West Allegheny School District

A Tradition of Excellence . . . A Vision for Tomorrow

POLICIES, PROCEDURES AND GENERAL INFORMATION FOR THE USE OF THE SCHOOL DISTRICT FACILITIES

Priority use of facilities in the West Allegheny School District is intended for students at the West Allegheny School District (WASD) and their activities, practices, games, performances, and other events. Secondary preference will be given to community and other organizations or groups that involve West Allegheny students, then to all other requests. All approved requests must abide by the fee schedule, policies, and procedures listed below to best ensure proper, safe, and successful use for all involved as well as permission to return for future events.

1. Interested parties should first contact the WASD Director of Athletics and/or Event Manager by email to determine initial availability of the facilities desired, followed by submitting the online Schedule Request for Facilities Use through the District website. To access the Schedule Request form, go to the WASD home page and click on 'Facilities' in the Main Menu. Then, under 'Related Links,' click on 'West Allegheny Facilities Request.' Under the 'Schedule Request' tab, please complete the requested information, including 'password' as the password, and then click 'Submit.' This submitted request represents the applicant's willingness to abide by the terms of the request as stated in this document and on the form, if approved. Applicants may also use the worksheet included in this document to calculate the projected costs. Once the arrangements are finalized, a written contract will be provided that summarizes the financial details of the facilities rental. This contract must be signed to confirm agreement and should be returned to the Director of Athletics/Event Manager no later than four (4) weeks prior to the date(s) of the event. If the event requires use of the auditorium and stage, a request for facilities rental must be made three (3) months prior to the event. **When payment is required, it must be submitted 72 hours prior to the scheduled event.**

2. First priority will be given to WASD athletics and activities. Cancellation of an approved permit may be necessary due to an unscheduled or rescheduled WASD need for the facility. If school is canceled on the day of the event, the facilities request for that date will also be canceled. Requests cannot be made more than one year in advance. Annual submittal of request is necessary for continued facility usage. Approved requests are not automatically renewable year to year.

3. All individuals, groups, or organizations who are not affiliated with the WASD or whose intended use of a facility is not WASD-related must provide a certificate of liability insurance in the minimum amounts of $1,000,000 per occurrence and $2,000,000 aggregate. The certificates of insurance shall be issued by an insurance underwriter that is approved by the Pennsylvania Commissioner of Insurance and shall name the WASD as an additional insured. Exceptions to this insurance requirement require prior approval.

4. The application for use of facilities shall be held as evidence of the applicant's acceptance of responsibility to the WASD for damage done to a facility, an area, and/or equipment during the approved period of use and of the applicant's willingness to assume fiscal responsibility for repairs and/or replacement.

5. Approved applicants shall be required to submit (provide proof of) a security bond or check no later than two (2) weeks prior to the event in the amount of $750, which will be held in abeyance to initially cover costs associated with any damage or clean up associated with the facility use. The security bond or check will be returned to the applicant by mail or credited to the final bill after the event.

6. The applicant agrees to indemnify and hold harmless the WASD, its officers, directors, agents and employees, against any and all liabilities, claims, demands, damages, reasonable attorneys' fees, and costs and expenses, including loss of life, personal injury or damage to property caused to any person on or about the rented facilities, arising in connection with the conduct or management of the applicants' use of the rented facilities; any failure on the part of the applicant to observe, perform or comply with any terms of the rental agreement documents; or any act or negligence of the applicant, its officers, agents, contractors, employees, or invitees in or about the rented facilities. In case of any action or proceeding brought against WASD by reason of any such claim, the applicant, on notice from WASD, agrees to defend the action or proceeding with counsel reasonably acceptable to WASD, or shall cause it to be resisted or defended by an insurer, and/or at the election of WASD to pay all attorney's fees and costs incurred by WASD in connection with any of the foregoing matters. Without limiting the foregoing or any other waivers in favor of WASD set forth in this rental agreement, the applicant will forever release and hold WASD harmless from all claims arising out of damage to the applicant's property unless such damage occurs because of WASD's gross negligence or willful misconduct. The indemnification and releases set forth in this paragraph shall survive the expiration or termination of this rental agreement.

