

## **Keystone Oaks School District Facilities Usage Application and Agreement**

### **GENERAL INSTRUCTIONS**

- **Please review this application packet carefully.**
- Approval of this application is contingent upon your organization’s agreement to and compliance with Keystone Oaks School District School Board Policy #707 (Use of School Facilities), the Keystone Oaks School District Facilities Usage and Application and Agreement (707-AR-1) and the Keystone Oaks Facilities Rental Fee Schedule (707-AR-2).
- Your application must be submitted a *minimum of ten (10) business days prior to your requested event.*
- The Keystone Oaks School District will not approve applications requesting use of our facilities on dates during the school year until after the school calendar and District athletic schedules are finalized.
- Refer to the Keystone Oaks Facilities Rental Fee Schedule (707-AR-2) for current rental and staffing fee schedule. A minimum-security deposit may be required per Board Policy. Failure to remit payment of the security deposit within ten (10) days of approval of the application may result in revocation of the facilities use permit. The District may, in its discretion, require a larger security deposit or require prepayment of all or a portion of the applicable rental, staffing and equipment fees depending on the nature and size of the requested event, and/or the applicant’s payment history. Checks should be made payable to “Keystone Oaks School District.”
- Completed applications should be submitted electronically using the form provided on the District website. Failure to provide any of the requested information may result in the denial of or a delay in processing of your application. For inquiries or if you are unable to submit the form electronically, you may submit by mail or in person:

Mr. John Lyon, Director of Buildings, Grounds and Transportation  
[lyon@kosd.org](mailto:lyon@kosd.org)  
1000 Kelton Avenue  
Pittsburgh, PA 15216

- If your application is approved, you will be issued a Facilities Use Permit for your organization and event. You may be required to present this permit to designated Keystone Oaks School District on-site representative at the time of your event. Failure to present the permit to the Keystone Oaks School District on-site representative may result in your organization being denied access to or entry upon Keystone Oaks School District property.

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- If an organization needs to cancel a permit, it must notify Keystone Oaks School District at least seven (7) days prior to the schedule date of the event. Failure to provide timely notice of a cancellation may result in the imposition of staffing and rental fees, forfeit of security deposit and denial of future facility request applications.
- The Keystone Oaks School District cannot guarantee the availability of equipment requested. Additional equipment may not be brought onto Keystone Oaks School District property by your organization unless such equipment is specifically identified and approved as part of your application.
- Any request to use Keystone Oaks School District equipment at an off-site location must be approved in writing by the Superintendent. Any such approval will be contingent upon the requesting organization's agreement to reimburse and indemnify the Keystone Oaks School District in full for any damage to or loss of such equipment. All borrowed equipment must be returned to the Keystone Oaks School District within one (1) business day following your event or a late return fee may be imposed.

## **KEYSTONE OAKS SCHOOL DISTRICT RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES**

In addition to the rules and requirements set forth in Keystone Oaks School District Board Policy #707, organizations granted a permit to use any Keystone Oaks School District facility must at all-times comply with the following requirements during their required event or use of Keystone Oaks School District facilities:

1. The following announcement must be made to patrons, spectators and attendees at your event:
  - *The buildings, athletic field and campus areas of the Keystone Oaks School District are smoke-free, as well as drug and alcohol-free. Smoking, as well as the use of smokeless tobacco, is prohibited inside or outside of the school buildings or anywhere on the school campus. This includes the use of e-cigarettes and/or vaping devices. The use of possession of drugs, drug paraphernalia and/or alcoholic beverages on the District property is strictly prohibited, and will result in your immediate expulsion from the District's property and possible legal action.*
2. Food and/or beverages are only permitted in cafeterias and hallways. Eating or drinking in Auditoriums, classrooms, libraries or gymnasiums is not permitted.
3. **If the fire alarm sounds:**
  - *All patrons, participants and spectators must evacuate* (no exceptions).
  - The organization's on-site representative will be responsible for ensuring that everyone in his or her group leaves the building. Move to a location well away from the building.
  - The fire alarm must not be silenced until all occupants are evacuated.
  - Under no conditions will the alarm be reset until approval from the Keystone Oaks School District on-site representative or Fire Department official has been given.
  - Individuals who violate these regulations will be subject to fines levied by the District Justice for failing to abide by the BOCA National Fire Prevention Code.
4. The District reserves the right to require that authorized school personnel be employed to operate district owned equipment. In addition, the district reserves the right to determine what additional school services or employees are required and the total cost, therefore, shall be paid by the applicant.
5. Permits to use school kitchens and cafeterias are subject to the following additional conditions:

