements:
- a. The District reserves the right to require that authorized school personnel be employed to operate or set-up District equipment. For example, a Stage Manager will be used whenever the use of the stage equipment is required (in conjunction with an auditorium rental). Another example might be the need for an electrician to set up extra electrical conduits.
 - b. The user will pay all charges for these personnel in accordance with Appendix C.
 - c. The Business Office will review pay records to ensure that multiple users will not be charged for the same time.
12. All bills for use of school buildings or other facilities shall be issued by the Business Office upon receiving a copy of the Community application designated by administrative regulation. The Business Office shall promptly bill the contracting person or organization, specifying current charges and any previous charges due. Upon receipt of monies to satisfy the bill, the Business Office shall make prompt deposit at the approved depository and credit the appropriate account. Any individual or organization not satisfying the bill within ninety (90) days may be denied the privilege of further use of District facilities until all outstanding charges are paid.

Insurance Requirements

1. Class A and B users who request use of District facilities MUST get preapproval from the Business Office for the specific activities they are sponsoring in our facilities in order to ensure that appropriate and necessary insurance coverage is in place. The District will indemnify and hold harmless the Class A and B users only to the extent the coverage is provided through the liability insurance policies carried by the District. The coverage will be extended only for activities on school property and for activities that the District has designated as "School District-sponsored."
2. Class B users must submit to the appropriate building administrator a list of planned activities for the school year no later than two weeks prior to the start of the school year or the scheduled event. The administrator will forward the list of activities to the Business Manager, who will forward this list to the insurance carrier for review. The Business Manager will transmit the carrier's approval or disapproval of activities to the administrator, who will then notify the organization of the insurance carrier's responses and whether the activities will be designated as "School District-sponsored".
3. When the AAF is submitted, users in Class C, D, DD, E, EE, and G must provide a Certificate of Insurance (listing the District as additional insured) to the Business Manager or designee. This certificate must be received at least twelve (12) working days before any scheduled use of the facility. The minimum insurance limits provided shall be \$1,000,000 combined single limit of Bodily Injury/Property Damage. The user must assume full responsibility for personal injury to participants and spectators.
4. The requirement for a Certificate of Insurance for Class C, D, DD, E and EE users is waived when the request is for a meeting held in a regular classroom for purposes of discussion and when attendance is not expected to exceed thirty-five (35) people.
5. Any facility user that employs non-District personnel to work for them on District property must provide proof of Worker's Compensation Insurance. By signing the AAF, the User agrees to indemnify and hold harmless the District for any claims made against the District for Worker's Compensation Insurance by any persons performing work on behalf of User on District Property.
6. The District retains the right to require the User to furnish evidence of additional insurance in cases of unusual hazard.

Rules When Using District Facilities

1. Misuse of the facilities or ignoring rules related to facilities by users may result in barring future use.
2. If it is determined the District facilities reserved by a user are not being (actively) used by the user, the District may deny future use.
3. The use of alcohol and/or tobacco products is prohibited on District property.
4. Any person who uses, abuses, possesses, is under the influence of, distributes or attempts to distribute regulated substances, including alcohol, or drug paraphernalia on school property, or who conspires, aids, or abets the use, abuse, active possession, constructive possession, or distribution of drugs, alcohol or any mood altering substances, including inhalants, is in violation of Board Policy and State law.
5. All illegal activities are prohibited on District property and users that permit illegal activities may be banned from future use of District facilities.
6. No dogs are allowed on school property at any time, except for guide or service dogs or with permission from the building Principal or designee.
7. When an event is held in a school building, refreshments and/or food must be served only in the cafeterias unless authorized in advance by the Business Manager or designee.
8. When using District fields, except for class A and B users, there is absolutely no barbequing on school property and no outside food vendors are allowed.
9. Night and weekend temperature setbacks will not be changed during the user's use period, especially in athletic areas.
10. The user designee will serve as the contact person for the District and is responsible to supervise the activity, be responsible for the conduct of participants and spectators, and adequately protect the facility and any equipment.

