

PENNS MANOR AREA SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2016

REVISED:

707-AR-0. USE OF SCHOOL FACILITIES

The district recognizes that the school buildings and grounds serve as the center of the community and are a valuable public resource. The district is committed to making district buildings, facilities and property available to the community as much as possible under established and appropriate conditions when such use does not conflict with school activities and functions.

The Athletic Director, Building Administrators, Supervisor of Buildings and Grounds, and Superintendent will be responsible to receive and approve requests from recognized groups for use of school facilities for educational, recreational, civic and other approved purposes, in accordance with Board policy and administrative regulations.

Use of school facilities will be allocated according to the following priorities, with efforts made to adjust schedules for mutual convenience and maximum usage:

Class 1: Approved district student groups (High School Football teams, High School Basketball teams, band, cheerleaders, majorettes, FBLA, FFA, Musical Club, etc.) **No fee charged.**

Class 2: Nonprofit organizations that sponsor and assist approved district student groups (Band Parents, Basketball Booster Clubs, High School Football Boosters, etc.) No fee charged.

Class 3: Individual or group requests from Penns Manor Area residents, which may include nonprofit civic organizations located within school district boundaries (Elementary Basketball Boosters, Elementary Football Boosters, Elementary Cheerleaders, scouts, fire departments, etc.). No fee charged

Class 4: Nonprofit civic or organizations located outside the school district (Heart Association, bloodmobile Nonprofit les, etc.). A fee will be charged.

Class 5: Individual or group requesting use of facility, who is/are not in Class 1, Class 2, or Class 3, and may or may not be charging activity participants regardless whether the individual or group is a Penns Manor Area resident or not a resident. A fee will be charged.

School facilities will not be used for private social functions.

School facilities will not be available for use or rental on Sundays and holidays.

School buildings will not be used during the month of July except for the elementary gym or any other request approved by the Board.

The district reserves the right to reject any request for use of school facilities.

Application/Approval Procedure

1. Copies of the Application for Use of School Facilities will be available in the elementary office, high school office, district office and the district website www.pennsmanor.org under "Facilities".
2. Applicants who represent an organization or group requesting the use of school facilities must complete and submit to the District a completed and signed Application for Use of School Facilities form. In addition, the Class 4 and Class 5 requester must provide an insurance certificate naming the school district as additional insured, with a minimum coverage of \$1,000,000 bodily injury and damage combined.

Completed Use of Facilities Forms are to be submitted to:

Athletic Director for the elementary gym, high school gym, elementary multipurpose room
High School Principal Office for all areas at the high school except the high school gym.
Elementary Principal Office for all areas at the elementary school except the elementary gym and elementary multipurpose room.

3. Completed application, insurance certificate and a deposit for rental fee (Class 4 and 5) must be submitted at least ten (10) days before requested date of use, and earlier when possible.
4. Class 4 and 5 applicant(s) will be notified of the established rental fee and all related fees.
5. The Director of Buildings and Grounds, Athletic Director, and building principals will review the application to ensure it meets the standards of Board policy and administrative regulations, and will either grant authorization for use; give authorization with stipulations; or deny authorization.
6. A designated employee will check the district's master calendar for availability.
7. The decision to require custodians, supervisors, security or police supervision and/or parking attendants will be made by the Director of Buildings and Grounds, Athletic Director or the Building Principal.
8. If the request is approved, the employee will place the usage on the master calendar.
9. The designated employee will notify the applicant of the approval of the request, along with any required stipulations.
10. Copies of the approved application will be distributed to the Business Office, building principal, building custodian and other employees affected by the event, such as the Food Service Director, and employees responsible for supervision. The Business Office will retain a copy on file.

11. A copy of the approved application, along with a copy of related Board policy and administrative regulations and rules will be sent to the applicant.

The district reserves the right to revoke any use of facilities agreement at any time.

Fees for Class 4 and Class 5

Fees for facility use by groups in Class 4 and 5 will be charged in accordance with the established fee schedule approved by the Board below.

Auditorium-Rehearsal \$35.00 per hour
Auditorium-Performance \$65.00 per hour
Gymnasium-Practice \$30.00 per hour
Gymnasium-Game \$50.00 per hour
Multi-Purpose \$30.00 per hour
Cafeteria \$30.00 per hour
Classroom \$15.00 per hour
Stadium-Day Practice \$35.00 per hour
Stadium-Day Game \$65.00 per hour
Stadium-Night Practice \$75.00 per hour
Stadium-Night Game \$100.00 per hour

Approved users will pay the salaries and benefits of district personnel beyond their normal work schedule when their presence is required during the rental period, such as custodians, cafeteria employees, security, police, stage crew, etc.