

COMMUNITY USE OF SCHOOL FACILITIES

ATHENS AREA SCHOOL DISTRICT
100 CANAL STREET
ATHENS PA 18810

POLICY STATEMENT # 707

It shall be the policy of the Athens Area Board of School Directors to encourage community use of school facilities when such use is in the public interest, does not conflict with school activities. The proposed activity may not be one that by nature could damage the facilities or be inherently high risk to participants.

The school district encourages the use of facilities by a variety of groups. However, the district discourages groups from reserving facilities and then not using them. This practice restricts other potential users from gaining access. Therefore, the school district will charge **\$25** for each occurrence that a facility is reserved but not used. If the total charge for one school year reaches \$100, the group will be removed from the approved users list (if they are on that list) and may jeopardize future use of facilities. Cancellations will be accepted by calling the business office up to seven days prior to the event. Cancellations may also be accepted on an emergency basis with prior approval at the business office. Cancellations due to inclement weather will be considered an emergency.

REGULATIONS FOR USE OF SCHOOL FACILITIES

Section I

A. Procedure for Requesting Facilities

1. All requests for the use of facilities by **ALL** groups/organizations shall be made through the principal's office. **SUNDAY EVENTS MUST HAVE PRIOR APPROVAL FROM THE BOARD OF EDUCATION.** Requests shall be submitted on the district application form at least fourteen days prior to the date the specified facilities are desired. **Be reminded that applications for Sunday board approval must be submitted five days prior to the first board meeting of each month.**
2. Requests shall then be forwarded to the business office for processing. Final approval with fees will be provided to the organization once eligibility is determined.
3. No reservation will be made until the application and **certificate of insurance (see Section C)** are returned and approved by the business manager or designate.
4. Users will be billed after the event in accordance with the schedule of usage fee or rental charges. All **checks should be made payable to the Athens Area School District.**
5. Organizations and groups using school facilities must designate **one adult** member of its group to be in charge of and responsible for the program or activity at the time application for use of the facilities is made. This person shall in turn be responsible to the principal of the school in which the event is taking place.
6. The Athens Area District reserves the right to request an organization to arrange for fire police to be present in the case of large group meetings. Such arrangements must be made with the proper officials in the police departments. The exact number of police required and rates to be paid will be determined by the police department. Fees shall be paid directly to the fire police.
7. **ANY COMPETITIVE EVENT EXPECTING 100 OR MORE PARTICIPANTS ARE REQUIRED TO HAVE THEIR OWN SECURITY CREDENTIALS AND PROVIDE DOCUMENTATION WHEN SUBMITTING THE DISTRICT FACILITIES REQUEST FORM.**
8. **PERSONNEL THAT ARE OVERSEEING ANYONE UNDER THE AGE OF EIGHTEEN (18) DURING ONGOING EVENTS MUST HAVE FULL CLEARANCES.**
9. **APPLICATIONS FOR FACILITY USE MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO EVENT FOR APPROVALS.**

COMMUNITY USE OF SCHOOL FACILITIES

B. Restrictions in Use of Facilities

1. No group will be permitted use of school facilities if it interferes with school programs. The building principal may cancel any permits for school use, should conflict with school programs develop. Notification will be given in advance of a cancellation.
2. Smoking, use of tobacco products and/or illegal drugs and alcohol is prohibited on **all** school property (indoor or outdoor). If provision is violated, the renting organization will be denied the privilege of any further rental for remainder of school year.
3. The sale or use of alcoholic beverages is strictly forbidden. If this ruling is violated, the renting organization may be denied the privilege of any further rentals.
4. There will be **no eating in the gym, auditorium, the pool, or in any room** not reserved for that purpose.
5. Only gym shoes or sneakers shall be permitted on gym floors when they are used for sports.
6. **Only Athens Area School District teams may use Alumni Stadium for practice sessions.**
7. Organizations using the auditorium are not permitted, at any time, to change the electrical or electronic circuits in that facility.
8. When stage facilities or audio-visual equipment is used, the organization will provide stagehands or operators to operate the scenery. However, district personnel must be used to operate **lights and the soundboard** at a rate of **\$25/hour per employee** (2 person limit). If district operators are not available, the facility request will be denied.
9. Putting up decorations or scenery, moving pianos or other furniture is prohibited unless special permission is granted by the building principal.
10. Scenery or other property will not be stored in any auditorium or school building without special permission from the building principal and Business Office.
11. The board of education assumes no responsibility for properties left on the premises by the applicant.
12. It is a violation of law to carry a weapon on school property. If provision is violated, the renting organization will be denied the privilege of any further rental for remainder of school year.