11. Users may use only assigned fields, rooms, and spaces as stated in the application, and users may only use them for the specific, intended, and approved purposes during the approved hours.
12. Users are not permitted to use school equipment including, but not limited to, rock walls and gymnastics apparatus, unless otherwise approved by the appropriate administrator.
13. The District will determine when fields must be closed for weather or other reasons. Users will not be permitted on closed fields; violators will lose their privileges and there will be no refunds.
14. When fields are open, but the ground is wet, soggy, or muddy or precipitation is falling or has recently fallen, it is the users' responsibility to consider potential damage that may occur to the fields if they are used. Users must also consider the potential safety hazard to their players if fields are used under these conditions.
15. The user shall not prepare the athletic fields (lines, etc.) except with the approval of, or at the direction of, the Athletic Director or designee.
16. No facility, field or parking lot, shall be subjected to overcrowding or use by users in excess of permitted capacity
17. All decorations and any temporary materials used must be fireproof and must be approved by school officials. Open flame decorations will not be used anywhere in the buildings. No object in auditoriums and foyers may be permanently fastened to walls, ceilings, and/or floors. No object may be fastened to the floors in any manner that will damage floor finish. All objects, furnishings, and equipment must be installed and removed by the user under school staff supervision. Removal (along with debris) will be completed immediately when the activity ends.
18. All users will be responsible for picking up their trash and putting it in trash receptacles. The District will be responsible for providing and emptying trash receptacles under normal circumstances. If no trash receptacles are available or the available receptacles are full, the user must take away their trash.
19. Users will not block any exits from District facilities.
20. The District will not supply storage space for the user except with the permission of the athletic director or appropriate administrator.
21. District owned equipment must not be taken from school premises.
22. District equipment may not be used unless specifically requested on the application and approved.
23. Chairs and/or other obstructions will not be placed in aisles, entrances, or exit areas.
24. Footwear and appropriate dress will be worn inside buildings. Sneakers or gym shoes should be worn when using gymnasiums for athletic purposes.
25. Vehicles must be parked in designated areas only. No parking is allowed in the designated Fire Lanes. Improperly parked vehicles may be towed from the premises.
26. No parking is permitted on Route 252 (aka: Valley Forge Road adjacent to VFMS).
27. The use of vehicles designed primarily for recreational or sporting purposes are prohibited on District property. These vehicles include, but are not limited to, motor scooter, powered cycles, snowmobiles, skateboards, and other vehicles or equipment of a similar nature. Exception to this Policy may be made at the discretion of the Business Manager and only if such use is under the control and direction of adults who make a prior agreement, in writing accepting full responsibility for such control.

Cross Reference:

Policy and Administrative Regulation 1131 Partner Organizations

Revised: January 14, 1999
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Revised: January 22, 2001
Revised: August 2005
Revised: July 2006
Revised: June 2007
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Revised: June 18, 2018
Reviewed: October 4, 2018
Revised: January 5, 2021
Revised: October 5, 2021
Revised: February 26, 2024

Appendix A

Charges for Specific Use Classifications

Class A - criteria for charges

- (1) no rental fees
- (2) no custodial charges
- (3) no charges for any support personnel (i.e.: stage manager)
- (4) no charge for any cafeteria personnel

Class B - criteria for charges

- (1) no rental fees
- (2) no custodial charges if event occurs when custodians are normally on duty; custodial charges outside these hours will be estimated prior to the event and billed to the user according to the fee schedule and Appendix C
- (3) no charges for any support personnel needed during regular school hours; support personnel needed outside these hours will be estimated prior to the event and billed to the user according to the fee schedule and Appendix C
- (4) no charges for any cafeteria personnel needed during regular cafeteria hours; cafeteria personnel needed outside these hours will be estimated prior to the event and billed by Food Services to the user according to the fee schedule and Appendix C

Class C, D, DD, E, EE and G – criteria for charges

- (1) rental fees (Appendix B)
- (2) no custodial charges unless the event requires excessive or unexpected custodial services; any such custodial charges will be billed to the user according to fee schedule in Appendix C
- (3) support personnel charges will be estimated prior to the event and billed to the user according to the fee schedule and Appendix C
- (4) cafeteria personnel charges will be estimated prior to the event and billed by Food Services to the user according to the fee schedule and Appendix C

