APPLICATION FOR COMMUNITY USE OF
SCHOOL FACILITIES AND GROUNDS

This application is subject to the policy adopted by the Crawford Central School Board of Education and approval of the Administration. All items must be completed before approval is considered. Any questions, please contact Building, Grounds & Transportation Department (814) 724-3156.

Name of Event: ____________________________________________

Description of Event: ______________________________________

Dates: __________________________ Times: ______________________

1. Group/Organization: ______________________________________

2. Representative(s): _______________________________________

   Representative’s Address ___________________________________

   Phone __________________________ E-Mail ______________________

   Name __________________________ Phone ______________________

   Name __________________________ Phone ______________________

   Name __________________________ Phone ______________________

   Name __________________________ Phone ______________________

   Name __________________________ Phone ______________________

3. Certificate of Liability Insurance on File with CCSD? □ Yes □ No

4. Will there be admission charged or collection taken? □ Yes □ No

5. Group Classification (See back of form) □ Class I □ Class II □ Class III □ Class IV

6. Number of people projected to attend ____________

   (You are required to have one uniformed security guard for every 500 people in attendance)

7. Which facility are you requesting?

   □ MASH/MAMS □ East End
   □ First District □ West End
   □ Second District □ Neason Hill
   □ Cochran High School □ Cochranon Elementary
   □ Barco/Duratz □ I.S.C.
   □ Other __________________________

8. Area of facility:

   □ Auditorium (if checked see page 3)
   □ Athletic Field/Court/Track
   □ Auxiliary Gym
   □ Classroom(s) How many? ______
   □ Cafeteria
   □ Cafeteria w/ Kitchen

   Commons □ Computer Lab
   □ Conference Room
   □ Gymnasium
   □ Media Center
   □ Other __________________________

11. Special Equipment or Services □ Yes □ No

   See page 3 for special equipment and tech support.

There is NO PARKING in or around SCHOOL FIRE LANES, in the Administration Parking or on the grass. Vehicles will be ticketed or possibly towed away.

Representative Signature __________________________ Date ______

Official Use Only

Security Deposit $ ____________

Building Principal Date ________ Rental Fee $ ____________

Building, Grounds & Transportation Director Date ________ Special Services $ ____________

Athletic Director/MASH Stage Director Date ________ Other $ ____________

Total $ ____________
## User Classifications

**Class I**  
School sponsored activities - Music Programs, Athletic Programs,  
Parent Teacher Organizations, Booster Clubs

**Class II**  
Booster Club Special Functions, PTO Special Functions  
No Rental  
Incurred Costs:  
☐ Kitchen $  
☐ Custodian $  
☐ Security $

**ANY/ALL FEES REQUIRE A SECURITY DEPOSIT OF $50.00 PAID PRIOR TO EVENT.**  
**All Community Organizations Require Proof of Liability Insurance for Activities.**

**Class III**  
Community Organizations:  
Meetings - Classroom Fee $  
Group Activities Fee $ (Gym for basketball, volleyball etc.)

**Class IV**  
Other Community Organizations Charging Fees (e.g. Pageants, recitals, PIAA, College Classes, etc.)

### User Fees

<table>
<thead>
<tr>
<th>Class:</th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
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</thead>
<tbody>
<tr>
<td><strong>Computer Labs / Media Centers</strong></td>
<td>See page 3 for details.</td>
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<tr>
<td><strong>Auditorium:</strong></td>
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</table>
| Meadville Senior High (1200 capacity) | No Fee | No Fee | N/A | $350 per *session  
$700 maximum per date |
| **Gymnasium:** | | | | |
| Meadville Middle School | No Fee | No Fee | $15 per hour | $125 per date  
$75 per date |
| Cochranton Jr-Sr High  
All Elementary  
Meadville Senior High | | Incurred Costs | | $200 per date  
$75 per date |
| Middle School - Commons Area | | ☐ Custodian  
☐ Security | | $100 per date |
| **Dining Areas Only:** | | | | |
| Meadville Middle School  
Meadville Senior High  
Cochranton Jr-Sr High | No Fee | Incurred Costs | N/A | $50 per date  
☐ Custodian  
☐ Security |
| **Classrooms:** | | No Fee | | $15 per hour  
$15 per hour |
| Elementary Schools  
Secondary Schools | | | | |
| **Kitchens:** | Incurred Costs | Incurred Costs | Incurred Costs | Incurred Costs |
| **Barco/Duratez:** | No Fee | No Fee | N/A | TBD |

*Session times:  
7:00 - 12:00  
12:00 - 5:00  
5:00 - 10:00

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In The Administration Parking or  
On The Grass.  
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Technology/Auditorium Resources

Technology Resources Needed:

☐ Presentation ONLY
  - Resources Needed – check all that apply
    ☐ Projection Device
    ☐ Internet Access
    ☐ AUP must be signed by the presenter
    ☐ External Speakers
    ☐ Other – Please specify: ____________________
  - Cost Per Day:
    - $50.00

☐ Presenter and Participant Computers Needed | Media Center or Computer Lab
  - Number of attendees: ____________________
  - Resources Needed – check all that apply
    ☐ Projection device
    ☐ Internet Access
    ☐ AUP must be signed
  - Applications:
    ☐ Specify applications that you wish to use: ____________________

(Office Suite and Internet Explorer are installed on all CCSD Windows-based computers.)

  - Cost Per Day:
    - $75 – three hours or less
    - $150 – more than three hours

Important Information:
  - Web sites are filtered through SonicWall – some sites may be blocked due to content.
  - Only CCSD computers are to be connected to the District’s network. No personal devices of any kind are to be connected to the District’s network.
  - Personal flash drives are NOT to be used.
  - If headsets are needed, participants should furnish their own.
  - Contact the CCSD Technology Office at 724-3179 should you have questions.

Auditorium Resources Needed:

☐ Projection Screen ☐ Lighting (advanced lighting requires a stage crew member)
☐ Sound ☐ Microphone (single)
☐ Projection Device ($50) ☐ Stage Crew ($8/hr. per crew member)
Use of Facility Indemnification Agreement

Crawford Central School District
11280 Mercer Pike
Meadville, PA 16335

Date _____/_____/_____

As part of the consideration of allowing the undersigned to use the facilities/grounds of the Crawford Central School District as identified below, we hereby agree to indemnify and hold harmless the Crawford Central School District, their officers, Board members, agents, and employees from and against all liability, claim demands, fees, fines, proceedings, actions, and causes of action of any kind and nature arising or growing out of or in any way connected with the said use of such facilities/grounds, including liability incurred as a result of negligence of the Crawford Central School District, its officers, agents and/or employees.

As part of the consideration for allowing the undersigned organization to use the facilities/grounds of the Crawford Central School District as identified below, we hereby agree to be totally responsible for any and all damages done to the facilities/grounds of the Crawford Central School District while said organization is using the facilities/grounds in question. It is totally up to the organization using the facilities/grounds to make restitution for said damages within ten (10) days of billing by the Crawford Central School District.

Organization Name: ________________________________

Facility to be Used: _________________ Date(s) of Use: _________________

Representatives Name (please print): ________________________________

Signature: ________________________________ Date: ________________

Revised 2011