C. Responsibilities of the User

1. **A "certificate of insurance" with liability coverage of at least \$1,000,000 and naming the Athens Area School District as an additional insured must accompany applications.**
2. The user of any school facility must assume full responsibility for personal injury to participants and spectators. Please consider this statement our Hold Harmless Clause. By signing the attached Facilities Request Form you are agreeing to the district's Hold Harmless Clause.
3. Any group using the facilities of the Athens Area School District, is required to restore to original conditions any property destroyed or suffering from more than normal wear and tear. The Athens Area School District shall be the sole judge of destruction of property or excessive wear and tear.

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D. Use of Custodial, Cafeteria, Audio-Visual Staff or Pool Staff

1. Whenever the service of any off-duty custodian is required, or if one is required to remain after the normal workday, the user will be billed at **\$25/hour** for overtime including additional time for opening and closing the building (one half-hour before the event (set up) and one-half hour after departure of all participants).
2. Use of school cafeterias with kitchens for functions requiring catering service will be under the general supervision of the building principal and food service director/cafeteria manager. A member of the cafeteria staff must be on duty at all times and will be billed at **overtime rate**.
3. When using stage facilities or audio-visual equipment the user will be billed a rate of **\$25/hour** (2 person limit) for **audio-visual** staff.
4. A certified **pool** supervisor (WSI) and Red Cross certified lifeguard are required to be present during all activities conducted at the pool. The district/pool administrator will schedule the staff necessary. If staff is not available, the building use will be denied. The fee for such individual(s) is included in the pool rental costs.
5. Payment for overtime will be made by the school district. The school district will then bill the organization for reimbursement. **At no time is an organization to pay the employee directly.**

Section II

A. Classification of Groups for Rental Purposes

1. Fees for the use of school facilities shall be governed by the classification of the requests listed below:

Category 1:

- (1) The group or organization has been approved by the superintendent as an "approved school group."
 - (a) The superintendent shall establish an approved users list of groups or organizations that qualify for the use of school buildings and facilities. In order to qualify, the group must meet the following criteria: be a recognized local group which conducts education, cultural, civic, or recreational functions.
- (2) A minimal rental fee may be required.
- (3) The group using school facilities provides adequate supervision of the activity.
- (4) The facilities **used** are scheduled for the hours the school is **normally** open and covered by custodial staff.
- (5) No admission is charged, or collection taken, no materials or merchandise are sold, given away, or exhibited, or any other attempts made to raise money. (This will not apply to school organizations, or PTO functions, approved by the superintendent.)

COMMUNITY USE OF SCHOOL FACILITIES

Classification of Groups for Rental Purposes (Continued)

- (6) The group using the facility will leave it ready for school use. (The custodian on duty is not required to clean up after any group using district facilities, but only to care for them according to established school policies. Custodians have their regular duties to perform. Users of school facilities must leave the building in the condition in which they found it.)
- (7) The school will not be obligated to provide equipment for use by the group.

Category 2:

- (1) The group or organization has been approved by the superintendent as an "approved school-related group."
 - (a) The superintendent shall establish an approved users list of groups or organizations that qualify for the use of school buildings and facilities. In order to qualify, the group must meet the following criteria: be a recognized local group which conducts education, cultural, civic, or recreational functions.
- (2) A minimal rental fee may be required.
- (3) The group using school facilities provides adequate supervision of the activity.
- (4) The facilities **used** are scheduled for the hours the school is **normally** open and covered by custodial staff. Fees may be assessed for hours not regularly covered by employees.
- (5) No admission is charged, or collection taken, no materials or merchandise are sold, given away, or exhibited, or any other attempts made to raise money. (This will not apply to school organizations, nor PTO functions, approved by the superintendent of schools.)
- (6) The group using the facility will leave it ready for school use. (The custodian on duty is not required to clean up after any group using district facilities, but only to care for them according to established school policies. Custodians have their regular duties to perform. Users of school facilities must leave the building in the condition in which they found it.)
- (7) The school will not be obligated to provide equipment for use by the group.

