

# MONTOURSVILLE AREA SCHOOL DISTRICT

50 North Arch Street, Montoursville, Pennsylvania 17754-1900

## Use of Facilities Request Form

Name of organization: \_\_\_\_\_ Non-profit: Yes  No

Authorized person making application: Name: \_\_\_\_\_

Address: (for billing) \_\_\_\_\_

Telephone number / Home: \_\_\_\_\_ Work: \_\_\_\_\_

Facility usage is requested on: Month(s): \_\_\_\_\_ Day(s): \_\_\_\_\_ Start Time: \_\_\_\_\_

Duration (including set-up and/or clean-up time): \_\_\_\_\_

Location of facility desired for use:

Montoursville High School

Loyalsock Valley Elementary School

C.E. McCall Middle School

Lyter Elementary School

Portion of facilities requested for use: (check all facilities being requested)

Classroom

All Purpose Room / Dining Area

Soccer Field

Gymnasium

Softball Field

Track (running)

Auditorium

Baseball Field

Memorial Stadium

Cafeteria Kitchen

Tennis Court

Other (please specify) \_\_\_\_\_

Equipment requested: (please specify) \_\_\_\_\_

State specific purpose for the use of the requested facilities: \_\_\_\_\_

Estimated number of participants: \_\_\_\_\_ Estimated number of spectators: \_\_\_\_\_

Will an admission fee be charged? Yes  No  If yes, specify admission fees: \_\_\_\_\_

Will a participation fee be assessed? Yes  No  If yes, specify participation fees: \_\_\_\_\_

Other fees organization will be charging (please specify): \_\_\_\_\_

Is organization membership limited to residents of the Montoursville Area School District? Yes  No

Is event participation limited to residents of the Montoursville Area School District? Yes  No

Name of organization's supervisors to be in attendance: \_\_\_\_\_

*The undersigned hereby makes application to the Montoursville Area School District, Montoursville, PA for the above named applicant for use of school facilities and certifies that the above information is correct. The undersigned agrees that the applicant will observe all rules and regulations set forth in the Montoursville Area School District USE OF SCHOOL FACILITIES policy and of the Building Principal of the requested facility, and will promptly reimburse the school district. The applicant will exercise the utmost care in the use of the school premises and property. Furthermore, the applicant indemnifies the school district for all damage to property belonging to the school district and for all injuries to or the deaths of any representative or employees of the school district resulting from all acts or omissions of the above named applicant.*

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# MONTOURSVILLE AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: August 10, 2004

REVISED:

707. USE OF SCHOOL FACILITIES	
1. Purpose	<p>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 groups without discrimination and in accordance with this policy, provided the use does not interfere with the educational or other programs of the schools.</p>
2. Authority SC 775 707 AR	<p>The Board shall establish a plan for the use of school facilities by approved groups. This plan will define the categories of use and the fees associated with each group for the various facilities. In addition to the fee schedule, groups may be charged for custodial and security expenses incurred.</p> <p>All groups using the school facilities shall be responsible for leaving all areas in the same condition as they found them.</p> <p><u>Use of School Facilities in Emergencies</u></p> <p>The Board authorizes the use of the various facilities in emergency situations subject to the approval of the Superintendent. Emergency uses shall supercede all other uses.</p>
3. Definition	<p>A <b>non-profit</b> includes any organization that qualifies with the IRS as a 501 (c) (3) corporation, as a Pennsylvania non-profit corporation or a governmental agency. Unincorporated entities may be recognized by the Board as non-profit on a case-by-case basis.</p>
4. Guidelines	<p><u>Application Process</u></p> <p>Individuals or groups requesting permission to use school facilities or property must submit a written request on the prescribed application form at least five (5) business days before a Board meeting to the Board Secretary/Business Manager, who shall review the application for completeness. The Board Secretary/Business Manager will use the schedule of use to determine what category the requestor belongs in and what fees should be charged. The request may then be submitted, along with the administration's recommendations, to the Board for approval.</p>

The application must specify the portion of the school facilities requested for use; proposed activities; number and make-up of participants; if spectators are planned; what fees the requestor is charging; and the date, time, and duration of the proposed event, including set-up and/or clean-up time.

Along with the completed application, the requestor must submit the following before the request will be considered:

1. Payment of the specified rental fee.
2. Agreement to pay additional charges for custodial, security, etc.
3. Evidence of an organization's liability insurance coverage to limits required by district guidelines.

The current Facilities Use Fee Schedule is available from the administration and can also be found in the Montoursville Area School District Procedures Manual.

#### Application Evaluation

No application to use school facilities shall be approved if the proposed activity would result in any of the following:

1. The activity would conflict with a school-sponsored activity that is using the same portion of the facilities sought by another prospective user or if the school principal determines that overall usage of the school's facilities would be excessive if the requested use is permitted.
2. School facilities are closed due to renovations, maintenance, cleaning, the school calendar, or Board action.
3. The activity requires access to school facilities containing equipment or furnishings which would be subject to unreasonable risk of damage.