Appendix B
Weekday Rental Fees

Facility	Class A&B	Class C	Class D	Class DD	Class E	Class EE**	Class G
Elementary Schools							
Classroom	(No Charge)	\$ 10 /hr	\$ 16 /hr	\$ 20 /hr	\$ 46 /hr	\$ 59 /hr	\$ 82 /hr
Cafeteria w/o Kitchen	(No Charge)	\$ 12 /hr	\$ 20 /hr	\$ 23 /hr	\$ 52 /hr	\$ 65 /hr	\$ 86 /hr
Cafeteria w/Kitchen	(No Charge)	\$ 21 /hr	\$ 39 /hr	\$ 47 /hr	\$ 104 /hr	\$ 130 /hr	\$ 140 /hr
Gymnasium	(No Charge)	\$ 12 /hr	\$ 33 /hr	\$ 39 /hr	\$ 52 /hr	\$ 65 /hr	\$ 86 /hr
Athletic Field	(No Charge)	\$ 4 /hr	\$ 18 /hr	\$ 23 /hr	\$ 39 /hr	\$ 39 /hr	\$ 59 /hr
Parking Lot	(No Charge)	\$ 8 /hr	\$ 16 /hr	\$ 23 /hr	\$ 46 /hr	\$ 59 /hr	\$ 82 /hr
Main Hallway	(No Charge)	\$ 8 /hr					
Music Room	(No Charge)	\$ 12 /hr	\$ 20 /hr	\$ 23 /hr	\$ 52 /hr	\$ 65 /hr	\$ 86 /hr
Art Room	(No Charge)	\$ 12 /hr	\$ 20 /hr	\$ 23 /hr	\$ 52 /hr	\$ 65 /hr	\$ 86 /hr
Tennis Courts*							
Middle Schools							
Classroom	(No Charge)	\$ 10 /hr	\$ 23 /hr	\$ 27 /hr	\$ 59 /hr	\$ 72 /hr	\$ 98 /hr
Computer Lab	(No Charge)	\$ 23 /hr	\$ 31 /hr	\$ 35 /hr	\$ 72 /hr	\$ 85 /hr	\$ 105 /hr
Large Group Room	(No Charge)	\$ 31 /hr	\$ 39 /hr	\$ 43 /hr	\$ 85 /hr	\$ 98 /hr	\$ 113 /hr
Auditorium	(No Charge)	\$ 39 /hr	\$ 55 /hr	\$ 59 /hr	\$ 124 /hr	\$ 143 /hr	\$ 189 /hr
Library	(No Charge)	\$ 23 /hr	\$ 31 /hr	\$ 35 /hr	\$ 72 /hr	\$ 85 /hr	\$ 105 /hr
Cafeteria w/o Kitchen	(No Charge)	\$ 12 /hr	\$ 27 /hr	\$ 31 /hr	\$ 65 /hr	\$ 78 /hr	\$ 101 /hr
Cafeteria w/Kitchen	(No Charge)	\$ 30 /hr	\$ 55 /hr	\$ 59 /hr	\$ 124 /hr	\$ 143 /hr	\$ 148 /hr
Gymnasium	(No Charge)	\$ 12 /hr	\$ 59 /hr	\$ 59 /hr	\$ 72 /hr	\$ 85 /hr	\$ 101 /hr
Locker Room	(No Charge)	\$ 12 /hr	\$ 20 /hr	\$ 23 /hr	\$ 52 /hr	\$ 65 /hr	\$ 78 /hr
Adaptive Gym	(No Charge)	\$ 10 /hr	\$ 23 /hr	\$ 27 /hr	\$ 59 /hr	\$ 72 /hr	\$ 98 /hr
Athletic Field	(No Charge)	\$ 4 /hr	\$ 18 /hr	\$ 23 /hr	\$ 39 /hr	\$ 39 /hr	\$ 59 /hr
Outside Bathroom (VFMS)	(No Charge)	\$ 39 /hr	\$ 51 /hr	\$ 59 /hr	\$ 104 /hr	\$ 111 /hr	\$ 82 /hr
Parking Lot	(No Charge)	\$ 8 /hr	\$ 39 /hr	\$ 47 /hr	\$ 85 /hr	\$ 91 /hr	\$ 70 /hr
Music Room	(No Charge)	\$ 12 /hr	\$ 27 /hr	\$ 31 /hr	\$ 65 /hr	\$ 78 /hr	\$ 101 /hr
Art Room	(No Charge)	\$ 12 /hr	\$ 27 /hr	\$ 31 /hr	\$ 65 /hr	\$ 78 /hr	\$ 101 /hr
Science Room	(No Charge)	\$ 12 /hr	\$ 27 /hr	\$ 31 /hr	\$ 65 /hr	\$ 78 /hr	\$ 101 /hr
Band Room	(No Charge)	\$ 12 /hr	\$ 27 /hr	\$ 31 /hr	\$ 65 /hr	\$ 78 /hr	\$ 101 /hr
Dressing Room (off stage)	(No Charge)	\$ 10 /hr	\$ 23 /hr	\$ 27 /hr	\$ 59 /hr	\$ 72 /hr	\$ 98 /hr
Track	(No Charge)	\$ 16 /hr	\$ 23 /hr	\$ 27 /hr	\$ 91 /hr	\$ 111 /hr	\$ 133 /hr

