

Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Number	707 - THIS POLICY IS EFFECTIVE JULY 1, 2018
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Adopted	January 24, 2006
Last Revised	May 23, 2017
Last Reviewed	January 24, 2018

### **Authority**

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.[\[1\]](#)

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.

### **Guidelines**

The use of school facilities will be approved by the building principal and designee on a preferential basis in the following order: Please note that youth programs will be prioritized over adult programs.

**Class A** - Groups directly affiliated with the School District whose primary purpose is to support the curricular and co-curricular programs of the School District. This includes but is not limited to student clubs, parent teacher associations, Pottsgrove Music League, Pottsgrove Booster Club, Pottsgrove Educational Foundation, the Pottsgrove Recreation Board, non-profit organizations (such as Boy Scouts, Girl Scouts etc.) and sports organizations with membership guaranteed to be comprised of 100% district students.

**Class B** - Non-profit groups serving the Pottsgrove Community with membership comprised of at least seventy percent (70%) District residents. IRS section 501(c)(3) status is encouraged but not required.

**Class C** - Non-profit groups serving the Pottsgrove community with membership comprised of less than seventy percent (70%) District residents.

**Class D** - Non-District groups with membership comprised of less than twenty-five percent (25%) District residents, and for profit entities. These groups may or may not charge fees for participation.

To assure that proper priorities are given to all organizations, the year will be divided into five (5) application periods. The designated application form must be submitted to the building principal according to the following schedule. In no case will an application be accepted before the date listed below for each participation period:

### Schedule of Rental Fees/Classifications/Application & Approval Procedures

- Period 1 - Full year - July 1 to June 30 (not available for gyms or athletic fields)  
Application period May 1 - June 1
- Period 2 - Summer Season - June 15 - August 15  
Application period April 15 - May 15
- Period 3 - Fall Season - August 15 - November 15  
Application period June 15 - July 15
- Period 4 - Winter Season - November 15 - March 15  
Application period September 15 - June 15
- Period 5 - Spring Season - March 15 - June 15  
Application period January 15 - February 15

### **Available Indoor Facilities**

<b>PER USE RENTAL (A)</b>	Class A	Class B	Class C	Class D
Classroom or LGI	No Fee	\$50.00	\$75.00	\$85.00
Gymnasium - Ringing Rocks, West, PMS AUX	No Fee	\$75.00	\$85.00	\$100.00
Gymnasium, MS Main, Lower	No Fee	\$150.00	\$175.00	\$200.00
Gymnasium, HS	No Fee	\$250.00	\$275.00	\$300.00
HS/MS Stage (Rehearsals only)	No Fee	\$50.00	\$150.00	\$500.00
HS/MS (performance)	No Fee	\$100.00	\$250.00	\$500.00
Cafe/Kitchen (non-cooking)	No Fee	\$75.00	\$75.00	\$100.00
Cafe/Kitchen (cooking)*	No Fee	\$125.00	\$175.00	\$250.00
Library	No Fee	\$20.00	\$50.00	\$75.00
Locker rooms (off season only)	No Fee	\$15.00 hr.	\$15.00 hr.	\$35.00
Fitness Center (HS only)**	No Fee	\$50.00	\$100.00	\$100.00

<b>SEASONAL RENTAL (B)</b>	Class A	Class B	Class C	Class D
Classroom or LGI	No Fee	\$150.00	\$200.00	\$250.00
Gymnasium - Ringing Rocks, West, PMS AUX	No Fee	\$250.00	\$500.00	\$650.00
Gymnasium, MS Main, Lower	No Fee	\$300.00	\$650.00	\$850.00
Gymnasium, HS	No Fee	N/A	N/A	N/A
HS/MS Stage (Rehearsals only)	No Fee	N/A	N/A	N/A
HS/MS (performance)	No Fee	N/A	N/A	N/A
Cafe/Kitchen (non-cooking)	No Fee	N/A	N/A	N/A
Cafe/Kitchen (cooking)*	No Fee	N/A	N/A	N/A
Library	No Fee	\$150.00	\$200.00	\$250.00
Locker rooms (off season only)	No Fee	\$15.00 hr.	\$15.00 hr.	\$35.00 hr.
Fitness Center (HS only)**	No Fee	N/A	N/A	N/A

\*Requires use of a certified food handler (provided by the District at a cost)

\*\* Requires use of fitness center supervisor (provided by the District at a cost)

