

POTTSGROVE SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: January 24, 2006

REVISED:

707. USE OF SCHOOL FACILITIES													
<p>1. Authority SC 775</p> <p>SC 775</p>	<p>It is the intent of the Board to make school facilities available to residents and organizations within our District and, on a select basis, other individuals and organizations when such usage does not interfere with the educational process of the children of the School District.</p> <p>A fee schedule has been developed detailing who will be charged, the amount to be charged for each area, and other costs to be covered by the organization. This schedule will be reviewed annually for appropriateness and completeness and approved by the Board.</p>												
<p>2. Guidelines</p>	<p>The use of school facilities will be approved by the building principal and the Business Manager on a preferential basis in the following order:</p> <table style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;"><u>Group Classification</u></th> <th style="text-align: center;"><u>Description</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>School programs; programs supporting school activities, including but not limited to those sponsored by the PTO, Booster Club, or Music League.</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Resident community programs serving school age and/or preschool children.</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Resident community programs serving adults.</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Nonresident community programs serving school-age children.</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Others.</td> </tr> </tbody> </table>	<u>Group Classification</u>	<u>Description</u>	1	School programs; programs supporting school activities, including but not limited to those sponsored by the PTO, Booster Club, or Music League.	2	Resident community programs serving school age and/or preschool children.	3	Resident community programs serving adults.	4	Nonresident community programs serving school-age children.	5	Others.
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5	Others.												

Resident community programs are defined as those programs in which the vast majority (70%) of the participants are residents of the Pottsgroves. Records must be kept by the organization regarding residency of their participants, which may be requested at any time by the School District.

To assure that proper priorities are given to all organizations, the year will be divided into three (3) participation periods. The designated application form must be submitted to the building principal at least thirty (30) days, but not more than forty-five (45) days, prior to the first day of the participation period. That schedule is as follows. In no case will an application be accepted before the date listed below for each participation period:

<u>Application Due Date</u>	<u>Participation Period</u>
July 16 – August 1	September 1 – December 20
November 16 – December 1	January 2 – June 30
May 16 – June 1	July 1 – August 15

If an organization is requesting a continuous time period which overlaps two (2) participation periods, the entire time period requested will be approved. However, this organization must be aware that if another organization applies within the time specified for the second participation period and has a higher group classification, they may be bumped or asked to alter their schedule or location.

Current Certificate of Insurance forms are required from Group Classifications 2 through 5 and must be attached to the applications when submitted. If the insurance form is not attached, the application will be returned to the organization and may result in loss of election for their program.

The following guidelines must be met for insurance:

1. Minimum Liability Limits: \$1,000,000 combined single limit.
2. Products Liability: Required if goods will be sold or served.
3. Workers' Compensation: Required if organization or individual has employees.

<p>School Code 511, 775</p>	<p>4. The Certificate of Insurance should include the following clause:</p> <p>“The Lessee shall indemnify and save harmless the Pottsgrove School District and the Board, its members, the secretary, assistants, and all others who may act for the Board of the School District from all suits and actions of every nature and description brought by the use and/or rental of school facilities.”</p> <p>Application forms should have attached a list of alternate dates which the organization is willing to accept in the event that another organization of higher priority has requested their first choice. Principals will meet shortly after the application due date to discuss the possibility of relocating an organization's program if that principal has more than one (1) request for a given date.</p> <p>Once reviewed, all applications will be returned to the organizations indicating the status of approval. A confirmation letter shall accompany the application and, if approved, will indicate the fees to be charged, if any; other costs which must be covered by the organization; and the approved location, date, and time. This application letter must be in the possession of the organization while on school property. This will be the proof needed if questioned about authorization for use of facilities.</p> <p>If a school program is changed due to an unforeseen occurrence and another organization is scheduled for the rescheduled date required for that school program, that organization's program will be cancelled. Every effort will be made to reschedule that organization's program.</p> <p>None of the school buildings will be used on Sundays, other than for school activities, nor on days in which the schools have been closed due to emergencies such as weather conditions, loss of heat or electricity, etc. Athletic fields will be available for use on Sundays with prior approval from the building principal and Business Manager.</p> <p>All activities must conclude on or before 10:30 p.m. unless special approval is obtained from the school administration. Additional charges may be levied.</p>
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RULES AND REGULATIONS