* \$30/hour for one court, \$60/hour for two courts

**Class EE Fees per semester block – see Appendix C

Appendix B
Weekday Rental Fees

Facility	Class A&B	Class C	Class D	Class DD	Class E	Class EE**	Class G
Conestoga High School							
Classroom	(No Charge)	\$ 23 /hr	\$ 31 /hr	\$ 35 /hr	\$ 98 /hr	\$ 137 /hr	\$ 140 /hr
Computer Lab	(No Charge)	\$ 31 /hr	\$ 39 /hr	\$ 43 /hr	\$ 117 /hr	\$ 143 /hr	\$ 148 /hr
LGR (140&142)	(No Charge)	\$ 39 /hr	\$ 47 /hr	\$ 51 /hr	\$ 130 /hr	\$ 150 /hr	\$ 156 /hr
Auditorium	(No Charge)	\$ 47 /hr	\$ 62 /hr	\$ 65 /hr	\$ 169 /hr	\$ 172 /hr	\$ 176 /hr
Dressing Room (off stage)	(No Charge)	\$ 23 /hr	\$ 31 /hr	\$ 35 /hr	\$ 98 /hr	\$ 137 /hr	\$ 140 /hr
Library	(No Charge)	\$ 31 /hr	\$ 39 /hr	\$ 43 /hr	\$ 117 /hr	\$ 143 /hr	\$ 148 /hr
Cafeteria w/o Kitchens	(No Charge)	\$ 27 /hr	\$ 35 /hr	\$ 39 /hr	\$ 111 /hr	\$ 140 /hr	\$ 144 /hr
Cafeteria w/Kitchen	(No Charge)	\$ 44 /hr	\$ 62 /hr	\$ 65 /hr	\$ 169 /hr	\$ 172 /hr	\$ 176 /hr
Gymnasium(s)	(No Charge)	\$ 27 /hr	\$ 65 /hr	\$ 65 /hr	\$ 111 /hr	\$ 140 /hr	\$ 144 /hr
Music Room	(No Charge)	\$ 27 /hr	\$ 35 /hr	\$ 39 /hr	\$ 111 /hr	\$ 140 /hr	\$ 144 /hr
Band Room	(No Charge)	\$ 27 /hr	\$ 35 /hr	\$ 39 /hr	\$ 111 /hr	\$ 140 /hr	\$ 144 /hr
Locker Room	(No Charge)	\$ 20 /hr	\$ 27 /hr	\$ 35 /hr	\$ 98 /hr	\$ 133 /hr	\$ 137 /hr
Adaptive Gym	(No Charge)	\$ 23 /hr	\$ 31 /hr	\$ 35 /hr	\$ 98 /hr	\$ 137 /hr	\$ 140 /hr
Athletic Field	(No Charge)	\$ 5 /hr	\$ 18 /hr	\$ 23 /hr	\$ 39 /hr	\$ 52 /hr	\$ 140 /hr
Track	(No Charge)	\$ 16 /hr	\$ 23 /hr	\$ 27 /hr	\$ 91 /hr	\$ 111 /hr	\$ 133 /hr
Parking Lot	(No Charge)	\$ 13 /hr	\$ 65 /hr	\$ 78 /hr	\$ 85 /hr	\$ 98 /hr	\$ 117 /hr
Lobby	(No Charge)	\$ 23 /hr	\$ 31 /hr	\$ 35 /hr	\$ 104 /hr	\$ 137 /hr	\$ 140 /hr
Courtyard	(No Charge)	\$ 27 /hr	\$ 35 /hr	\$ 39 /hr	\$ 111 /hr	\$ 140 /hr	\$ 144 /hr
Atrium – Upper Lobby	(No Charge)	\$ 23 /hr	\$ 31 /hr	\$ 35 /hr	\$ 98 /hr	\$ 137 /hr	\$ 140 /hr
Atrium – Bench/Steps	(No Charge)	\$ 20 /hr	\$ 27 /hr	\$ 35 /hr	\$ 98 /hr	\$ 133 /hr	\$ 137 /hr
Atrium – Lower Area	(No Charge)	\$ 39 /hr	\$ 47 /hr	\$ 51 /hr	\$ 130 /hr	\$ 150 /hr	\$ 170 /hr

TEAO

Room 200	(No Charge)	\$ 31 /hr	\$ 39 /hr	\$ 43 /hr	\$ 117 /hr	\$ 143 /hr	\$ 148 /hr
Rooms 201 or 202	(No Charge)	\$ 27 /hr	\$ 31 /hr	\$ 35 /hr	\$ 104 /hr	\$ 137 /hr	\$ 140 /hr

ESC

Parking Lot	(No Charge)	\$ 13 /hr	\$ 65 /hr	\$ 78 /hr	\$ 85 /hr	\$ 98 /hr	\$ 117 /hr
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Appendix B
Weekend Rental Fees