### **Available Outdoor Facilities**

<b>PER USE RENTAL</b>	Class A	Class B	Class C	Class D
Parking Lots (any building)	No Fee	No Fee	No Fee	No Fee
Baseball/Softball Fields	No Fee	\$15.00 hr.	\$25.00 hr.	\$50.00 hr.
Multi-Use Fields	No Fee	\$15.00 hr.	\$25.00 hr.	\$40.00 hr.
Tennis Courts (includes West's Dek)	No Fee	\$20.00 hr.	\$50.00 hr.	\$50.00 hr.
Turf (Falcon field)	No Fee	\$40.00 hr.	\$75.00 hr.	\$90.00 hr.
HS Stadium	Not Rented	Not Rented	Not Rented	Not Rented

<b>SEASONAL RENTAL</b>	Class A	Class B	Class C	Class D
Parking Lots (any building)	No Fee	No Fee	No Fee	No Fee
Baseball/Softball Fields	No Fee	\$400.00	\$850.00	\$1100.00
Multi-Use Fields	No Fee	\$400.00	\$850.00	\$1100.00
Tennis Courts (includes West's Dek)	No Fee	\$250.00	\$300.00	\$350.00
Turf (Falcon field)	No Fee	\$400.00	\$900.00	\$1200.00
HS Stadium	Not Rented	Not Rented	Not Rented	Not Rented

(A) Period of time for the fees reflected above equals six (6) hours or less. Uses of more than six (6) hours per event will be subject to an additional per use fee.

(B) For the purposes of the above fees, a season is defined as no more than twenty-five (25) uses (events/activities/practices/games/performances). If additional uses are desired, they will be subject to additional fees to be determined on a case-by-case basis.

(C) Should an organization believe they have a financial "hardship" due to the fees, they may appeal their circumstance to the District and a decision will be rendered in a timely manner.

### **Additional Charges**

The District incurs a variety of additional labor costs when outside groups utilize District facilities. These costs include, but are not limited to custodial/maintenance fees, security, stage crew, audio/visual support, food service workers and game/supervision staff. More detailed information regarding the basis for additional charges is reflected below. No individual, group, or organization may use a District building without a school employee present. This regulation MAY BE waived for certain exterior facilities, such as grass athletic fields and parking lots.

All additional labor costs will be borne by the individuals or groups using the building. Groups in Classes A & B will only be charged for additional labor costs outside of the normal work day. Groups in Class C & D will be charged for the time spent by the staff supporting the event even if it occurs during the normal work day.

In addition, the District incurs additional operating costs for utilities. Any normal costs of heat, light, etc. will be assumed by the School District for Groups A, B, & C. This does not include the cost of operating field lights.

A minimum of two (2) hours will be charged for each rental.

#### Field Lights

- Falcon Field \$50.00 per hour.

#### Custodial/Maintenance

- Provided by Pottsgrove School District based on rates paid in accordance with current collective bargaining agreement.

#### Audio/Visual Support

- Provided by Pottsgrove School District based on rates paid in accordance with current collective bargaining agreement.

#### Security

- Provided by Pottsgrove School District based on rates paid to subcontractor.

#### Game Personnel/Site Manager/Fitness Center Supervisor/Stage Crew

- Rate to be determined based on District estimate prior to entering into agreement for use of facility.

#### Clock Operator/Announcer

- Rate to be determined based on District estimate prior to entering into agreement for use of facility (if provided by District ).

#### Certified Food Handler

- Provided by Pottsgrove School District based on rates paid by food service contractor.

#### In-Kind Contributions

Groups in Classes A, B, and C may elect in-kind contributions to the School District in lieu of paying the above fees. In order to take advantage of this option, the Groups must meet with the Athletic Director and Business Administrator to determine the need for the proposed donation as well as its value, prior to making the donation. The Group will be entitled to a credit equal to the agreed upon value of the donation against any fees assessed. Should the credit exceed the fees assessed in the year of donation, it will be carried over to the next fiscal year. This carry over will be limited to one (1) fiscal year.

PIAA District/State/Conference Events will be determined by Business Manager, District Facilities Manager, and Athletic Director.

When an organization has minors in attendance, the organization shall be required to have adult supervision on a 1 to 25 ratio.

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 B through D 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 use of requested space.

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.
4. The Certificate of Insurance should include the following clause:

"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."

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.

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.

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 canceled. Every effort will be made to reschedule that organization's program.

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.

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.

Legal

- 1. 24 P.S. 775
- 24 P.S. 511
- 24 P.S. 779
- 22 PA Code 403.1
- 61 PA Code 901.1
- 61 PA Code 901.701
- 10 P.S. 328.101 et seq
- 35 P.S. 1223.5
- 20 U.S.C. 7181 et seq
- 20 U.S.C. 7905
- Pol. 000

[Final Field Rules and Regulations.pdf \(99 KB\)](#)

