

AdministrationUtilization of School Facilities

The North East Board of School Directors, upon request and subject to the following conditions, procedures and fees, hereby adopts a policy to permit the general public use of school buildings, or portions thereof, and of the grounds and other property under its control when such facilities are not in actual use for school purposes.

I. PURPOSES FOR WHICH SAID FACILITIES MAY BE USED ARE DEFINED AS:

- A. Giving instruction in any branch of education or the arts.
- B. Holding educational, civic, social, or recreational meetings and entertainments.
- C. Other purposes which promote the welfare of the community.

II. Groups using the facilities are divided into two (2) classes:Class I - Rental Fees Waived

- A. School District Related
 - 1. North East School District students who are authorized and supervised to conduct programs directly related to school curriculum.
 - 2. Girl Scouts, Boy Scouts, Brownies, Cub Scouts (those sponsored by a specific school).
 - 3. Adult extension course, Summer School.
 - 4. Business meetings of direct school support organizations.
 - 5. PTA and Booster Groups (Meetings only).
 - 6. Educational or professional meetings of North East School District employee groups.
- B. School District Affiliation
 - 1. Programs authorized by the North East Recreation Commission.
- C. Youth Programs
 - 1. Programs directly affecting North East students, e.g.:
 - a. North East Little Gridders Program
 - b. North East Swim Club
 - c. Youth programs sponsored by North East churches.

REF: AP2113

Policy

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Page 2303

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Page 3567

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Page 3615

Reviewed/

Revised: October 7, 2004
Page 3871

North East
School District

D. Community-Based Non-Profit Programs

1. Programs organized for the purpose of benefiting non-profit or charitable organizations in the North East area community which are recognized by the Internal Revenue Service as tax-exempt pursuant to Section 501(c)(3).

Class II - Rental Fee Charged

- A. All other groups not defined in Class I above.

REGULATIONS

1. School activities have a prior claim to the use of the school facilities at all times.
2. Application for use of school facilities should be filed at least two weeks in advance by completing the attached "Request for Use of School Facility" form.
3. A responsible adult representative from the organization desiring to use the school facilities must sign the application form at the school office.
4. The Administration reserves the right to reject any request which, in their opinion, is an activity which should not be conducted in school facilities.
5. The rental fee and custodian and/or cafeteria charges must be paid within one week of the event.
6. The hours are calculated from the time the first person enters until the last person leaves.
7. Any group using the facilities will be financially responsible for damage caused during the usage period.
8. Adequate adult supervision is required for all activities. Chaperones, attendants, supervisors, scoutmasters, etc. shall remain at the facility until all persons have left.
9. No outside equipment shall be brought in without the permission of the Administration.
10. Proper shoes shall be used in the gym at all times.
11. Facility use by the public on Sunday shall be limited to activities scheduled after 12:00 PM.
12. No deviation from the above policy will be allowed.

RENTAL SCHEDULE - CLASS II ORGANIZATIONS

1. **Gymnasiums, All-Purpose Rooms, and Cafeteria Dining Area:** Minimum charge is \$200.00 for four hours, \$40.00 for each additional hour or fraction. When admission is charged, the minimum charge is \$200.00 for up to four hours plus \$50.00 for each additional hour or fraction. The charge for rehearsals is \$40.00 per hour or fraction.
2. **Cafeteria, Kitchen:** Minimum charge is \$200.00 for four hours plus \$40.00 for each additional hour or fraction. One cafeteria employee appointed by the Supervisor must be used. An additional charge is made to cover this employee at her overtime rate.
3. **Auditorium:** Minimum charge is \$200.00 for four hours plus \$40.00 for each additional hour or fraction. When admission is charged, the minimum charge is \$200.00 for up to four hours plus \$50.00 for each additional hour or fraction. The charge for rehearsals is \$40.00 per hour or fraction. The cost for a person to run the lights will be the employee's overtime rate.
4. **Classrooms:** Minimum charge for each classroom is \$10.00 per hour. When custodial service is required, an additional charge will be made to cover the cost of that service.
5. **Swimming Pool:** Minimum charge is \$50.00 per hour. An additional charge for custodian service, lifeguards and supervisors will be made when services are required.