7. Use of facilities is restricted to the area(s) approved and the specific times listed on the application. For example, a listed time use of 7:00 PM to 10:00 PM indicates entering the facilities at 7:00 PM and departing the facilities no later than by 10:00 PM. Any time projected for facility prep, set-up, or other preparations as well as teardown, clean-up, or other closing efforts must be included in the total period requested.

8. Prior to submitting a request for facility rental, the applicant is strongly encouraged to visit WASD to meet with the Athletic Director/Event Manager for a walkthrough of the facilities and a discussion of projected needs to best determine the event's viability within the space and parameters available. Requests not following the stipulated timelines may not be granted.

9. The applicant is responsible for ensuring compliance with all WASD policies, procedures, and regulations. Alcoholic beverages are not permitted on WASD property, and, by Federal law, WASD is a no smoking and tobacco free campus. This includes "e-cigarettes," "vapes," and all smoking cessation devices. Smoking is not permitted anywhere on the school property. The fire lanes in front of any school district building must always be kept clear of parked vehicles throughout the duration of the facility's use, not only during the use of the facility.

10. The applicant is responsible for the supervision of the group. Participants and audiences are not permitted in any other areas of the campus or school itself not specifically included in the facilities request. Groups are required to show proof of adequate adult supervision relative to the number of student participants projected, with 'adult' defined as 21 years of age or older. WASD personnel, including building custodians, are not permitted to admit minors to the facility until adult supervision is present. Adequate adult to student supervision ratio is a minimum of 50:1.

11. The applicant is responsible for the preservation of order throughout the duration of the facilities' use. If this requires police and/or security guard attendance, such arrangements must be made through the WASD with all costs incurred being the responsibility of the applicant. The need for police presence shall be determined by WASD.

12. The location and layout of the secondary campus and surrounding roads necessitate police assistance with traffic flow for stadium events when a large audience (500 people) is projected. The cost for police assistance is the responsibility of the renter.

13. The applicant is responsible for ensuring that no food or beverages are brought into gym and auditorium spaces at any time, including providing lobby door monitors if lobby concessions are sold during the event. Chewing gum and sunflower seeds may not be sold as part of any lobby concessions. The sale and consumption of food and beverages shall be limited to designated areas. All beverages sold, dispensed, served, or sampled within the approved areas shall be products of the WASD's current beverage provider----Alberta Coke products, including Dasani bottled water.

14. An applicant planning to use the cafeteria or kitchen equipment, either themselves or through a caterer, must make those arrangements along with any contracting involved through the WASD Food Service Director at (724) 695-5254. If kitchen equipment is to be used, the renter must pay for a WASD Food Service employee to be present.

15. The applicant is responsible for assuming all costs for custodial services, at the current custodial rate, as determined for the facility rental need.

16. The applicant is responsible for ensuring that any items moved or used in any way during facility use are returned to their original location and condition before leaving the facility at the conclusion of the event. All participants are to respect the district facilities and equipment.

17. The prospective renter is encouraged to communicate actively with the appropriate director to ask follow-up questions and to make any adjustments needed to the draft contract. Once finalized, the Athletic Director/Event Manager shall seek approval from the Director of Facilities and Operations to proceed with formalizing the contract. Once approved, the Athletic Director/Event Manager shall issue a formal contract signed by both the Director of Facilities and Operations and the Athletic Director/Event Manager to the prospective renter. If accepted, the prospective renter shall then return a signed copy of the contract to the Athletic Director/Event Manager within two (2) weeks of receipt. Receipt of the contract as signed by all parties, the Certificate of Liability, and the security deposit check shall represent formal confirmation and reservation of the dates. **When payment is required, it must be submitted 72 hours prior to the scheduled event.**

18. The Athletic Director/Event Manager or WASD designee shall serve as the primary contact person for the applicant for any facilities, equipment and/or restroom related issue on site throughout the duration of the facilities use. The applicant is urged to ask the assigned Event Manager for his/her cell phone number to facilitate contact. The assigned Event Manager or his/her designee must be present throughout the contracted rental period. The applicant is responsible for assuming all costs for the assigned Event Manager as determined for the facility rental need.