#### Limitations

When individuals and community groups receive written permission to use school facilities under this policy, such use shall be conditioned upon strict compliance with the following:

1. Individuals shall not use, access or enter upon any portion of the school facilities not specified in the approved written request form, nor use any equipment not so identified.

<p>SC 511</p> <p>10 P.S. 311 et seq</p> <p>20 U.S.C. Sec. 7181 et seq 35 P.S. 1223.5</p>	<ol style="list-style-type: none"> <li>2. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.</li> <li>3. When advertising or promoting activities held at school facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the school district.</li> <li>4. School equipment used in conjunction with requested facilities shall be identified when the application is submitted. Users of school equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator, provided by the school.</li> </ol> <p><u>Prohibited Activities</u></p> <p>The following activities are strictly prohibited in school facilities and on school grounds when individuals and community groups are granted written permission to use said school facilities:</p> <ol style="list-style-type: none"> <li>1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.</li> <li>2. Possession of weapons as identified in policy 218.1.</li> <li>3. Conduct that would alter, damage, or be injurious to any district property, equipment or furnishings.</li> <li>4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.</li> <li>5. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Board or administration.</li> <li>6. Use of tobacco products. However, the Board may designate specific areas for tobacco use by the public on property owned, leased, or controlled by the district that is at least fifty (50) feet from school buildings, stadiums, and bleachers.</li> </ol> <p><u>Violations</u></p> <p>The school district reserves the right to remove from school district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.</p>
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By submitting an application, applicants agree that the school district shall not be held responsible for any loss of event profits or income under any circumstances.

In the event an individual or community group violates this policy or the terms under which permission was granted to use school facilities, that individual or community group forfeits the right to submit future written requests to use school district property, unless otherwise decided by the Board.

#### DEFINITION OF GROUPS

##### Group #1 – School, Community Youth

1. Activities directly related to the educational program and district operations. Includes: student performances, extracurricular and intramural sports, school clubs, booster clubs and PTO.
2. School activities and activities undertaken by non-profit organizations which the Board has found to be operated primarily for the benefit of residents of the district who are eighteen (18) and under.
3. Community youth sports programs that are open only (or primarily) to residents of the district. (Sport teams for district youth outside of school control.)

Use of school facilities by the above shall be without cost to the user, except that the user shall be responsible for our custodial or security fees.

##### Group #2 – Community Activities where organization does not charge fees or is a non-profit agency

1. Activities undertaken by non-profit organizations for which no admission or participation fee is charged and which the Board has found to be operated primarily for the benefit of residents of the district. The Board may also permit similar activities undertaken by for-profit organizations if no admission or participation fee is charged if the Board finds that the for-profit organization is donating substantial goods or services and will not engage in promotion of its for-profit enterprise.

##### Group #3 – Community Activities where a fee is charged

1. Activities undertaken by non-profit organizations for which admission or participation fees are charged and which the Board has found to be operated primarily for the benefit of residents of the district.

Group #4 – Non-Community with no charge and non-profit

1. Activities undertaken by non-profit organizations for which no admission is charged and for which the Board has not found the activity to be operated primarily for the benefit of residents of the district.

Group #5 – Non-Community with a charge or a for-profit organization

1. All other activities.

MONTOURSVILLE  
AREA SCHOOL  
DISTRICT

ADMINISTRATIVE  
REGULATION

USE OF SCHOOL FACILITIES

Auditorium Policy

1. The renter and his/her associates shall abide by the directions of the school representative in charge.
2. Players and audience shall confine themselves to the rented quarters only.
3. No refreshments shall be sold or brought into this area.
4. All lighting shall be supervised by the school. This includes all projectors and sound equipment.
5. Curtains shall not be moved from their present position except for opening, closing, raising, and lowering.
6. Children in audience shall remain seated. Standing or climbing on or over seats is prohibited.
7. Only that equipment as requested and approved shall be used.
8. Stage settings must be approved by the administration.
9. Painting, nailing, and bolting of scenery to stage floor or walls is prohibited.
10. Moving of heavy equipment on stage shall be done only under the supervision of custodian or auditorium supervisor.
11. Stage props and panels shall not be altered without school approval.
12. Yearly events (class plays, concerts, etc.) that, by tradition, have been held at certain times of the year shall have priority.
13. School activities shall have priority over outside affairs if a request is made simultaneously for the same night.

### Gymnasium Policy

1. The renter and his/her associates shall abide by the directions of the school representative in charge.
2. Players and audience shall confine themselves to the rented quarters only.
3. The scoreboard and clock shall be operated by authorized personnel.
4. Painting, nailing, and bolting of apparatus to gym floor or walls is prohibited.
5. Moving of heavy equipment on the gym floor shall be done only under the supervision of custodian or gymnasium supervisor.
6. The use of tobacco products is prohibited.
7. School activities shall have priority over outside affairs.

### Dining Rooms/Kitchen Regulations

Groups using the kitchen must make arrangements with the food service director at least ten (10) days before it is to be used.

In all cases at least one (1) district employee familiar with the operation of the equipment shall be on duty to supervise while the kitchen is being used.

