

2009-2010

To: All Groups Using WCASD Facilities

1. Please read over your permits carefully and make a note of the dates that are listed as **not** available. Please do not show up at the school on these nights!
2. **Please make sure your group is supervised at all times.** Children are not permitted to roam the halls. They are to be only in the room/rooms that are on your permit. **Parents must watch over their children while attending games and not allow them to run / play in the halls. "Wheelies" are not permitted inside the school.**
3. **No food or drinks are permitted in the gym or auditorium.**
4. In the event that schools are closed due to bad weather, (or any other emergency), any scheduled events for those days/nights are **automatically cancelled**. Please notify your group and plan accordingly.
5. **Please make sure each coach/leader carries a copy of their permit with them while using the facility.**
6. Please park only in areas designated for parking and not on the grass!!! Be careful not to block driveways or trash dumpsters - **most importantly on Saturday mornings**. This is a scheduled trash pick up day for most of the elementary schools.
7. Climbing walls, which are installed in some of our schools, are **strictly off limits**. For safety reasons, this is very important!!!
8. **Please remember school activities take first priority!!** We will try our best to give you plenty of notice if you should need to be cancelled due to a school event.
9. Group leaders should provide driving directions in **ADVANCE** to all participants before sessions begin. Please do not call the schools and ask for directions.

PLEASE LEAVE ALL ROOMS IN THE CONDITION THAT THEY WERE FOUND!

Thank you for your cooperation. If you have any questions, or if I can be of any further assistance to you, please feel free to contact me.

Sincerely,

Sellena Berardi
Operational Services
484-266-1252
484-266-1299 (fax)
sberardi@wcasd.k12.pa.us

In making this request, we fully understand and accept the general conditions on the following:

1. Compensation will be made to the School district for time and materials to correct loss or damages to school property resulting from usage.
2. User assumes responsibility for all participants and/or spectators for liability/injury resulting from accidents. User further agrees this to be on a "*Use At Your Own Risk*" basis and saves harmless the Board of Directors and its agents.
3. Alteration or relocation **of items or components, mechanical or otherwise, is prohibited unless prior approval has been granted.**
4. **Serving of food/refreshments is prohibited without prior approval.**
5. **Use of, or possession of, alcoholic beverages is prohibited on school premises.**
6. **The hours stated for use on the building permit** will be the actual time the building may be occupied and must be vacated in accordance with such. Additional charge will be made for overage.
7. There will be no smoking in school buildings, and user will strictly comply with all fire and safety codes.
8. User will present to the School District, not less than ten (10) calendar days prior to use of the facility, a **CERTIFICATE OF INSURANCE** evidencing the following minimum coverage: \$1 million dollars in liability, \$100,000.00 property damage, and the exclusion of the Care, Custody and Control provision of the liability contract. Such Certificate shall be on the form of the insurance company providing the coverage, and SHALL NAME THE WEST CHESTER AREA SCHOOL DISTRICT as an 'ADDITIONAL INSURED'.
9. All rental fees and/or other estimated Usage Charges shall be paid to the District not less than ten (10) calendar days prior to the use of the facility.
10. Failure to comply with either items "8" or "9" above will result in the automatic termination of permission to use the facility.
11. No group may use any facility in the District without obtaining a Permit.
12. When WCASD schools are closed for the day, or are closed early due to inclement weather (snow, ice, heavy rains, high winds, storm conditions, etc.), or any other reason, any building use activity by an outside group is automatically cancelled for that same day and evening.
13. The school will make reasonable efforts to make sure there is no conflict between school activities and outside group activities. A situation may arise when the school must have an event in a room and at a time for which an outside group has been given a Building Use Permit, either because a situation has arisen or an oversight was made by the school. In this event, the school may cancel the outside group's use. Groups that cannot accept the cancellation of their events should not use WCASD facilities.
14. Activities will not be approved on scheduled school holidays.

NO PARKING IS PERMITTED ON THE GRASS.

Please call 484-266-1252 IMMEDIATELY TO INFORM THE DISTRICT IF YOU ARE CANCELING YOUR FUNCTION{Applications and Permits are issued and processed in strict accordance with School District Policy, ...Rev. 5/24/93