

RED LION AREA SCHOOL DISTRICT
EDUCATION CENTER
696 Delta Road
Red Lion, Pa. 17356

District facilities are made available to community groups through a usage policy which is intended to operate in harmony with the operation of regular school programs. This policy makes facilities available for use while providing adequate protection to district buildings, grounds, and equipment. **THE SCHOOL BOARD RESERVES THE RIGHT TO RESCIND AN APPROVED FACILITY/FIELD USE IF THE ORGANIZATION FAILS TO USE THE FACILITY/FIELD AS REQUESTED.**

APPLICATION FOR RENTAL OF SECONDARY SCHOOL FACILITIES
(Complete and submit in duplicate)

Name of Organization: _____

Building Desired: _____

Facilities Desired: _____

Date(s) Desired: _____ Time(s) _____ to _____

Participants: _____

Type of Activity: _____

Use of Proceeds: _____

Date Submitted: _____ Organization: _____

By: _____
(Name and Title)

Address: _____

(Name and Phone No. of Person Responsible for Supervising Activity)

Phone: _____

JUNIOR HIGH REFLECT NEW COSTS AS OF 9/2/10

SENIOR HIGH REFLECT NEW COSTS AS OF 9/2/10

- A. Gymnasium
 - 1. Civic purpose.....\$225.00
 - 2. Private purpose.....\$375.00
 - 3. Practice - Civic purpose\$ 50.00
 - 4. Practice - Private purpose\$ 75.00
 - 5. Adult recreation\$ 20.00
- B. Cafetorium without kitchen
 - 1. Civic purpose\$200.00
 - 2. Private purpose.....\$275.00
 - 3. Rehearsals - First (civic or private).....No charge
 - Each additional (civic)\$ 40.00
 - Each additional (private).....\$ 75.00
- C. Cafetorium with kitchen * *
 - 1. Civic purpose - BanquetCost of meal + \$250.00
 - 2. Private purpose - BanquetCost of meal + \$325.00
 - 3. Civic purpose - Fund raiser\$250.00
 - 4. Private purpose - fund raiser\$375.00
- D. Meeting room
 - 1. School associated group No charge
 - 2. Non-school group.....\$ 50.00

- A. Gymnasium (Old Gym/Fitzkee Gym)
 - 1. Civic purpose.....\$225.00/\$500.00
 - 2. Private purpose.....\$375.00/\$600.00
 - 3. Practice - Civic purpose\$ 50.00/\$50.00
 - 4. Practice - Private purpose\$ 75.00/\$75.00
 - 5. Adult Recreation.....Not available for either
- B. Auditorium *
 - 1. Civic purpose - Weekday.....\$300.00
 - 2. Civic purpose - Weekend or holiday.....\$350.00
 - 3. Private purpose - Weekday\$400.00
 - 4. Private purpose - Weekend or holiday.....\$450.00
 - 5. Rehearsals - First (civic or private)..... No charge
 - Each additional (civic)\$ 100.00
 - Each additional (private)\$ 125.00
- C. Cafeteria without kitchen
 - 1. Civic purpose.....\$200.00
 - 2. Private purpose.....\$275.00
- D. Cafeteria with kitchen * *
 - 1. Civic purpose - BanquetCost of meal + \$250.00
 - 2. Private purpose - BanquetCost of meal + \$325.00
 - 3. Civic purpose - Fund raiser\$250.00
 - 4. Private purpose - Fund raiser\$375.00
- E. Meeting room
 - 1. School associated groupNo charge
 - 2. Non-school group\$ 50.00
- F. Outdoor Facilities (JH & SH)
 - 1. Basketball Courts – Civic.....\$75.00/day
 - 2. Basketball Courts – Recreation.....\$15.00/day or \$500/season*
 - 3. Tennis Courts – Civic.....\$225.00/day
 - 4. Tennis Courts – Recreation..\$15.00/day or \$500/season*
 - 5. Horn Field w/o lights – Civic.....\$75.00/day
 - 6. Horn Field w/o lights – Recreation.....\$15.00/day or \$500/season
 - 7. Horn Field w/lights – Adult Recreation.....\$150.00/day
 - 8. Horn Field w/lights – Youth Recreation..... No charge
 - 9. Track & Field – Civic.....\$75.00/day
 - 10. Track & Field - Recreation...\$15.00/day or \$500/season
 - 11. Soccer, Lacrosse, Softball, Field Hockey, JV Baseball, Football practice fields – Civic.....\$50.00/day
 - 12. Soccer, Lacrosse, Softball, Field Hockey, JV Baseball, Football practice fields – Recreation...\$15.00/day or \$500/season

**The basic rental rate does not include the cost of staff services. There will be a charge of \$45.00 per hour for custodial services in relation to the usage of facilities.