19. The applicant may contact the Director of Athletics (724-695-5246) and/or the Facilities Supervisor (814-594-2740) if the assigned Event Manager cannot be reached during facility use. Otherwise, any questions, concerns or problems encountered should be addressed to the Director of Athletics within twenty-four hours of the event occurring.

West Allegheny School District

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RENTAL FEE SUMMARY

INSURANCE: The West Allegheny School District does not cover liability or hospitalization for sponsoring organizations or participants. Outside groups shall provide a certificate of insurance to the district as described in #3 of the Policies and Procedures section of this document.

BASIC RENTAL: The basic Rental Fee per hour shall be assessed according to the category of the applicant as delineated below.

Rental Fee Schedule / Specific Facility

Group	A School Based Groups & Affiliates	B School Based Autonomous (Clubs/boosters)	C Local Community Based Rec. Depts./ Youth Groups	D Community Related (not 100% WA participants)/Non-Community Non-Profit	E Community Based/Charges Admission Fee	F For-Profit Group Admission Charged (Non-Community)
Gymnasium	$0	$0	$0	$50/hr.	$100/hr.	$200/hr.
Cafeteria	$0	$0	$0	$50/hr.	$100/hr.	$200/hr.
Athletic Classroom	$0	$0	$0	$50/hr.	$100/hr.	$200/hr.
Athletic Field (McKee, Donaldson, Softball, Combo)	$0	$0	$0	$50/hr.	$100/hr.	$200/hr.
Stadium Usage (whole or part football field/track)	$0	$0	$0	$150/hr.	$250/hr.	$300/hr.
Auditorium & Supporting Areas	$0	$0	$0	$100/hr.	$200/hr.	$300/hr.

CUSTODIAL SERVICES: The Rental Fee includes the services of a custodian for basic facility use scheduled when custodians are working their regular shifts. An additional charge shall be incurred if the facility's use requires additional custodial support beyond that of the custodian on duty or if the time involved is beyond the normal custodial hours. The current custodial rate is $50/hour per person with a 4-hour minimum. The WASD shall determine the number of custodians needed per event and the hours involved providing the necessary services. If the WASD determines that the rented areas require additional cleaning after its use due to negligence or abuse of the facilities and/or contents, the applicant shall be charged for custodial time and any special cleaning materials used.

CAFETERIA: If planning to cook in the kitchen (use kitchen equipment), you MUST have a current, certified member of our food service department paid at a rate of $50/hour per person with a 4-hour minimum. If using the kitchen area and/or cafeteria for food preparation, with no use of kitchen appliances/equipment, appropriate clean-up is necessary otherwise subsequent permit requests may be denied.

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SECURITY: As described in #11 and #12 of the Policies and Procedures section of this document, the WASD shall require security if deemed appropriate by the nature of the event with the applicant responsible for the costs involved. Security, along with assistance with traffic flow/egress from the secondary campus after the event if requested, shall be provided by a minimum of one police officer from the North Fayette Township Police Department at the current rate of $125/hour per officer with a 4-hour minimum. The WASD shall determine the number of officers needed per event and the hours involved in providing the necessary services.

EVENT MANAGER: If an Event Manager is deemed necessary, the fee for the Event Manager shall be-$50/hour. As described in #16 of the Policies and Procedures section of this document, the assigned Event Manager or his designee must be present throughout the entire contracted rental period as the representative of the WASD.

STAGE CREW SPECIFICS. A minimum of three (3) student stage crew members from West Allegheny High School shall be contracted at $20/hour per crew member to assist the Event Manager in providing the production support requested by the renter, when necessary. These students have been trained in the proper operation and care of the equipment as required by the WASD for safety and liability considerations. Additional WAHS student stage crew members may be contracted by the renter at an additional charge to operate one or both available follow spots or for additional backstage production needs. In extenuating circumstances, such as a need not be able to be met due to a shortage of stage crew students, the renter's staff or volunteers may assist if approved by the Event Manager.

