



LAWRENCE COUNTY CAREER AND TECHNICAL CENTER

750 Phelps Way, New Castle, PA 16101-5099 ♦ 724-658-3583 Fax 724-658-4753 ♦ www.lcvt.tec.pa.us

USE OF SCHOOL FACILITIES

The following procedures shall be utilized by individuals, groups, or organizations requesting the use of school district facilities:

1. Obtain proper forms from office or at www.lcvt.tec.pa.us.
2. Complete the following:
 - ✓ Application for Use of School Facilities, page 2.
****This needs submitted to the principal's office.***
 - ✓ Rules and Regulations for Use of School District Facilities, page 3.
****This needs submitted to the principal's office.***
 - ✓ Responsibility for Building, page 4.
****This is for your information.***
 - ✓ Liability Insurance in the amount of \$500/\$1,000,000 with LCCTC named as an additional insured (LCCTC 750 Phelps Way, New Castle, PA 16101). If you are a team covered by insurance, but cannot provide appropriate insurance verification. You will need to complete the LCCTC Team Waiver of Liability and Hold Harmless Agreement for "Coach" and "Athletic Director".
****This needs submitted to the principal's office.***
3. Submit to appropriate building Director/Principal for approval.
4. If building Director/Principal approves, forms will be sent to the Business office.
5. Request will be checked versus the Career and Tech's Master Calendar and penciled in.
6. If any fees are to be charged, an "Estimate of Fees for Building Usage" will be sent to requestor in duplicate with one copy to be signed and returned.
7. When all forms are completed, the Director/Principal will review and either approve or disapprove the request.
8. If the request is approved, the usage will be placed on the Career and Tech's calendar. You will receive an approved copy.
9. The "Application for Use of School Facilities" will be distributed to the following:
 - Requestor with copy of signed Rules & Regulations.
 - Business Office
 - Principal's Office for filing
 - Building Custodian
10. Additional copies of "Application for Use of School Facilities" will be sent on an as needed basis to the following:
 - Building Principal
 - Supervisor of Buildings and Grounds
 - Food Service Director
 - School district employees assuming supervisory responsibility.

1 Approved by JOC 3/20/08



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USE OF SCHOOL FACILITIES APPLICATION FOR USE

Name of Organization: _____

Name of person making application (title): _____

Address: _____

Phone: _____ Fax: _____ No. of People: _____

Facility requested: _____

Insurance – Evidence of Coverage: _____

Type of Event/Activity: _____

Date(s) of event: _____ Day/Time: _____ Fee \$ _____

Police protection required _____ Fee \$ _____

Cafeteria personnel required (no.) _____ Fee \$ _____

Custodial services required _____ Fee \$ _____

Additional needs/fees (specify): _____

_____ Fee \$ _____

Total Fee \$ _____

Applicant signature: _____

Signature of School Principal: _____

Fees Paid \$ _____ Date: _____



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Rules and Regulations for Use of School District Facilities

1. Use of the facilities of the school will only be granted when there is no conflict with scheduled school activities.
2. Liability insurance in the amount of \$500/1,000,000 shall be carried by the organization or individual renting of the facility and the **School District must be named as an additional insured.**
3. All fees for single night (4 – hours) use of the facility must be paid in advance. There is an additional charge of 30% for each hour or fractional hour over 4 hours.
4. If requested by the Director and/or the Principal, the user must provide police protection at their cost. The number of officers to be determined by the Director.
5. Whenever arrangements requires extra work by the custodial staff. Appropriate charges will be made in addition to the scheduled fees.
6. Use of kitchen facilities is restricted to school personnel only and arrangements for dinners, etc., must be made with the cafeteria manager.

Applicant signature: _____ Date: _____



Responsibility for Building

The purpose of this policy is to define procedures by which school facilities will be made available for community purposes, provided that such use does not interfere with the educational program of the school district or impose of financial burden on the school district beyond providing basic amenities.

It shall be the policy of the committee for the Lawrence County Area Vocational Technical School to provide for the use of school facilities when permission has been requested in writing and has been approved by the Director/Principal or by the Board when a question or non-routine request arises.

The following priority shall be utilized in granting requests:

1. Parent Teacher Organizations/Parent Teacher Associations;
2. Student Clubs;
3. School related groups;
4. Local school employee organizations;
5. Boy Scouts, Girl Scouts, etc.;
6. Non-school related community activities or groups whose members are primarily district residents; i.e., service clubs, garden clubs, church recreational groups, etc.;
7. Neighborhood recreational groups with 75% of the membership being district residents;
8. Other non-school groups; and
9. Profit making organizations.

The use of school facilities shall not be granted for the following:

1. Partisan political activities;
2. Private social functions,
3. Church services, or
4. Any other purpose which is prohibited by law.



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When the activity warrants, the user shall present evidence of organizational liability insurance to the limit prescribed by the district.