School related organizations and nonprofit organizations servicing district children shall not have to pay the rental rate established by the Board but will be responsible for paying for kitchen supervision and janitorial services.

The dining rooms and/or kitchens may be rented by nonschool organizations for a fee of \$75 per day plus payment for janitorial services and for kitchen supervision. Regulations regarding the time the dining rooms and kitchens may be used and their proper care and supervision shall be set up under the direction of the building principal.

All organizations using the kitchen shall be responsible for the cost of garbage removal.

This regulation applies to all organizations, whether school related or not, who make use of the kitchen facilities.

### Classroom Rental

The Board has established a fee for classroom rental of \$20 plus \$5 per hour which includes the cost of custodial services. Requests for classroom utilization will be subject to approval by the administration. An employee approved by the administration must be present during the rental period.

Montoursville Area School District  
 50 North Arch Street  
 Montoursville, PA 17754

Procedures Manual  
Facilities Use Fee Schedule

The fees listed below shall be applied for groups approved by the Board of School Directors for Montoursville Area School District facility use.

**Cafeteria Kitchens, All Purpose Rooms & Dining Area**

Group 1, School, Community Youth	Free
Group 2, Community Nonprofit Groups (no admission fees or solicitation)	\$ 75
Group 3, Community Nonprofit Groups (admission fee or solicitation)	\$ 75
Groups 4 & 5, Non-Community Groups (profit and nonprofit)	\$150

**School Auditoriums**

Group 1, School, Community Youth	Free
Group 2, Community Nonprofit Groups (no admission fees or solicitation)	
Per Performance	\$ 75
Rehearsals (maximum of three (3) hours, charge for three (3) hours or less)	\$30/week days
Rehearsals (maximum of three (3) hours, charge for three (3) hours or less)	\$60/weekends
Group 3, Community Nonprofit Groups (admission fee or solicitation)	
Per Performance	\$125
Rehearsals (maximum of three (3) hours, charge for three (3) hours or less)	\$30/week days
Rehearsals (maximum of three (3) hours, charge for three (3) hours or less)	\$60/weekends
Groups 4 & 5, Non-Community Groups (profit and nonprofit)	
Per Performance	\$500
Rehearsals (maximum of three (3) hours, charge for three (3) hours or less)	\$50/week days
Rehearsals (maximum of three (3) hours, charge for three (3) hours or less)	\$70/weekends

**School Gymnasiums**

Group 1, School, Community Youth	Free
PIAA/PCIAA Playoffs Event Fees (4 hours usage)	\$275 for 4 hours usage
	\$550 for 8 hours usage
Group 2, Community Nonprofit Groups –	
Per Performance (no admission fees or solicitation)	Free
Group 3, Community Nonprofit Groups –	
Per Performance (admission fee or solicitation)	\$400
Groups 4 & 5, Non-Community Groups (Profit and Nonprofit) – Per Performance	\$500

**Classrooms**

Group 1, School, Community Youth	Free
Group 2-5, Community Profit & Nonprofit; Non-Community, (Profit and Nonprofit)	\$20 + \$5/hour

**Tennis Courts & Track (if stadium bleachers and other stadium facilities are used, see stadium prices)**

Group 1, School, Community Youth	Free
Group 2, Community Nonprofit Groups (no admission fees or solicitation)	Free
Group 3, Community Nonprofit Groups (admission fee or solicitation)	\$10/hour per court/track
Groups 4 & 5, Non-Community (profit and nonprofit)	\$15/hour per court/track

**Soccer, Baseball, Softball Fields, & Other Playing Fields**

Group 1, School, Community Youth	Subject to Approval
Group 2, Community Nonprofit Groups (no admission fees or solicitation)	Subject to Approval
Groups 3-5, Community Profit & Non-Community Profit and Nonprofit	Not Available

**Stadium Prices**

Group 1, School, Community Youth	Free
Group 2, Community Nonprofit Groups (no admission fees or solicitation)	\$100 for four hours
Group 3-5, Community Profit; Non-Community Profit and Nonprofit	\$275 for four hours
PIAA/PCIAA Events	\$275 for four hours
Operation of Equipment and Custodial & Security Services	\$65 for four hours

Any group using school facilities is required to pay the actual costs for all custodial, security, or food service personnel employed for the scheduled activity. Such costs shall include any fringe benefits which relate directly to salary. (Three [3] hour minimum.)

The rates in effect as of July 1, 2004, are as follows:

*Custodial:*

Saturday hourly range:	\$13.39 - \$23.37 per hour
Sunday hourly range:	\$13.39 - \$23.37 per hour

*Security:*

Weekday/weekend:	\$10.00 per hour
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*Cafeteria:*

Weekday/weekend:	\$9.27 - \$17.61 per hour
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*Benefits:*

Social Security:	7.65% of salary
Retirement:	4.25% of salary
Workers' Compensation	.578 of salary

Local groups or community organizations shall be defined as those with membership confined to the citizens of the Montoursville Area School District which are of a nonprofit nature and which strive for general improvement of the community.