**A qualified school district staff member must be present for any non-school related usage which includes the senior high school auditorium sound/stage lighting system. There will be a charge of \$70.00 per hour for these services.

**A cafeteria worker must be present for any usage which includes the kitchen and/or appliances. Cafeteria workers must be from the cafeteria of the building being used. There will be a charge of \$45.00 per hour for cafeteria worker services in relation to this usage of facilities.

BOARD ACTION: The school board will approve/disapprove all applications and classify the activity according to the group and the purpose for which the group wishes to use the facility, and therefore determine the rental fee. Following all approved applications, the proper rental contracts must be signed.

I. Procedures For Secondary Application

Any organization desiring the use of Red Lion Area School District's facilities shall comply with the following:

1. Request for the use of school facilities shall be submitted:
 - a. at least 30 days prior to the date of proposed usage
 - b. with a concise statement of dates, times, and facilities requested
 - c. with an explanation of the intended use of the proceeds if a district facility is to be used in relation to money-making activities
 - d. with the names of responsible persons for facility usage and those who will be present during the activity.
 - e. with equipment needed and staff needed during the usage
2. All facility usage requests will be considered at the regular monthly meeting of the Red Lion Area Board of School Directors on the following basis:
 - a. relationship of organization to the school district
 - b. aims and objectives of the organization
 - c. purpose of planned facility usage
 - d. relation of planned facility usage to the general welfare of the community
 - e. financial circumstances of the organization
3. After approval is granted by the school board, two copies of a usage contract shall be signed by the responsible person representing the organization and the secretary of the school board.

II. Responsibility

All parties using Red Lion Area School District facilities shall:

1. comply with all regular rules and regulations regarding the use of a district facility
2. assume full responsibility for injury or liability resulting from the use of a district facility
3. all non-school related organizations will be required to provide liability insurance in the amount of \$1,000,000 and name the school districts as an additional named insured
4. leave facilities in such a condition that there will be no interference with the operation of regular school programs
5. be responsible for the conduct of all persons present during a facility usage
6. assume full responsibility and, if directed, pay for the correction of all damage to buildings, grounds, and equipment which occur during the organization's usage of a district facility.
7. arrange their program to avoid conflicts with regular school programs

III. Care

1. No smoking or use of tobacco products shall be permitted within buildings or on all school property during a facility usage.
2. Use of food and drink in buildings will be restricted to organizations who contract for cafeteria usage.
3. When deemed necessary, parties responsible for a facility usage shall clean personally or pay district personnel to clean facility after usage.
4. Parties will be held responsible for custodial fees needed for special preparation and care of athletic facilities.
5. The use of any type of alcoholic beverage or controlled substance is prohibited in district buildings and on all district grounds.

IV. Security

1. A Red Lion Area School District staff member shall be present during the entire period of time involved in a facility usage to be responsible for the opening, closing, and general security of school buildings.
 - a. The supervisor of activities will coordinate with the building designee on entry procedures.
 - b. An adult representative of the group will open the door for participants or any persons expected during the activity.
 - c. If a representative cannot be provided, the organization must obtain unarmed security services at their expense.
 - d. At no time, except in an emergency, should any door other than the main entrance be used.
 - e. Prior to the first session of the activity, the activity coordinator will meet with the building principal to review security guidelines and policies.
2. Continuous use of the inside of the building during the summertime for other than storage purposes shall not be permitted.
3. An appropriate school employee shall be employed to operate the special lighting systems, sound systems, and other equipment having significant value.
4. The building administrator shall be given ample notice of the delivery of special equipment, scenery, and similar materials to be used by those persons involved with a school facility usage.
5. A district cafeteria employee shall be present the entire time involved in the usage of a school cafeteria kitchen. Organizations will not be permitted to employ the services of a private business concern to prepare/serve food products for banquets and/or dinners.

V. Special Considerations:

1. The Red Lion Area Board of School Directors reserves the right to consider the merits of any requests for facility usage and to make alterations or variations to this policy as deemed necessary.
2. There is a separate policy for the use of the swimming pool. Rates, rules, and regulations are available in the senior high school office or from the pool coordinator.
3. The use of classrooms will be restricted to regular school day educational purposes.
4. School-associated groups such as PTA or PTO, and civic groups which include boy scouts, girl scouts, 4H, and similar organizations may use facilities at no charge providing:
 - a. A district staff member is on duty during the entire time involved in a facility usage to be responsible for the opening, closing, and the general security of school facilities.
 - b. If a district staff member is not available and a custodian is requested to be present for building security on weekends or beyond the work schedule, the organization using the facility will be charged for those custodial fees at \$45.00 per hour.
 - c. Such parties adhere to all other provisions of the Red Lion Area School District facility usage policy.
5. The school district reserves the right to cancel or reschedule any rental without liability to accommodate unforeseen events or emergency changes in school functions.