Any school district equipment that is to be used in conjunction with the requested facilities shall be identified at the time the request for use of the facilities is made. The district will, when necessary, assess an hourly fee for the transportation, set-up, take-down, and removal of such equipment.

Any independent student group requesting the use of school facilities shall require supervision by a school district employee at all times.

The users of school district equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator. If kitchen equipment is to be used, a food service employee who is trained to use that equipment must be present.

The committee shall be held harmless by the user for any liability that arises from the use of school facilities by any non-school related organization, individual or activity.

Users shall be financially liable for damage to the facilities and for providing proper chaperonage, police and staff.

All Activities must terminate by 10:30 p.m., unless special arrangements have been made.

The committee shall establish a schedule of fees for the use of school facilities based upon the following factors:

1. There shall be no fee charged for the use of school facilities for district operations, educational programs, student activities, recreational use during regular operational hours, community activities that benefit the school district, its programs or students and youth activities; except that the users shall be responsible for chaperones, police services, and extra custodial charges.
2. All other organizations or persons granted the use of school facilities shall assume the scheduled fee payable in advance.

The Director shall develop procedures for the granting of permission to use school to use school facilities and shall promulgate rules and regulations for such use.



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FACILITY AND SERVICE FEES FOR NON-SCHOOL USE

<u>Facilities</u>	<u>Non-Profit</u>	<u>Profit</u>
Gym	\$50	\$500
Cafetorium	\$50	\$500
Classrooms	\$30	\$150
Shops	\$50	\$150
Kitchen	\$400	\$800
Custodial/Food Service Fee		\$45/Hour
Coffee		\$20 per container

**All fees for single night (4 – hours) us of the facility must be paid in advance.
There is an additional charge of 30% for each hour or factional hour over 4 hours.*

***If requested by the Director and/or the Principal, the user must provide police protection at their cost. The number of officers to be determined by the Director.*

Lawrence County Career and Technical Center

If school is cancelled due to weather then the building is closed that evening also

2017 - 2018 CALENDAR

AUGUST 3/3

M	T	W	H	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22			25
28		30A	31A	

In-Service: 23 & 24
First Day of Class: 29

SEPTEMBER 19/22

M	T	W	H	F
	5B	6B	7B	8B
11A	12A	13A	14A	15A
18B	19B	20B	21B	22B
25A	26A	27A	28A	29A

Labor Day: 1 & 4

OCTOBER 20/42

M	T	W	H	F
2B	3B	4B		
	10A	11A	12A	13A
16B	17B	18B	19B	20B
23A	24A	25A	26A	27A
30B	31B			

Open House: 5
In-Service: 6
Columbus Day: 9

NOVEMBER 19/61

M	T	W	H	F
		1B	2B	3B
6A	7A	8A	9A	10A
13B	14B	15B	16B	17B
20A	21A			
	28B	29B	30B	

Act 80: 22 1/2 day
Thanksgiving Break: 23-27

DECEMBER 16/77

M	T	W	H	F
				1B
4A	5A	6A	7A	8A
11B	12B	13B	14B	15B
18A	19A	20A	21A	

Act 80: 22 1/2 day
Christmas Break: 25-29

JANUARY 20/57

M	T	W	H	F
	2B	3B	4B	5B
8A	9A	10A	11A	
	16B	17B	18B	19B
22A	23A	24A	25A	26A
29B	30B	31B		

New Years Day: 1
In-Service/Skills USA : 12
Martin Luther King Day: 15

FEBRUARY 18/115

M	T	W	H	F
			1B	2B
5A	6A	7A	8A	9A
12B	13B	14B	15B	
	20A	21A	22A	23A
26B	27B	28B		

In-Service: 16
Presidents' Day: 19

MARCH 19/134

M	T	W	H	F
			1B	2B
5A	6A	7A	8A	9A
12B	13B	14B	15B	
19A	20A	21A	22A	23A
26B	27B	28B		

In-Service: 16
Easter Break: 29 & 30

APRIL 19/153

M	T	W	H	F
	3A	4A	5A	6A
9B	10B	11B	12B	13B
16A	17A	18A	19A	20A
23B	24B			
30A				

Easter Break: 2
Act 80: 25 & 26 1/2 days
Senior Exit Interviews: 25 & 26
Prom/No School: 27

MAY 22/175

M	T	W	H	F
	1A	2A	3A	4A
7B	8B	9B	10B	11B
14A	15A	16A	17A	18A
21B	22B	23B	24B	25B
	29A	30A	31A	

Memorial Day: 28

JUNE 5/180

M	T	W	H	F
				1A
4B	5B	6B		
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Last Day & Commencement: 7
In-Service: 8

1st and Last Day of School
Act 80 days - 1/2 days
Holidays
In-Service/No School
Emergency/Snow Makeup Days
Prom/No School

Approved by JOC:
January 19, 2017

Grading Periods End:
1st nine weeks: November 3, 2017
2nd nine weeks: January 22, 2018
3rd nine weeks: April 3, 2018
4th nine weeks: June 7, 2018