1. A Food Service employee must be present at all times in a supervisory capacity when any organization requests use of the kitchen area. The school district reserves the right to require the presence of a certified food handler. Charges for this employee beyond normal working hours will be in addition to any rental fees for Group Classifications 2 through 5.
2. A custodian MUST be on duty for Group Classification 1 when the public is invited into a building and for Group Classifications 2 through 5 for all building access. Charges for this employee, beyond normal working hours, will be in addition to any rental fees.
3. Security/supervision will be assigned at the discretion of the school district. Charges for these employees, beyond normal working hours, will be in addition to any rental fees.
4. No food, drinks, or refreshments of any kind may be taken into the gymnasium or auditorium. No one may be on the gymnasium floor unless wearing sneakers with non-marking soles. No sales of any kind are permitted without authorization by the principal of the school.
5. Use of tobacco products is absolutely forbidden anywhere on school property.
6. State law prohibits gambling or alcoholic beverages on school property. This will be strictly enforced.
7. All federal, state, and local rules and regulations must be observed.
8. Absolutely no parking is permitted in designated fire zones (identified by yellow curbing or signs). Parking is restricted to designated paved parking areas. No parking is permitted along the perimeter of the roadways/driveways, fields or other grassy areas.
9. All participants are restricted to the area designated in the application. Proper supervision must be maintained at all times.
10. Use of any equipment must be requested and approved in advance. Organizations will be held responsible for any damage incurred.
11. The approved application and confirmation letter must be in the possession of the organization while on school property.
12. Organizations are responsible for disposal of all trash or debris. The facility should be returned to its previous condition at the completion of the activity. Charges for trash collection, repairs and maintenance that result from the facility use will be in addition to any rental fees.
13. The use of pesticides or other chemicals on District property is strictly prohibited.
14. Pets are prohibited from District property without express permission from the Principal or Business Administrator.
15. Organizations requiring use of District facilities on multiple dates must provide the Business Office with a schedule of their anticipated usage. This schedule must be updated at least monthly.
16. The District has implemented a flag system at the High School campus. When a green flag is flying, all fields are available for use. When a red flag is flying, all fields are closed. When a yellow flag is flying, please refer to the message board at the School Lane side of the stadium for use restrictions. This flag system pertains to all District athletic fields. Coaches will be responsible for verifying that fields are available by driving by the stadium.
17. All field grooming/maintenance must be approved by the District's Director of Facilities prior to it being performed.
18. In order to maintain security of our school buildings, all doors other than the main entrance doors designated for the event must be kept locked and closed at all times.
19. For outside activities, a rain date should be selected.

Any violation of this policy or of the Rules and Regulations will result in suspension of privileges and the imposition of penalties not to exceed \$100 per incident plus reimbursement for the cost of any repairs required as a result of the use.

FEE SCHEDULE

<u>Facilities</u>	<u>Group A</u>			<u>Group B</u>			<u>Group C</u>		
	<u>HS</u>	<u>MS & LPES</u>	<u>Other Elem</u>	<u>HS</u>	<u>MS & LPES</u>	<u>Other Elem</u>	<u>HS</u>	<u>MS & LPES</u>	<u>Other Elem</u>
Athletic Field (1) (2)	50	50	50	250	250	250	500	500	500
Auditorium	100	100	n/a	500	500	n/a	1000	1000	n/a
Cafeteria	50	50	50	250	250	250	500	500	500
Classroom/Conference Room	25	25	25	125	125	125	250	250	250
Gymnasium	100	100	50	500	500	250	1000	1000	500
Auxiliary Gym	40	40	n/a	200	200	n/a	400	400	n/a
Kitchen	50	50	40	250	250	200	500	500	400
Locker Room	30	30	n/a	150	150	n/a	300	300	n/a
Scoreboards	50	50	n/a	250	250	n/a	500	500	n/a


- (1) The high school football field is not available
- (2) The high school varsity baseball field will only be made available on a limited basis in order for the field to be maintained in appropriate condition. Field use will be limited to games plus one (1) practice per week when not being used for school activities.

Group Descriptions

- A. Group Classifications 2 and 3, event generates funds
- B. Group Classifications 4 and 5, event does not generate funds
- C. Group Classifications 4 and 5, event generates funds

NOTE: There will be no rental fees for Group Classifications 2 and 3 if the event does not generate funds; and there will be no rental fees for Group Classification 1.

1. All payments for employees and/or rental fees are to be made only to the Business Administrator in the District Administration Office and payable only to the Pottsgrove School District.
2. A designated person may be required for use of school equipment. Charges for this employee will be in addition to any rental fees.
3. All fees are due and payable five (5) days **prior to the event**. All other charges are due upon receipt of the invoice.
4. Organizations with outstanding invoices will not be permitted to use the facilities.
5. Custodial fees will be charged on days which the buildings have been closed due to in-service.
6. When the parking lot is used as the main location for an event, the use of additional services may be billed to the organization.
7. Procedure Approved: February 14, 2006


 Superintendent of Schools