

**SOUTHERN  
HUNTINGDON  
COUNTY  
SCHOOL DISTRICT**

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: August 19, 2003

REVISED:

	<p style="text-align: center;">707. USE OF SCHOOL FACILITIES</p> <p>1. Purpose The Board recognizes that although the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment, the Board may make school facilities available to individuals and community groups in accordance with this policy, provided the use does not interfere with the educational program of the schools.</p> <p>2. Authority The Board directs that use of school facilities may be granted to individuals and community groups in accordance with this policy.</p> <p>SC 775 The Board shall establish a schedule of fees for the use of school facilities by approved groups.</p> <p>3. Guidelines An application form will be provided by the district to assure proper supervisory control and building regulations. All groups desiring use of the facilities will file the application form with certificates of insurance, if needed, as far in advance as possible and at least two (2) weeks or even a year to establish a calendar of desired dates for priorities on a first-come basis. The form will define the general regulations. Forms may be obtained from the offices at the high school and/or the elementary school.</p> <p><u>Group Eligibility</u></p> <p>1. Free Usage – No Fee (Janitorial Service Provided): Boy Scouts, Girl Scouts, 4-H Clubs, Camp Fire Girls, Brownies, and other school-age connected youth organizations; such school associated groups as PTO, Mother's Clubs, and Booster Clubs; Official Town Bodies, Advisory Groups, Civil Defense Organizations; and Yearly Alumni Association Meeting and Dinner.</p> <p>For these types of events, only authorization by the Superintendent is needed. Questionable requests will be presented to the School Board.</p>
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2. Rental and Janitorial Fee: Special interest organizations, Chamber of Commerce, Fraternal Orders, business groups, drama groups, service clubs, partisan groups, and athletic game play-offs.

3. Non-Usage Activities – Not Permitted: Individuals for profit; private parties, secret meetings, commercial ventures, partisan politics (except in case of emergencies).

Any exceptions to the above must be presented to the Board for consideration.

4. Additional personnel required will be paid per negotiated contract rates.

When any non-school related group utilizes building usage and a custodian and/or school police are required, that group will be responsible for the school police wages and the custodian's wages at overtime and all wage related fixed charges.

Schedule Of Rental Fees:

1. Auditorium: For programs charging admission, taking collections, or donations - \$150.00; for those receiving no money - \$75.00 (custodial fee is included and support services).

2. Gymnasium: For any use - \$125.00 (charge includes support services fee).

3. Athletic Field: For any use - \$125.00 (charge includes support services fee).

4. Cafeteria: For use with kitchen - \$50.00 (plus rates for custodian, plus rates for cooks), without kitchen - \$35.00.

5. Classroom: \$10.00.

School-owned equipment must remain in the building and must be operated by a school staff member and/or approved school operator.

A school representative is to be on the grounds any time a community group is using the facility. In addition, at least one (1) cook from that building must be present if the cafeteria/kitchen is used. In the event that no cafeteria employee consents to work, the group, requesting usage, may still be permitted usage subject to administrative approval.

Time Limits

The use of facilities will be permitted on weekday evenings; special events on weekends; and on Sunday for emergency only.

Regulations

1. All fire safety measures are to be followed.
2. No smoking within the building or on school grounds.
3. No alcoholic beverages are permitted on the premises, nor may any of the attendants be under the influence of such.
4. The district is to be reimbursed for the cost of repair or replacement for malicious or careless damage to property. However, ordinary wear and tear damage is no charge.
5. In order for the district and the group to be protected, the group must provide insurance in the amount of \$300,000.00 (single limit) naming the school district as additional insured to cover any liability for any and all property damage or personal injury which may be incurred as a result of the group's activities on district property. An insurance certificate must be presented to the Superintendent or the Business Manager with the application for building usage. The Superintendent may waive the insurance requirement for one time meetings of twenty (20) persons or less, not involving athletic activity or serving food.

The insurance requirement shall not apply to organizations formed by, or operated or controlled by the district, as those organizations are covered under the district's insurance policies. National or international groups which have coverage through general policies will be exempt from having the district as the additional insured.

6. All members of the group are requested to please remain in the general areas requested.
7. Only authorized persons may touch controls and/or move furniture. (The wrong switch can turn off a refrigerator, freezer, etc.).
8. Children should not run through corridors, etc.

9. The facility may be used only if there are no conflicts with scheduled scholastic events.
10. Checks for the rental fees are to be made payable to: Southern Huntingdon County School District. They are to be promptly given to the Business Manager.

References:

School Code – 24 P.S. Sec. 775

**APPLICATION FORM – PER SHCSD BUILDING USAGE AGREEMENT**

(Note: please use black ink or type when completing.)

1. Request permission to use (PLEASE CHECK ONE):  SHC High School  Rockhill Elementary  
 Shade Gap Elementary  Spring Farms Elementary
2. Facility desired: Classroom numbers \_\_\_\_\_  
 All-purpose Room/Cafeteria  Cafeteria/Kitchen Privileges  Gymnasium  HS Auditorium  
 Other \_\_\_\_\_
3. District's equipment, etc., to be used (if possible): n/a \_\_\_\_\_
4. Name of group representative that will be present when the door is unlocked and will remain until the last member has left:
5. An admission fee will be charged:  Yes  No; If Yes: \_\_\_\_\_ Adult fee: \_\_\_\_\_ Student fee: \_\_\_\_\_
6. Date(s) desired: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
(day of the week – month/day/year) (list approximate time range)
- \_\_\_\_\_ (list a series of dates for one year if Girl Scouts, 4-H clubs, etc.)
7. Purpose of request: \_\_\_\_\_
8. TV and VCR requested:  Yes  No; If Yes: State type requested: \_\_\_\_\_
9. Has liability insurance requirement been met:  Yes  No Has Certificate of Insurance been attached:  Yes  No  
Has SHCSD been named as an additional insured:  Yes  No
- If your group is a national or international group which has coverage through a general policy, it will not be necessary for your group to name SHCSD as an additional insured.
- If your group is one that is conducting an annual meeting with twenty (20) or less persons, there is a waiver to exempt your group from meeting liability insurance requirements.
10. Please read the entire policy requirements, regulations, etc., before signing this form and submitting it for approval.
11. Name of organization and address: \_\_\_\_\_
12. Signature of President/Official: \_\_\_\_\_ Title \_\_\_\_\_
13. Address of Official: \_\_\_\_\_
14. Date of request: \_\_\_\_\_

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Athletic Director

\_\_\_\_\_  
Maintenance Supervisor

\_\_\_\_\_  
Superintendent