1. The Event Manager shall meet with the renter and applicable staff (i.e., lighting designer) as soon as convenient after the signed contract is returned, no later than eight (8) weeks prior to the first facility use, to discuss the nature and extent of production support needed, including the following:
   A. Lighting, such as the lighting plot itself, preferred lighting color/gels, and if follow spots and student stage crew operators will be needed.
   B. Sound, such as how the music will be provided (sound files or renter's laptop), how the sound levels of the recordings will be balanced, intercom needs, microphone needs, etc.
   C. Rigging, such as if any drops or scenery needs to be hung or hung and flown.
   D. Backstage Support, such as moving props or set pieces, etc.
   E. Determining how many stage crew members will be needed and the times when each will participate.
   F. Confirming that at least one (1) hour of preparation time is designated on each scheduled day(s) with the Event Manager and up to three (3) stage crew members present after the renter and/or designee(s) arrive, but before the on-stage use/rehearsal begins or the doors open, so that all necessary preparations, production support tasks and any requested changes can be completed.

2. No additional changes to stage crew involvement concerning additions or reductions in the number of students and/or hours assigned shall be made after four (4) weeks prior to the date of the first facility use out of respect for the students who have made the time commitment to participate. The following additional points also apply:
   A. If additional stage crew participation is requested after this time, the WASD will do its best to accommodate given availability.
   B. If a stage crew member is present but not used, the renter shall remain responsible for the contracted cost.
   C. Any increase or decrease in stage crew costs that does occur for whatever reason will be reflected in the final invoice issued following the event.

3. Should a facility use run late, up to thirty (30) minutes of additional basic rental as well as Event Manager and stage crew services shall be provided at no additional charge. The WASD is not responsible for

providing any aspect of facility rental after thirty minutes past the contracted ending time. The renter may be requested to leave the facilities at that time.

4. Should the Event Manager or his designee, sufficient stage crew members, and custodians be able to stay beyond the initial thirty (30) minutes past the contracted ending time, the facility rental shall continue to be provided with all the additional involved costs for basic rental, custodial, Event Manager and stage crew charged at two (2) times the normal contracted rates in half-hour increments. These additional 'overtime' costs incurred shall be included in the Final invoice issued following the event.

OTHER ITEMS OR SERVICES: An itemized listing and costs involved for additional items and/or services not already included shall be included.

FINAL TOTAL FEE: **When payment is required, it must be submitted 72 hours prior to the scheduled event. Based on the** initial projected fees shall be based on what was originally requested in the application with those arrangements confirmed on the signed contract. However, the 'Final Total Fee' owed as stated on the formal invoice shall be subject to change if any aspect of the facilities rental for the event differed from what was contracted. Final payment is due upon receipt of the final formal invoice, no later than 30 days following the conclusion of the rental period.

West Allegheny School District

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WEST ALLEGHENY SCHOOL DISTRICT
STADIUM USAGE RULES AND PROCEDURES

To ensure proper and successful use and permission to return for future events, please follow the list of items below to maximize the playability of the turf and track areas at the stadium:

1. NO CHEWING GUM PERMITTED ANYWHERE ON THE PLAYING SURFACE!
2. NO SUNFLOWER SEEDS OR SEEDS OF ANY KIND ON THE PLAYING SURFACE!
3. NO FOOD IS PERMITTED ON THE FIELD / TRACK SURFACE! In general, treat the “grass” and track area the same as you would the carpeting and floors in your home.
4. For turf only events (football, soccer, etc.,) keep your group in this area only and not allow participants/visitors to wander the stadium. This is especially important in and around the track and field areas. Track meets should be confined to those areas only needed for the events.
5. Traditional football and soccer shoes are permitted. No metal cleats of any kind are permitted. No track spikes on the turf area.
6. Football and soccer field equipment used for events at the stadium are to be returned in good working order and in the same condition as prior to use.
7. Garbage is expected to be cleaned up in and around the bench areas. This includes athletic tape along with medical and game supplies. Garbage cans outside the field area, in and around the bleachers must be emptied as well.
8. The lower practice field behind the visiting bleachers as well as any field event area away from the main surface are off limits.
9. The “D” sections of the end zones are for warm-up areas only and not for spectator seating or gathering, unless given prior permission for a special event by the Athletic Department.
10. Limit field access to only those individuals necessary for the operation of your event.
11. Use of the press box and the equipment inside, if used for any event, must be in good working order at the end of the activity and in the same condition as prior to use.
12. Periodically check restroom areas for cleanup or replenishing of supplies.
13. If the concession stand is used, all areas must be cleaned prior to departure from activity.
14. If there are any problems encountered during the use of the field, please make immediate notification to the Athletic Office at 724-695-5246.
15. All school district policies and procedures are in effect. This includes the no smoking and tobacco free campus rule, which is expected to be enforced. This includes “e-cigarettes,” “vapes” or any other smoking cessation device. The rental group is responsible for enforcing the District’s alcohol and tobacco policies.

