



Request For Use of Facilities Process and Form

Instructions for Completion

1. Obtain packet via district website or in person from administration building.
2. Review entire packet of information including new fee schedule, classifications and Terms & Conditions.
3. Complete Rental Agreement Form on pages 5-6. Be sure to complete all sections and list all equipment/personnel requested on page 6.
4. Return completed form to building administrator/secretary to check for completeness and availability.
5. If requested space is available, building administrator should sign on page 5 and indicate any additional terms of use.
6. Forward signed rental agreement to Joyce Godlewski at the administration building. Joyce will check for signatures, completeness of form and calculate charges.
7. Joyce will create an invoice to send to renter and confirm rental period. Joyce will forward a copy of the final agreement to the following: Building administrator/secretary, IMD, EPS PD, Director of Facilities for scheduling purposes.
8. Joyce will follow up on payment as needed.
9. Contact Joyce Godlewski with questions/concerns: 814-874-6000 or jgodlewski@eriesd.org

SCHOOL DISTRICT OF THE CITY OF ERIE POLICY FOR USE OF BUILDINGS AND GROUNDS

(Revised March 2018)

I. Building and Facility Rental Fees (see classifications on page 2)

Hourly facility rental fees	Class 1*	Class 2	Class 3	Class 4
HS/MS auditoriums	None	None	\$40	\$80
HS/MS cafeterias	None	None	\$20	\$40
Classrooms (all)	None	None	\$10	\$20
Library (all)	None	None	\$20	\$40
H/MS gymnasiums**	None	None	\$50	\$100
Elementary gymnasiums	None	None	\$20	\$40
Fields (softball, baseball, football, soccer)	None	None	\$25	\$50
Ainsworth Field	None	None (\$30/hour for lights)	\$150/game \$250/double	\$150/game \$250/double
Vets Stadium	None	None (\$30/hour for lights)	\$100 (plus \$30/hour for lights)	\$200 (plus \$30/hour for lights)
HS/MS pools	None	None	\$50	\$100

**Class 1 organizations are encouraged to schedule events/activities during hours when building personnel are already on duty in order to avoid additional costs being incurred by the district.*

***Use of HS/MS gymnasiums from August 1 to June 1 is limited to **Class 1 only**.*

Additional equipment rental fees (total, not hourly)	Class 1	Class 2	Class 3	Class 4
Podium	None	None	\$50	\$50
Wired mic with stand	None	None	\$20	\$20
Wireless/lav mic*	None	None	\$50	\$50
Screen/projector	None	None	\$150	\$150
Sound board**	None	None	\$100	\$100
Light board**	None	None	\$100	\$100
Scoreboard				
Tables	None	None	\$20 each	\$20 each
Chairs	None	None	\$5 each	\$5 each
Risers	None	None	\$100	\$100

**If district equipment is not available, renter must rent equipment from an authorized district vendor at vendor's rental rates.*

***Designates equipment that must be operated by authorized school district personnel OR by authorized school district vendor (additional fees for labor may apply).*

Additional hourly labor fees	Class 1	Class 2	Class 3	Class 4
Light/sound technician	None	\$40	\$40	\$40
Custodian/Boiler-tender	None	\$40	\$40	\$40
Security (ESD police)	None	\$40	\$40	\$40

II. Rental Category Classifications

Class 1: School related including:

Girl Scouts/Boy Scouts

EPS district and/or school-sponsored athletic teams

Adult learning/summer school

Business meetings of support organizations

PTA/PTO/Booster Club meetings

Meetings of employee groups

Organizations donating proceeds to the district

Emergency services for training purposes (Fire, Police, EMT, etc)

Class 2: Nonprofit organizations (with proof of 501c3 status) with 50% or more EPS student participants AND who do not charge entry fee to participants (includes City of Erie, YMCA, and other city-wide youth groups).

Class 3: Nonprofit organizations (with proof of 501c3 status) with less than 50% EPS student participants OR who charge entry fee to participants

Class 4: For-profit organizations

III. Terms and Conditions of Rental

1. Applications must be received 15 business days prior to the date of use.
2. Renters will be limited to specific spaces and equipment outlined on application. Only equipment, personnel and space requested in writing on the application will be considered for rental.
3. Smoking is not permitted in any school district building.
4. School activities (including EPS school-sponsored team practices, games and events) take precedence over all outside organization activities. EPS reserves the right to cancel or amend permits if space is needed to accommodate district/school activities.
5. Renter agrees to return the premises in same condition as it was received, excluding reasonable wear and tear. Future rental applications will be dependent on payment of all fees and on compliance with district rental terms and conditions. Renter assumes financial responsibility and agrees to fund the repair and/or replacement of broken or damaged facilities or equipment occurring as the result of their use of district building/grounds/equipment.
6. Each building administrator may specify additional terms and conditions as they apply to specific buildings, fields or properties. The additional terms and conditions are considered part of this agreement and are to be acknowledged by the rented by initialing in the prescribed box on the agreement (see #10 below).
7. Only complete applications will be processed. Organizations applying for rental under Classes 2-4 (see page 2) must include the additional documentation listed below. These applications will be deemed complete when accompanied by the following:
 - A certificate of insurance indicating that renting organization will hold liability insurance for the period of rental with limits of \$250,000 per person and \$500,000 per accident. NOTE: Liability insurance in the amount of \$1,000,000 per claim is required for rental of Veterans Memorial Stadium
 - A signed Indemnification Form (see form attached)
 - A copy of the organization's 501(c)(3) determination letter (if applying as a Nonprofit organization)
8. Full payment is required 5 business days prior to the start date of the permit.
9. The renter is responsible for indicating the need for security on the application form and paying all associated fees. District will determine the number of security personnel needed based on estimated event attendance.
10. Additional terms/conditions listed by building administrator: Initials of Renter _____

IV. Building Rental Agreement

Contact/User Information

Building/Facility: _____

Building Administrator Name: _____

Today's Date: _____

Renter Contact Name: _____

Renter Business Name: _____

Renter EIN (if applying under Nonprofit Status): _____

Renter Address: _____

Renter Phone: _____

Renter Email: _____

Event Name and Purpose: _____

Total Estimated Attendees: _____

Percentage of event/activity participants who are students of Erie's Public Schools: _____

Entrance or participation fee charged: _____

Rental Information

Room/Space	Start Date	Write in the date under the day of the Week							End Date	Time to enter Building	Time to exit Building	Total number of hours in Building
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday				

Building Administrator Approval (indicating availability of dates/times listed above)

Signature

Date

Are additional terms and conditions being added to this agreement by building administrator?

Circle Yes or No. If yes, please list these additional items on Page 6.

Rental Charge Calculation (see page 1 for fee schedule)

Date	Building/Room	Rate	Hours	Equip	Tech	Engineer	Security	Total

Grand Total _____

By signing this form, the renter certifies they are authorized to commit the above-named Person/Business for the full amount shown due above, and accepts all terms and conditions as set forth in this rental agreement.

Renter Signature

Date

Please make all checks payable to Erie City School District and mail to:

ESD Facility Permits, Attn: Joyce Godlewski,

148 West 21st Street, Erie, PA 16502

For Internal Use Only:

Rental Category Determination and Comments (see page 3):