	Class A&B	Class C	Class D	Class DD	Class E	Class EE**	Class G
Facility							
Elementary Schools							
Classroom	(No Charge)	\$ 13 /hr	\$ 26 /hr	\$ 33 /hr	\$ 40 /hr	\$ 65 /hr	\$ 137 /hr
Cafeteria w/o Kitchen	(No Charge)	\$ 20 /hr	\$ 33 /hr	\$ 39 /hr	\$ 59 /hr	\$ 72 /hr	\$ 143 /hr
Cafeteria w/Kitchen	(No Charge)	\$ 39 /hr	\$ 65 /hr	\$ 78 /hr	\$ 117 /hr	\$ 156 /hr	\$ 234 /hr
Gymnasium	(No Charge)	\$ 20 /hr	\$ 46 /hr	\$ 52 /hr	\$ 59 /hr	\$ 72 /hr	\$ 143 /hr
Athletic Field	(No Charge)	\$ 4 /hr	\$ 30 /hr	\$ 39 /hr	\$ 46 /hr	\$ 46 /hr	\$ 98 /hr
Parking Lot	(No Charge)	\$ 13 /hr	\$ 26 /hr	\$ 33 /hr	\$ 52 /hr	\$ 65 /hr	\$ 137 /hr
Main Hallway	(No Charge)	\$ 13 /hr					
Tennis Courts*							
Music Room	(No Charge)	\$ 20 /hr	\$ 33 /hr	\$ 39 /hr	\$ 59 /hr	\$ 72 /hr	\$ 143 /hr
Art Room	(No Charge)	\$ 20 /hr	\$ 33 /hr	\$ 39 /hr	\$ 59 /hr	\$ 72 /hr	\$ 143 /hr
Middle Schools							
Classroom	(No Charge)	\$ 26 /hr	\$39 /hr	\$46 /hr	\$ 65 /hr	\$ 78 /hr	\$ 163 /hr
Computer Lab	(No Charge)	\$ 39 /hr	\$ 52 /hr	\$ 59 /hr	\$ 78 /hr	\$ 91 /hr	\$ 176 /hr
Large Group Room	(No Charge)	\$ 52 /hr	\$ 65 /hr	\$ 72 /hr	\$ 91 /hr	\$ 104 /hr	\$ 130 /hr
Auditorium	(No Charge)	\$ 65 /hr	\$ 91 /hr	\$ 104 /hr	\$ 130 /hr	\$ 150 /hr	\$ 247 /hr
Library	(No Charge)	\$ 39 /hr	\$ 52 /hr	\$ 59 /hr	\$ 78 /hr	\$ 91 /hr	\$ 176 /hr
Cafeteria w/o Kitchen	(No Charge)	\$ 33 /hr	\$ 46 /hr	\$ 52 /hr	\$ 72 /hr	\$ 78 /hr	\$ 169 /hr
Cafeteria w/Kitchen	(No Charge)	\$ 65 /hr	\$ 91 /hr	\$ 104 /hr	\$ 130 /hr	\$ 150 /hr	\$ 247 /hr
Gymnasium	(No Charge)	\$ 33 /hr	\$ 72 /hr	\$ 78 /hr	\$ 85 /hr	\$ 98 /hr	\$ 169 /hr
Locker Room	(No Charge)	\$ 20 /hr	\$ 33 /hr	\$ 39 /hr	\$ 59 /hr	\$ 72 /hr	\$ 130 /hr
Adaptive Gym	(No Charge)	\$ 26 /hr	\$ 39 /hr	\$ 46 /hr	\$ 65 /hr	\$ 78 /hr	\$ 163 /hr
Athletic Field	(No Charge)	\$ 5 /hr	\$ 30 /hr	\$ 39 /hr	\$ 39 /hr	\$ 39 /hr	\$ 98 /hr
Outside Bathroom (VFMS)	(No Charge)	\$ 65 /hr	\$ 85 /hr	\$ 98 /hr	\$ 104 /hr	\$ 130 /hr	\$ 137 /hr
Parking Lot	(No Charge)	\$ 13 /hr	\$ 65 /hr	\$ 78 /hr	\$ 85 /hr	\$ 98 /hr	\$ 117 /hr
Music Room	(No Charge)	\$ 33 /hr	\$ 46 /hr	\$ 52 /hr	\$ 72 /hr	\$ 78 /hr	\$ 169 /hr
Art Room	(No Charge)	\$ 33 /hr	\$ 46 /hr	\$ 52 /hr	\$ 72 /hr	\$ 78 /hr	\$ 169 /hr
Science Room	(No Charge)	\$ 33 /hr	\$ 46 /hr	\$ 52 /hr	\$ 72 /hr	\$ 78 /hr	\$ 169 /hr
Band Room	(No Charge)	\$ 33 /hr	\$ 46 /hr	\$ 52 /hr	\$ 72 /hr	\$ 78 /hr	\$ 169 /hr
Dressing Room (off stage)	(No Charge)	\$ 26 /hr	\$ 39 /hr	\$ 46 /hr	\$ 65 /hr	\$ 78 /hr	\$ 163 /hr
Track	(No Charge)	\$ 26 /hr	\$ 39 /hr	\$ 46 /hr	\$ 65 /hr	\$ 78 /hr	\$ 163 /hr