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WEST ALLEGHENY SCHOOL DISTRICT
INDOOR FACILITY USAGE RULES AND PROCEDURES

To ensure proper and successful use and permission to return for future events please follow the list of items below:

1. Only utilize facilities and areas of the schools that are agreed upon in the rental agreement.
2. Treat all school staff with dignity and respect and adhere to all school policies, regulations, rules, and procedures.
3. Understand that the renting party is responsible for the actions of all players, coaches, participants, and/or spectators.
4. Areas of the school should only be utilized for the intended purposes as per the rental agreement. (Example: students should not be permitted to bounce or throw balls in any area outside the gymnasium).
5. Please ensure that supervision of students and/or other participants and spectators is active and that they are not permitted to be in any area of the schools unsupervised.
6. Garbage is expected to be cleaned up in and around all utilized parts of the school.
7. Limit access to only those individuals necessary for the operation of your event.
8. Periodically check locker room and restroom areas to ensure the condition is acceptable and notify district personnel for cleanup or replenishing of supplies.
9. All indoor areas used, including concession stand, ticket booth, etc., must be cleaned prior to departure from activity and an inventory of any items used must be completed.
10. If there are any problems during the use of the facility, please make immediate notification to the Athletic Office at 724-695-5246 and/or the Director of Facilities at 724-333-3333.
11. If any damage to the facility is noted, please notify the on-duty staff, and make immediate notification to the Athletic Office at 724-695-5246 and/or the Director of Facilities at 724-333-3333.
12. All school district policies and procedures are in effect. This includes the no smoking and tobacco free campus rule which is expected to be enforced. This includes “e-cigarettes” or any other smoking cessation device. The rental group is responsible for enforcing the district’s alcohol and tobacco policies.

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EVENT DOOR SECURITY PROCEDURES

Practices:

1. Coach calls to be let in
2. Main entrance door stays locked
3. Coach opens to let students in
4. All corridor hall doors closed and locked (if they can lock or close) to the academic areas of the school
5. Cafeteria doors closed and locked
6. Office doors closed and locked
7. Faculty room door by cafeteria closed
8. Rear gym doors to the rear lobby closed

Games:

1. Front door unlocked by custodian for event.
2. Follow items 4,5,6,7,8 listed above.

School related events:

1. Front door unlocked by custodian.
2. Keep all doors closed and locked, as much as possible to meet the needs of the event.

FACILITY RENTAL CONTRACT

March 2026

West Allegheny School District

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APPLICANT INFORMATION

Event		Event Date	
Applying Organization			
Representative		Title/Role	
Representative's Phone		Email	
Preferred Mailing Address			

EVENT PARAMETERS RELATED TO FEES

Basic Rental

Date/Date		Start Time		End Time		# Hours		@$	=$
Date/Date		Start Time		End Time		# Hours		@$	=$
Date/Date		Start Time		End Time		# Hours		@$	=$
Date/Date		Start Time		End Time		# Hours		@$	=$
Date/Date		Start Time		End Time		# Hours		@$	=$
Date/Date		Start Time		End Time		# Hours		@$	=$
								SUBTOTAL FOR BASIC RENTAL	=$

Custodial Services and/or Cafeteria/Food Services (Note the minimum of four hours for each custodian at the $50 overtime rate.)