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Classification of Groups for Rental Purposes (Continued)

Category 3:

- (1) Any group not listed in Category I or 2 that does not collect a fee for private gain.
- (2) Usage fee as listed in Section IV.
- (3) Personnel fees may be assessed if any expense is incurred by the school district.

Category 4:

A rental fee and payment of personnel fees will be required when any group or individual organization requests use of any facility for private gain.

B. Priority of Building Use and Approved Users Criteria

1. Priority for use of school facilities will be as follows:
 - a. Public school purpose
 - b. Public school related organizations
 - c. Approved users (See Section III)
 - d. Non-profit organizations within the district
 - e. Other groups

Section III

List of Approved Users Meeting Criteria Under **Category 1

- * All student athletic and activity groups as recognized in the Professional Contract (does not include the parent/booster group)
Baccalaureate
- * In-House Staff working with Athens Students only
Law Enforcement
Borough/Township/County Officials and/or Planning Commissions
- * School district union representatives
- * Groups being asked to present by the school.
Northern Tier Career Center
Any organization requested by the district to present programs
Senior Parent Group
Bus Driver Training
- * Organization falls under the district's insurance coverage.

COMMUNITY USE OF SCHOOL FACILITIES

List of Approved Users Meeting Criteria Under **Category 2

- * Athens Area SD Booster Clubs—School Board Approved
- Athens Area SD Little League Baseball/Softball Teams
- Athens Area SD Youth Football
- * Athens Area SD PTO/PTG (Parent-Teacher Organization)
- Athens Scouts, Boy/Girl
- YMCA
- Athens Area SD Youth Basketball
- Athens Area SD Youth Soccer TAYSA
- Athens Area SD Youth Wrestling
- ARCC
- Partners in Family and Community Development
- Outstanding Young Women
- Athens Area Kiwanis
- Athens Area Rotary
- Athens Area Lions
- Athens Area Veterans of Foreign Wars Organizations**
- **VFW – American Legion**

- * Organization falls under the district's insurance coverage.

(Additional groups will be added to this list as they are identified and approved)

Section IV

Building	Facility	Category 1	Category 2	Category 3	Category 4
High School / Middle School	Auditorium (Meetings/Performances)			75	150
	Auditorium (Practices/Rehearsals)			50	100
	Auditorium (Audio-Visual System) <i>(Only trained and approved operators may use the audio-visual system).</i>	25/hr/person	25/hr/person	25/hr/person	25/hr/person
	Classrooms/Large Group Instruction			20/per use	40/per use
	Computer labs			25/per use	35/per use
	Cafeteria			20/per use	40/per use
	Kitchen <i>(No access to kitchen without employee being present)</i>	Overtime rate	Overtime rate	N/A	N/A
	Gymnasium			30/per use	50/per use
	Planetarium			50/per use	50/per use
	Custodial Fee		25/hr/person	25/hr/person	25/hr/person
See Athletic Secretary	Pool (2 hours/25 people maximum) incl lifeguards		20/hr	100	175
for Arrangements for Pool	Pool (2 hours/26-50 people maximum) incl lifeguards		30/hr	125	225
	Pool (each additional hour)		30/hr	45/hr	85/hr
Alumni Stadium	Stadium (day use)			50/per use	250/per use
	Stadium (night light use)		Actual costs	Actual Costs	Actual Costs
	Scoreboard Operator		25/hr/person	25/hr/person	25/hr/person
	Custodial Fees		25/hr/person	25/hr/person	25/hr/person
	Preparing fields		Actual costs	Actual costs	Actual costs
Elementary Schools	Computer labs			25/per use	35/per use
	Cafeteria			20/per use	40/per use
	Kitchen	Overtime rate	Overtime rate	N/A	N/A
	Multi-Purpose Room			20/per use	40/per use
	Gymnasium			30/per use	50/per use
	Custodial Fee		25/hr/person	25/hr/person	25/hr/person
	Classrooms			20/per use	40/per use
	Conference room			25 per use	35 per use
Administration Office	Training/Instructional Suite			25/per use	25/per use
	Public Meeting Room			25/per use	25/per use

Excess garbage fees will be assessed based on usage.

