

Facilities Use Application and Agreement

*All applications should be made at least six business days in advance.

General Instructions

- Approval of a request is contingent upon your organization's agreement to and compliance with South Butler County School District **School Board Policy 707 (Use of School Facilities - attached)** and the general rules and regulations for activities held on School District property.
- Activities and events sponsored by the SBCSD take first priority with regard to scheduling. The SBCSD reserves the right to move or terminate your requested event, without liability, in the event that a SBCSD-sponsored event requires the use of the requested building or facility on your requested date and time or in the event of inclement weather or other emergency.
- All advertising and promotional materials for your event must clearly state that the event is not sponsored by the SBCSD.
- The SBCSD cannot guarantee the availability of equipment requested. Additional equipment may not be brought onto SBCSD property by your organization unless such equipment is specifically identified in and approved as part of your application.
- Security may be required for your event, depending upon the number of attendees and the nature of the function. You are responsible for contacting the SBCSD's School Police Department to request the required security.
- Depending upon the size and nature of your event, the SBCSD may, at its discretion, assign one or more representatives to serve as the SBCSD's on-site Event Manager(s) for your requested function. The assignment of a SBCSD Event Manager(s) may be required in addition to or in lieu of security personnel. You are responsible for payment of the applicable staffing fee for any SBCSD Event Manager(s) assigned to your function, as set forth on the attached fee schedule.
- **POSSESSION AND/OR USE OF ALCOHOLIC BEVERAGES AND TOBACCO PRODUCTS ARE PROHIBITED ON SBCSD PROPERTY AT ALL TIMES.**
- Your application must be submitted a minimum of six business days prior to your requested event.
- The SBCSD is not able to consider applications requesting use of our facilities on dates during the school year until after the school calendar and district athletic schedules are finalized. As a result, the SBCSD will generally not be able to consider applications for dates during the school year until forty-five days prior to the start of the school year.
- Class II and Class III organizations requesting use of athletic facilities, auditoriums, or computer labs must submit a \$100 security deposit.
- **To apply to use a school facility or for related questions, please contact:**

**Mr. Pat Sarnese, Director of Safety & Transportation at 724-352-1700, ext. 2211
or by email at sarnesep@southbutler.net**