* \$30/hour for one court, \$60/hour for two courts

**Class EE Fees per semester block – see Appendix C

Appendix B
Weekend Rental Fees

Facility	Class A&B	Class C	Class D	Class DD	Class E	Class EE**	Class G
Conestoga High School							
Classroom	(No Charge)	\$ 39 /hr	\$ 78 /hr	\$ 85 /hr	\$ 117 /hr	\$ 156 /hr	\$ 234 /hr
Computer Lab	(No Charge)	\$ 52 /hr	\$ 91 /hr	\$ 98 /hr	\$ 137 /hr	\$ 163 /hr	\$ 247 /hr
Lg. Group Room (140&142)	(No Charge)	\$ 65 /hr	\$ 104 /hr	\$ 111 /hr	\$ 150 /hr	\$ 176 /hr	\$ 260 /hr
Auditorium	(No Charge)	\$ 78 /hr	\$ 117 /hr	\$ 124 /hr	\$ 195 /hr	\$ 221 /hr	\$ 293 /hr
Dressing Room (off stage)	(No Charge)	\$ 39 /hr	\$ 78 /hr	\$ 85 /hr	\$ 117 /hr	\$ 156 /hr	\$ 234 /hr
Library	(No Charge)	\$ 52 /hr	\$ 91 /hr	\$ 98 /hr	\$ 137 /hr	\$ 163 /hr	\$ 247 /hr
Cafeteria w/o Kitchen	(No Charge)	\$ 46 /hr	\$ 85 /hr	\$ 91 /hr	\$ 130 /hr	\$ 156 /hr	\$ 241 /hr
Cafeteria w/Kitchen	(No Charge)	\$ 78 /hr	\$ 117 /hr	\$ 124 /hr	\$ 195 /hr	\$ 221 /hr	\$ 293 /hr
Gymnasium(s)	(No Charge)	\$ 46 /hr	\$ 85 /hr	\$ 91 /hr	\$ 130 /hr	\$ 156 /hr	\$ 241 /hr
Music Room	(No Charge)	\$ 46 /hr	\$ 85 /hr	\$ 91 /hr	\$ 130 /hr	\$ 156 /hr	\$ 241 /hr
Band Room	(No Charge)	\$ 46 /hr	\$ 85 /hr	\$ 91 /hr	\$ 130 /hr	\$ 156 /hr	\$ 241 /hr
Locker Room	(No Charge)	\$ 33 /hr	\$ 85 /hr	\$ 91 /hr	\$ 117 /hr	\$ 143 /hr	\$ 228 /hr
Adaptive Gym	(No Charge)	\$ 39 /hr	\$ 78 /hr	\$ 85 /hr	\$ 117 /hr	\$ 150 /hr	\$ 234 /hr
Athletic Field	(No Charge)	\$ 5 /hr	\$ 30 /hr	\$ 39 /hr	\$ 39 /hr	\$ 39 /hr	\$ 234 /hr
Track	(No Charge)	\$ 26 /hr	\$ 39 /hr	\$ 46 /hr	\$ 111 /hr	\$ 137 /hr	\$ 221 /hr
Parking Lot	(No Charge)	\$ 13 /hr	\$ 65 /hr	\$ 78 /hr	\$ 91 /hr	\$ 91 /hr	\$ 117 /hr
Lobby	(No Charge)	\$ 39 /hr	\$ 78 /hr	\$ 85 /hr	\$ 124 /hr	\$ 150 /hr	\$ 234 /hr
Courtyard	(No Charge)	\$ 46 /hr	\$ 85 /hr	\$ 91 /hr	\$ 130 /hr	\$ 156 /hr	\$ 241 /hr
Atrium – Upper Lobby	(No Charge)	\$ 39 /hr	\$ 78 /hr	\$ 85 /hr	\$ 117 /hr	\$ 156 /hr	\$ 234 /hr
Atrium – Bench Steps	(No Charge)	\$ 33 /hr	\$ 85 /hr	\$ 91 /hr	\$ 117 /hr	\$ 143 /hr	\$ 228 /hr
Atrium – Lower Area	(No Charge)	\$ 65 /hr	\$ 104 /hr	\$ 111 /hr	\$ 150 /hr	\$ 176 /hr	\$ 260 /hr

TEAO

Room 200	(No Charge)	\$ 52 /hr	\$ 91 /hr	\$ 98 /hr	\$ 137 /hr	\$ 163 /hr	\$ 247 /hr
Rooms 201 or 202	(No Charge)	\$ 46 /hr	\$ 85 /hr	\$ 91 /hr	\$ 124 /hr	\$ 156 /hr	\$ 234 /hr

ESC

Parking Lot	(No Charge)	\$ 13 /hr	\$ 65 /hr	\$ 78 /hr	\$ 91 /hr	\$ 91 /hr	\$ 117 /hr
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**Class EE Fees per semester block – see Appendix C

Appendix C

LABOR RATES
(Includes Benefits)