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- Permits to use kitchen areas must be separately approved by Keystone Oaks School District Director of Food Service.
  - A permit to use a Keystone Oaks School District cafeteria does not include authorization to use kitchen areas, unless expressly provided.
  - The Keystone Oaks School District Food Service Director or his/her designee MUST be present to assist your group when kitchen equipment will be used. The requesting organization is responsible for all fees for required food service personnel.
  - The requesting organization is responsible for the cleanliness of all work areas used, including sweeping and mopping of floors. If additional cleanup is required, an additional custodial fee will apply.
  - Equipment may not be removed from the kitchen and cafeteria areas.
  - Groups are responsible for providing their own supplies of bags, wraps, etc. for storage of foods and leftovers.
  - No children under the age of 16 are permitted in the kitchens.
  - Proper footwear (enclosed flat, non-skid soled shoes – no toeless or backless shoes) must be worn in the kitchen.
  - Access to food storage areas, offices and locker rooms are not available. Access to the walk-in refrigerator or freezer may be permitted, upon approval of the Keystone Oaks School District Director of Food Service.
6. The sponsoring individual or organization shall be held responsible for the condition of the facilities used. Payment for damages shall be the sole responsibility of the individual or organization using school facilities as deemed necessary by the District.
  7. All approvals of use shall be issued for specific facilities/parts of facilities and for specific hours. It shall be the responsibility of the individual or organization involved to see that the use of the facility is limited to that area for which the permit is issued, and that facilities are vacated as scheduled. All facilities must be cleared no later than the hour designated by the school district.
  8. Facilities shall be opened only to an individual or organization which has received prior approval for use. You may be required to present this permit to designated Keystone Oaks School District on-site representative at the time of your event. Failure to present the permit to the Keystone Oaks School District on-site representative may result in your organization being denied access to or entry upon Keystone Oaks School District property.
  9. Any organization or group using the school facility shall designate one member of the group as being in charge and responsible for use of the facility. The designated individual shall in turn be responsible to the Director of Building, Grounds, and Transportation and the custodian on duty. The permit holder must be present at all times the facility is in use. Any right or privilege granted to any person, persons, or organizations to use any school district facility is personal, and shall not be transferred to any other person, persons, or organization. Violations of this could result in forfeiture of any and all permits.

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- If the person designated as in charge of the group cannot be present at the time of the use for which approval is sought, alternate(s) may be designated. If neither the individual identified as in charge of the activity, nor the designated alternate(s) can be present, the activity must be canceled.
  - Entrances will be kept locked until the designated person in charge, or the designated alternate, arrives at the stated approved time. The individual in charge, or the alternate, must remain at the entrance at all times, and permit only authorized individuals to enter the facility.
  - The person in charge, or the designated alternate, may not leave the facility until all the group members and any guests or invitees of the group members have left at the time indicated on the permit.
10. In the event the individual or organization desires to sell tickets to the event for which the use is requested, the individual and/or organization agrees that no ticket shall be sold beyond the capacity of the room, auditorium, or existing seating structures for the area for which use has been approved. In addition, there shall be no advertisement or advanced notification of any activity prior to the receipt of approval of the use. No advertisement or advance notification within school district buildings, or during the student instructional day within the school district, will be permitted.
11. No refreshments or food may be brought into, consumed, or sold in school district buildings or upon school district facilities, unless a request to consume or sell such items had been included in the application form as originally submitted, and unless express approval to consume or sell such items has been provided. Anyone using district facilities must abide by Board Policy regarding consumption of food on school property.
12. Any activity conducted in or on any school facilities shall be in accordance with Pennsylvania law and in conformity with borough ordinances including the Pennsylvania Small Games of Chance Law and Board Policy.
13. All advertising except that incidental to programs, and all sale of merchandise, printed matter or otherwise material are forbidden unless special approval is requested from, and expressly granted by the District. The District shall not be responsible for advertising any event. All advertising and promotional materials for your event must clearly state that the event is not sponsored by the Keystone Oaks School District.
14. Any decorations erected by any individual or organization using the school district's facilities must be erected in a manner that will not be destructive to school property. All decorations shall be removed from the facilities before the time designated on the approved contract.

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15. Any taxes due and owing to local, state, or federal governments as a result of an individual's or group's use of school district facilities shall be the sole and exclusive responsibility of the individual or organization using such facilities.
16. Any individual or organization using the stage areas in any of the school district's buildings pursuant to this policy shall not move or change furniture or equipment, including but not limited to lighting, curtains, ceiling pieces, etc., except under the direction and supervision of the custodian on duty or in charge at the time for which the use has been approved, nor shall such individual or organization change the counterweight system or switchboard hookup.
17. Any individual or organization desiring to use the stage must provide full details of the personnel and equipment needed, at the time the facility use request is submitted. Under no circumstances, shall the District be responsible for provision of any individuals necessary for implementation of such program, other than the custodian on duty during the time of the use for which approval is sought.