CUSTODIAL FEES - CLASS I & II

1. The Administration will coordinate custodial requirements and reimbursement of custodial wages with the organization.

SPECIAL CONDITIONS

1. Each sponsoring group or person must submit to the School District along with the attached request form a certificate of insurance, evidencing liability insurance in effect on the date of usage of the School District's facilities with limits of \$500,000 per person and \$1,000,000 per accident. Such insurance policy shall list both the sponsoring group and the School District as an additional insured. (This requirement may be waived by the Board.)
2. The sponsor will be responsible for cleanup of School District facilities or in the alternative, will agree to pay the School District a reasonable amount for such cleanup. (This amount should be specified.)
3. The presence of a uniformed police officer may be required for all public events. The arrangements must be made through the School District.
4. The sponsor shall be responsible for repair of any damages and restoration of any facilities which are in any way damaged during the occurrence of the sponsored event whether or not the sponsor is in any way responsible for such damage or injury.
5. The sponsor shall be responsible for damages or injuries to any third party, any member of the public or any member of the sponsor injured or damaged in any way during the occurrence of the event.

PROCEDURES TO BE USED IN FILING A FACILITY USE CONTRACT

Step One - Persons or groups wishing to use a facility shall first, go to the Principal in charge of the facility. He shall, if the date requested is clear, prepare a Facility Use Contract request. (The office of the Board Secretary cannot assign dates for facilities.) This must be done by a Principal who keeps a master calendar of building usage.

Step Two - Requests for Facility Use Contracts shall be in the Board Secretary's offices no later than two (2) weeks prior to the proposed date of use.

Step Three - After approval, a Facility Use Contract will be issued. One copy will be given to the requester, one copy will be sent to the appropriate Principal, one copy will be given to the Maintenance Supervisor, one copy will be sent to the appropriate custodian, and one copy will be retained by the Board Secretary.

NORTH EAST SCHOOL DISTRICT
REQUEST FOR USE OF SCHOOL FACILITY

SCHOOL _____

Type of Facility: (Check appropriate facility)

Classroom _____	Pool _____	Other (Specify) _____
Auditorium _____	Hard Field _____	
Gymnasium _____	Soccer Field _____	
All-Purpose Room _____	Baseball Field _____	
Cafeteria _____	Football Field _____	

Date Desired _____ **Time of Day** _____ **to** _____

Name of Organization _____

Address _____

Phone _____

Officer or Individual Responsible _____

Purpose for Use _____

Number of Participants _____

Adult Supervisors who will be present during use:

Name _____

Address _____

Telephone _____

Name _____

Address _____

Telephone _____

_____ **Uniformed police required (arrangements to be made through District)**

I have read and understand the attached School District policy regarding use of School District facilities. I will be responsible for compliance with policy during the period of use. I have also read and signed the attached School District policy regarding such use and the indemnification contract.

Address _____

Telephone _____

Date _____

Signature

Printed Name

**To: North East School District
50 East Division Street
North East, PA 16428**

As part of the consideration for the use by the undersigned of the specified facilities or grounds of the North East School District, we, the undersigned, hereby agree to indemnify and hold harmless North East School District, its agents and employees from and against all liability, claims, demands, fees, fines, proceedings, actions, causes of actions of any kind in nature arising or growing out of or in any way connected with the use of said grounds and facilities including liability incurred as a result of the negligence of the North East School District, its officers, agents, and employees.

Organization Representative

Name of Organization

Date Facilities To Be Used: _____

Date of Signature: _____

In accordance with District policy, permission is hereby granted for use of the above facility on _____ from _____
(Date) (Time)
to _____.
(Time)

Date

Building Principal or Supervisor

Date

Board Secretary

Fee Waived: _____

Rental Charges: _____ Custodial Charges: _____

PC: Head Custodian