ALLOW FOURTEEN (14) WORKING DAYS NOTICE FROM THE TIME OF YOUR REQUEST FOR APPROVAL

USE OF DISTRICT FACILITIES REQUEST FORM

ATHENS AREA SCHOOL DISTRICT
100 CANAL STREET
(570)-888-7766 • Fax (570)-882-6250

See attached procedures before completing information— (Please be specific)

Name of Person Applying _____ E-Mail _____

Address _____ Telephone _____

Name of Organization _____

Date(s) and Day(s) of the week desired (Please list specific days/dates) (✓ Sunday approval letter) _____

Arrival Time _____ and Exit Time _____ Number of People Anticipated _____

Youth Oriented? Yes ___ No ___ Profit or Nonprofit Organization (circle one) Admission Charges _____

Type of Activity to be Conducted _____

Facilities Requested At - **SRU Elementary School** **Lynch Bustin Elementary School** **Administration**
 Athens Area High School **Harlan Rowe Middle School**

Facilities Needed -	<input type="checkbox"/> Auditorium	<input type="checkbox"/> Auditorium w/sound and lights
	<input type="checkbox"/> Alumni Stadium	<input type="checkbox"/> Conference Room
	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Kitchen (Category I & II only)
	<input type="checkbox"/> Large Group Instruction Room (Rowe)	<input type="checkbox"/> Classroom No. _____
	<input type="checkbox"/> Multi-Purpose Room (Lynch)	<input type="checkbox"/> Wrestling Room
	<input type="checkbox"/> Pool	<input type="checkbox"/> Library
	<input type="checkbox"/> Computer Lab No. _____	<input type="checkbox"/> Gym - OLD/NEW
	<input type="checkbox"/> Concession Stand	<input type="checkbox"/> Planetarium (Rowe)
	<input type="checkbox"/> Public Meeting Room (Admin)	<input type="checkbox"/> Training/Instructional Suite (Admin)
	<input type="checkbox"/> Air Conditioning (June-Sept only)	
		<input type="checkbox"/> Equipment Request (Please be Specific)

Comments - Applicant _____

Approved by Building Secretary _____ Date _____

Signature of Applicant _____ Date _____

Recommended by Principal _____ Date _____

Approved by Procurement Officer _____ Date _____

Comments - District _____

Business Office	10-6910	Facility Fee	_____	Certificate of Insurance – Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Use Only	10-2600	Custodial Personnel	_____	Payment in Advance _____
	51-3100	Cafeteria Personnel	_____	
	10-3300	Pool Personnel	_____	
	10-6910	Auditorium Light/Sound	_____	
	10-6910	Stadium Lights	_____	
	10-6910	Garbage fees	_____	

Invoice will be sent after event. Payment due within 30 days of invoice date.

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Procedure - Read the regulations for use of school facilities. Complete this form and return to the District Office along with "certificate of insurance" (liability coverage of at least \$1,000,000) signifying AASD as an additional insured. By signing the Facilities Request Form you are agreeing to the district's Hold Harmless Clause. **Allow fourteen (14) working days' notice from the time of your request for approval. Be reminded that applications for Sunday board approval must be submitted five days prior to the first board meeting of each month.**

Fee - (See Section IV [below] Community Use of School Buildings) **If rental or other charges are indicated, you will be billed. Make checks payable to the Athens Area School District.**

The school will bill all users and renters who are required to pay personnel fees. Do not pay the staff member directly.

The Athens Area School District encourages the use of facilities by a variety of groups. However, the district discourages groups from reserving facilities and then not using them. This practice restricts other potential users from gaining access. Therefore, the school district will charge \$25 for each occurrence that a facility is reserved but not used. If the total charge for one school year reaches \$100, the group will be removed from the approved users list (if they are on that list) and may jeopardize future use of facilities. Cancellations will be accepted by calling the business office up to seven days prior to the event. Cancellations may also be accepted on an emergency basis with prior approval at the business office. Cancellations due to inclement weather will be considered an emergency.

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Athens Area School District 3/8/2018
Board Approved 3/20/2018