	<u>Weekda</u>	<u>Weekend</u>	<u>Holiday</u>
Custodian	y \$ 42.00	\$ 52.00	\$ 72.00
Security Guard PT	\$ 48.00	\$ 64.00	\$ 92.00
Security Guard FT	\$ 56.00	\$ 71.00	\$ 100.00
Maintenance	\$ 69.00	\$ 88.00	\$ 125.00
<u>Food Service</u>			
Manager	\$ 48.00	\$ 60.00	\$ 84.00
Cook	\$ 41.00	\$ 51.00	\$ 71.00
Gen Kitchen Worker	\$ 31.00	\$ 41.00	\$ 60.00
<u>Stage Crew</u>			
Manager	\$ 55.00	\$ 55.00	\$ 55.00
Trained Student	\$ 19.00	\$ 19.00	\$ 19.00
Field Monitor	\$ 30.00	\$ 30.00	\$ 30.00

Rates for all personnel are hourly per employee. When use of the facility requires custodial services an additional MINIMUM of 1 hour will be added to the users AAF. (For Class B users: no custodial charges if event occurs when custodians are normally on duty; custodial charges outside these hours will be estimated prior to the event and billed to user according to the fee schedule and Appendix C. For Remaining users (excluding Class A users): no custodial charges unless the event requires excessive or unexpected custodial services; any such custodial charges will be billed to user according to fee schedule in Appendix C)

Semester Block Fees for Class EE Users

The semester equivalent is the use of one classroom for four hours for an eight-week period. Any use of classroom exceeding a semester equivalent will incur the weekly rental rates in Appendix B.

Classroom	\$ 1,095 per semester
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Appendix D

Athletic Fields Availability

<u>Days</u>	<u>Hours</u>
Weeknights (Monday – Friday)	5:30 PM - 9:00 PM*
Saturday	8:00 AM -12:00 PM 1:00 PM - 5:00 PM
Sunday	9:00 AM -12:00 PM 1:00 PM - 5:00 PM
<u>Seasonal Dates</u>	
Fall	August 23 through November 15
Spring	March 13 through June 5
Summer	June 27 through July 31

* Earlier start times may be approved at the discretion of the Business Manager.

Appendix E

BLDG. _____

TREDYFFRIN/EASTTOWN SCHOOL DISTRICT
 940 West Valley Road, Suite 1700, Wayne, PA 19087 610.240.1900

APPLICATION AND AGREEMENT FORM (AAF) FOR USE OF SCHOOL DISTRICT FACILITIES

Agreement between the Tredyffrin/Easttown School District ("T/E") and * _____ ("User" **Exact Name of Organization**); Witnesseth, that the noted User is applying for the use of the following:

* _____ at * _____ for the following date(s) and time(s),
 (Facility, Room(s), Field(s) (TE School/Building)

Date(s): _____ Day of Week _____ Time: from: _____ to: _____
 Date(s): _____ Day of Week _____ Time: from: _____ to: _____
 Date(s): _____ Day of Week _____ Time: from: _____ to: _____
 Date(s): _____ Day of Week _____ Time: from: _____ to: _____
 Date(s): _____ Day of Week _____ Time: from: _____ to: _____

(If necessary, please attach additional sheet using the same format as above)

for the sole purpose of _____, subject to the terms and conditions expressed on page 2
 (List the title and describe the event)
 of this form and in Policy 7040 and Regulation 7040.

AAF FORMS MUST BE SUBMITTED 12 BUSINESS DAYS IN ADVANCE OF EVENT BUT NO SOONER THAN 6 MONTHS.

*Signed _____
 (User or User's Contact and Certificate Holder)

*Name (Print) _____

*Telephone # _____

*Cell Phone # _____

*Address _____

*Email Address: _____

*** Billing Information**

* Organization: _____

* C/O: _____

* Address: _____

* Phone #: _____

* Non Profit Status: _____ Yes _____ No

If yes, then applicable documentation must be submitted with this form.

*Is your primary function to enhance the community by providing service to Tredyffrin/Easttown youth and/or adults? ___ Yes ___ No

*Does your group actively support the students' educational program? ___ Yes ___ No

*Estimated number of TESD resident participants _____ *Estimated number of non-TESD resident participants _____

*Date: _____

* Are you charging an admission fee or tuition for this event?
 _____ Yes _____ No

* All items marked with an asterisk (*) are required to be completed by the User.

User's signature on this form attests that the information submitted is true and accurate and constitutes acknowledgement that User has read and understands the School District's Policy and Administrative Regulations on the Use of Facilities as well as the text on page 2 of this document.

CLASSIFICATIONS - Please see Policy 7040, Use of Facilities, for Classification Definitions

NOTE: ALL ACTUAL CHARGES ARE ASSESSED BY BUSINESS OFFICE AFTER USE – PLEASE NOTE THAT IF PAYMENT IS MADE PRIOR TO THE END OF THIS AGREEMENT, ADDITIONAL CHARGES MAY BE INVOICED IF NECESSARY.
 The District reserves the right to assess late fees of up to 1% per month.

