

PENN-TRAFFORD
SCHOOL DISTRICT

ADMINISTRATIVE
REGULATIONS

707-AR. USE OF SCHOOL FACILITIES

Purpose:

The Board recognizes that school facilities represent an investment of the citizenry for the education of students and for the general benefit of the community and its citizens and, as such, their proper use and enjoyment shall be encouraged. The Board endorses community use of school facilities without discrimination, provided the use does not interfere with the educational program of the schools. The structure of costs and fees reflect the board's desire to open the facilities to community groups and only recover additional cost incurred by the district.

Delegation of Responsibility:

The building Principal and Athletic Director will be responsible for approving facility use and making sure all necessary forms and documents have been filed. The Athletic Director will coordinate and document all facility use within the district to insure compliance with this policy.

Eligible Organizations by Classification:

1. SCHOOL SPONSORED ORGANIZATIONS – School groups such as Band, Drama, student clubs, etc., shall be permitted to use facilities on a cost-free basis. When the activity is on a non-instructional nature (e.g. dance, bake sale, etc.) the student group shall assume responsibility for the cost of needed custodial, security, and supervisory services.
2. SCHOOL AFFILIATED ORGANIZATIONS – Groups whose proceeds go directly to benefit the Penn-Trafford School District shall be permitted to use facilities on a rental free basis. This includes groups such as PTA, Teacher Organizations, PTARC, The Penn-Trafford Community Education Foundation, Recreation groups playing intra-squad games, etc. Custodial, security and other costs will be charged as needed.
3. PUBLIC AND COMMUNITY SERVICE ORGANIZATIONS – Organizations whose rental activities are non-profit (no admission) and are designed to benefit Penn-Trafford School District citizens may be permitted to use school facilities on a rental free or reduced rental cost basis. Examples of these organizations are: Lions, Kiwanis, Fire Company, Local Business, Recreation

groups that play teams from other communities, Scouts, etc. Custodial, security and other costs will be charged as needed. These groups must have at least 50% of their members as residents of the school district.

4. **PUBLIC AND COMMUNITY SERVICE ORGANIZATIONS** from outside the district – **CHARGING ADMISSIONS** – Non-Profit Organizations that charge an admission fee which will gross more than \$1,500 per performance will be charged a rental rate reflective of their non-profit status. Examples of such organizations are the WPIAL and PIAA.
5. **COMMERCIAL ORGANIZATIONS** – Outside groups desiring to use school facilities for profit or personal gain shall be charged the maximum rental rates as prescribed by the BOARD of Education, plus the listed service charges.

Regular school activities will have first priority for all spaces; recreation will have second priority; approved non-school groups will have third priority, and will be assigned space according to the order of the receipt of their request.

Application and Approval Procedures:

1. Secure a building use application packet from the office of the building being requested or from the Athletic Director for the use of athletic facilities.
2. All applications for the use of school facilities should be directed to the appropriate building Principal or Athletic Director.
3. Return the completed application along with the required certificate of insurance and hold harmless agreement to the appropriate office. Be aware that your organization will be restricted to using only those facilities requested and approved.
4. Await written notification that your request has been approved.

Agreement and Payment of Fees:

1. After approval from the building Principal or Athletic Director the rental agreement will be executed in triplicate. One copy will be given to the renter, one copy to the building principal, and the third copy to the Athletic Director.
2. All rental fees are payable to the school district upon receipt of approval.
3. All other service charges for security, custodians, etc. are due immediately at the conclusion of the scheduled event.
4. Type 1,2 and 3 organizations that agree to in-kind services for preparation of facility, clean up and shut down may have custodial service waived. Failure to perform agreed services or performing services below expected standards will result in the group being charged for custodial services.
5. Checks are to be made payable to the Penn-Trafford School District and forwarded to the Director of Financial Planning and Business Affairs at the Administration Building, P.O. Box 530, Harrison City, PA 15636.

Guidelines:

- A. Any activity carried on in the school facilities shall be according to Pennsylvania Law and in conformity with Township and Borough ordinances and moral standards associated with public schools. No meeting shall be held in a school building:
 - 1. for the purpose of advancing any doctrine or theory subversive to the Commonwealth of Pennsylvania or the United States of America.
 - 2. for the purpose of advocating violence, or which is of a nature to incite such violence.
- B. The rental of space or buildings will be restricted to certain times and areas.
- C. Special room equipment, or requests for installation or movement of furniture or equipment in conjunction with an organization's use of a school facility should be requested at the time the space is reserved. No equipment of any type (sound, lighting, musical, electrical, etc.) shall be moved or altered by the Lessee without specific contract approval. The moving of heavy equipment (e.g. pianos), shall be done only by authorized personnel assigned by the School District and paid by the Lessee.
- D. Organizations must abide by the regulations at each facility regarding the District's no smoking policy. No alcoholic beverages are to be brought or consumed in school buildings or on school grounds. Nothing shall be sold, given, exhibited, or displayed without prior permission.
- E. Organizations receiving permission to use school facilities are responsible for the conduct of both participants and spectators. Adequate provisions should be made to handle anticipated crowds. The Board reserves the right to determine if adequate steps have been taken. The permit holder agrees to save and hold harmless the School District and agrees to assume responsibility for all liabilities arising from the occupancy of building use, it being understood and agreed that the Penn-Trafford School District assumes no obligation respecting the use of such premises. Organizations not providing proper security and supervision for children attending events may not be considered for future facility use.
- F. Admission charges to activities held in school facilities shall be made only as stated by the application. The School District will not be liable for the payment of any taxes due on admission charges.
- G. Organizations that have been granted the use of school facilities shall assume full responsibility for the care and maintenance of facilities and school property, and for the safety of participants and spectators during the event. Any recognized organization or group of individuals requesting the use of the facility shall be required to provide the Business Manager with a certificate of insurance in the amount of at least \$1,000,000 which specifically names the Penn-Trafford School District as additional insured.
- H. Types 4 and 5 groups will also be required to deposit a \$500 damage fee, that will be returned, after the event provided the facility is left damage free.

- I. Each respective organization shall be required to sign the hold harmless agreement that is part of the application form. An individual not recognized as a legal entity shall be required to sign this agreement.
- J. It shall be the responsibility of the Lessee or a representative to be present during the scheduled activity. In the use of special facilities (gymnasium, cafeteria, swimming pool, auditorium, etc.), it shall also be the responsibility of the Lessee to employ such school personnel for supervision, maintenance and security as deemed necessary by the Administration. When kitchen equipment is to be used, a cafeteria employee shall be employed to oversee the use, proper care, and cleaning of cafeteria.
- K. The District reserves the right to restrict games of chance. Any such activity must comply with the state Small Games of Chance Act.
- L. No indoor activities are to be held before 1:30 p.m. on Sunday and must end by 8:00 p.m. except by special permission from the Board of Education.
- M. Sunday use of outside facilities will be restricted until 12:00 noon. Parents will be permitted to enter and prepare for events before noon but the event or competition must not begin until 12:00 noon.
- N. All scheduled activities must be concluded and the facility vacated by the agreed upon time when scheduled. Persistent failure to abide by the time schedule may result in loss of privileges.
- O. The School District reserves the right to cancel or modify the lease contract or to preempt school facilities at any and all times that this may become necessary to serve school and community purposes.
- P. Failure to adhere to any and all regulations outlined above may be cause for damage claims by the School District, for cancellation of lease contracts, or for future denial of rental privileges.
- Q. In emergency situations, the Administration shall have the authority to grant approval, assign and adjust rates, and set other conditions for facility use.
- R. Public and Community Service Organizations that are charging admission and Commercial Organizations that are requesting multiple rentals during a school term may have their fees reduced when:
 - Fifty percent (50%) or more of the students attend Penn-Trafford, and
 - Penn-Trafford students receive a minimum of twenty percent (20%) reduced fee

Penn-Trafford School District Application for Use of School Facilities

1. Name of Organization _____
 2. Address & Phone Number of Organization _____

 3. Name, Address & Phone Number of Organization Leader _____

 4. Type of Organization _____
 5. Facilities to be rented _____
 6. Dates and Hours of use
Attach calendar for seasonal requests _____
 7. Purpose of Activity _____
 8. Will spectators/participants be charged an admission fee? Yes _____ No _____
 9. Estimated attendance _____
 10. Name, Address & Phone Number of Person in Charge of Event _____

 11. E-mail address of Person in Charge _____
 12. In-Kind service waiver request Yes ___ No___ Services agreed to: _____
 13. Liability Coverage Information _____
- Name of Applicant (Please Print) _____

(Signature of Applicant)

(Date)

Security Deposit	\$ _____				\$ _____
Facility Rented	\$ _____	x _____	hour(s) =	\$ _____	_____
Custodial Hourly Rate	\$ _____	x _____	hour(s) =	\$ _____	_____
School Police Hourly Rate	\$ _____	x _____	hour(s) =	\$ _____	_____
Additional Fee(s)	_____			=	\$ _____
Total for Facility and Employee(s)				=	\$ _____

Approved by: _____ Date: _____

FOR OFFICE USE ONLY