Date/Date		Start Time		End Time		# Hours		@$	=$
Date/Date		Start Time		End Time		# Hours		@$	=$
Date/Date		Start Time		End Time		# Hours		@$	=$
								SUBTOTAL FOR CUSTODIAL SERVICES	=$

Security Services (Calculated for one police officer $125/hr. Note the minimum of 4 hours.)

Date/Date		Start Time		End Time		# Hours		@$	=$
Date/Date		Start Time		End Time		# Hours		@$	=$
Date/Date		Start Time		End Time		# Hours		@$	=$
Date/Date		Start Time		End Time		# Hours		@$	=$
								SUBTOTAL FOR SECURITY SERVICES	=$

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Event Manager (Calculated for $50/hr. Note the minimum of 4 hours)

Date/Date		Start Time		End Time			# Hours		@$	=$
Date/Date		Start Time		End Time			# Hours		@$	=$
Date/Date		Start Time		End Time			# Hours		@$	=$
Date/Date		Start Time		End Time			# Hours		@$	=$
Date/Date		Start Time		End Time			# Hours		@$	=$
Date/Date		Start Time		End Time			# Hours		@$	=$
									SUBTOTAL FOR EVENT MANAGER	=$

STAGE CREW

LIGHTING (Calculated for $20/hr. Note the minimum of 4 hours)									
Date/Date		Start Time		End Time		# Hours		@$	=$
Date/Date		Start Time		End Time		# Hours		@$	=$
Date/Date		Start Time		End Time		# Hours		@$	=$
SOUND (Calculated for $20/hr. Note the minimum of 4 hours)									
Date/Date		Start Time		End Time		# Hours		@$	=$
Date/Date		Start Time		End Time		# Hours		@$	=$
Date/Date		Start Time		End Time		# Hours		@$	=$
RIGGING/BACKSTAGE (Calculated for $20/hr. Note the minimum of 4 hours)									
Date/Date		Start Time		End Time		# Hours		@$	=$
Date/Date		Start Time		End Time		# Hours		@$	=$
								Subtotal	=$

ADDITIONAL STAGE CREW (Calculated for $20/hr. Note the minimum of 4 hours)

ROLE: _____

Date/Date		Start Time		End Time		# Hours		@$	=$

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Date/Date		Start Time		End Time		# Hours		@$	=$
Date/Date		Start Time		End Time		# Hours		@$	=$

ROLE: _____

Date/Date		Start Time		End Time		# Hours		@$	=$
Date/Date		Start Time		End Time		# Hours		@$	=$
Date/Date		Start Time		End Time		# Hours		@$	=$
								Subtotal	=$
								SUBTOTAL FOR ENTIRE STUDENT STAGE CREW	=$

OTHER ITEMS OR SERVICES

	$
	$
SUBTOTAL FOR OTHER ITEMS OR SERVICES	$

SUMMARY OF COSTS

SUBTOTAL FOR BASIC RENTAL	$
SUBTOTAL FOR CUSTODIAL SERVICES	$
SUBTOTAL FOR SECURITY	$
SUBTOTAL FOR EVENT MANAGER	$
SUBTOTAL FOR STUDENT STAGE CREW	$

PROJECTED TOTAL FACILITIES RENTAL FEE	$

SECURITY BOND (as assigned by WASD for this event) Please process a separate check issued payable to WASD	$ 750

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I agree to comply with the policies, and procedures listed in the accompanying Facilities Rental document as described for the areas requested and to best ensure proper, safe, and successful use for all involved as well as the amounts and terms of the applicable fees.

_____	_____	_____
Applicant/Representative Signature	Applicant/Representative Name (Please Print)	Date

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I confirm the arrangements as detailed above for the contracted Facilities Rental of the areas requested as well as the amounts and terms of the applicable fees.

_____	_____	_____
Signature Director of Athletics	Print Name	Date

OR

_____	_____	_____
Signature Director of Facilities	Print Name	Date

I confirm the arrangements as detailed above for the contracted Facilities Rental of the areas requested as well as the amounts and terms of the applicable fees.

_____	_____
Kenneth Fibbi, Director of Facilities and Operations	Date