PLEASE MAKE ALL CHECKS PAYABLE TO: TREDYFFRIN/EASTTOWN SCHOOL DISTRICT

DO NOT COMPLETE THIS SECTION OF THE AAF

DATE AAF RECEIVED IN THE BUSINESS OFFICE _____

User Classification: _____

Approved: _____

Not Approved: _____

Explanation if Not Approved: _____

ESTIMATED Rental Charge:	\$
ESTIMATED Support Staff Charge:	\$
ESTIMATED Total:	\$

Signed: _____
 (Business Manager) (Date)

TREDYFFRIN/EASTTOWNSCHOOL DISTRICT
940 West Valley Road, Suite 1700, Wayne, PA 19087 610.240.1900
APPLICATION AND AGREEMENT FORM (AAF) FOR USE OF SCHOOL DISTRICT
FACILITIES

1. **Notwithstanding fees stated on the AAF, additional fees may be levied if the School District incurs additional expense as explained in Regulation 7040. All charges are payable within 30 days after the billing date. The District reserves the right to assess late fees of up to 1% per month. Any individual or organization not satisfying the bill within ninety (90) days may be denied the privilege of further use of school facilities until all outstanding charges are paid.**
2. All facilities must be left in the same condition as found.
3. Should conflicts with School programs develop, the building Principal, Athletic Director, or their designee, may cancel any Application and Agreement Form (AAF).
4. This AAF is subject to the appropriate support personnel being available and willing to work as needed. T/E reserves the right to cancel any use of facility when custodial or kitchen services are not available for any reason and upon giving the User three (3) days notice prior to the time the use is to commence.
5. The T/E School District reserves the right to cancel this agreement should other circumstances necessitate, like inclement weather which forces schools to close or be closed early.
6. **In the event that a User needs to cancel, User shall inform T/E in writing to the Business Manager (at address listed above) two weeks prior to the scheduled event or pay as liquidated damages the rental/impact fee heretofore provided. This applies except when cancellation is due to a school district decision for weather or other circumstances. It is the User's responsibility to verify building availability. If TESD determines, in its' sole discretion, that a User cancels reservations with regularity, TESD has the right to reconsider that organization's priority in subsequent use of facilities requests.**
7. User agrees to comply with all ordinances, statutes, and regulations of all Local, State and Federal authorities and agencies; and User hereby indemnifies T/E and agrees to hold T/E harmless from all penalties, fines, costs, damages and expenses resulting from failure to do so. User further agrees to indemnify and save T/E harmless from all loss damage, liability, claims and demands, whether involving misconduct, negligence or otherwise, arising out of or resulting from such use of the premises.
8. **User agrees to provide T/E with evidence of insurance coverage as required in the Administrative Regulations on Use of District Facilities. By signing the AAF, the User agrees to indemnify and hold harmless the District for any claims made against the District for Worker's Compensation Insurance by persons performing work on behalf of User on School District property.**
9. The District will determine if the night and weekend temperature setbacks should be changed during the period of use, especially in the athletic areas.
10. **The User may not assign the approved agreement or sublet the premises.**
11. Subject to provisions of paragraph 10 hereof, this agreement shall be binding upon the heirs, executors, successors and assigns of the parties and shall be interpreted under the laws of the Commonwealth of Pennsylvania. Disputes shall be resolved by arbitration under the rules of the American Arbitration Association.
12. The use of alcohol and/or tobacco products is prohibited on all T/E property both inside and outside of school buildings.
13. User understands that this AAF is limited to use of the designated facility, building or field. User and anyone accessing the facility through the User ("User Group") may not access other parts of the facility, building or field not expressly set forth on this AAF. In particular, where school buildings are under construction, it is imperative that User and User Group remain in permitted area. User is responsible for supervising all individuals in User Group. T/E reserves the right to terminate AAFs or refuse to issue future AAFs to Users who fail to abide by this provision.
14. Construction/renovations at any of T/E's buildings may require that utilities be cut off for a period of time. T/E reserves the right to terminate the use of the building for that time period with 24 hours notice to the User.
15. User recognizes the fact that T/E's making its facilities available to the community in accordance with Board policy and administrative regulations, does not create any right for the User to the continued use of the facilities except at the discretion of T/E.
16. User agrees that in case of damage to facilities, the User shall compensate T/E in full.
17. Use of on premise climbing walls, gymnastics apparatus, or other items noted in School District Regulation 7040, by User groups at any T/E school is strictly prohibited unless otherwise approved by the appropriate administrator. User agrees to advise its own User group that the use of on premise climbing walls, gymnastics apparatus, or other items noted in School District Regulation 7040, is prohibited and that the District will not be responsible for any injuries occurring as the result of any use of the items.
18. **Upon request, the District may ask the User to provide proof of residency of the group members in order to determine the appropriate User Classification.**

User Initials _____

Date _____