

OLEY VALLEY SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: November 17, 1999

REVISED: July 18, 2007
May 2013
January 28, 2015

<p>1. Authority SC 775</p>	<p style="text-align: center;">707. USE OF SCHOOL FACILITIES</p> <p>The School District through Policy 707 permits facilities of the district to be made available for community purposes, provided that such use does not interfere with the educational or co-curricular programs of the schools. Recognizing the school as a community agency, the Board allows the use of school facilities for community purposes subject to the following rules and regulations:</p> <ol style="list-style-type: none"> 1. Any organization desiring to use school facilities must complete an Application for Use of School Facilities. The application is available on the district website (http://www.oleyvalleysd.org), at the school building offices and at the athletic office (in the high school). The organization must carefully complete the application, as access will be limited to the times, rooms and items specified on the application form. Completed forms should be returned to the Director of Athletics at least two (2) weeks prior to the planned event. 2. The requesting organization is expected to read the Use of School Facilities Policy to be aware of the district's rules and regulations. Prior to the use of a school building, a representative of the group may choose to meet with the appropriate principal to tour the facility and to review appropriate regulations and procedures. 3. The responsible officials and the applicants are to be a minimum of 21 years of age. 4. Use of facilities is determined on a first come, first served basis. However, when multiple Oley Valley Community Organizations have similar requests, an attempt to accommodate each group equally will be made as long as the requests are made at least two (2) weeks in advance. Outside programs that run year to year will get first preference over other requests. School programs have preference over all outside programs. The district reserves the right to cancel any outside program at any time due to school activities. 5. The Superintendent, or designee, reserves the right to refuse any applicant and/or revoke an approved application for improper content, damages, or lack of appropriate supervision by the sponsoring advisor.
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	<ol style="list-style-type: none">6. The Superintendent, or designee, may grant the use of school facilities in accordance with Policy 707 without further Board approval.7. Authorization for use of school facilities shall not be considered an endorsement of an activity, person or entity, or the purpose(s) of such person or entity. If an organization seeking facility use plans to advertise the event and the event is not a school function, the organization shall not imply school sponsorship or endorsement in the advertisement.8. Once the application is processed, an automated email will be sent to the email address listed on the facility use form that will either give approval for the usage or deny the usage application. The automated approval email represents a non-transferable Contract for Use of Facilities. The organization reserving the school may not sublet or transfer its rights and privileges to any other individual, group or organization. If an automated confirmation email is not received by the day before the scheduled event date, please contact the Director of Athletics or Building Secretary to confirm that your event has been approved and is on the district schedule. Activities that require the use of security personnel will be billed to the organization for the actual costs incurred.9. Every organization or group having been granted the use of the school shall pay fees within thirty days of the date invoiced.10. Evening indoor activities shall end by 10:00 PM and outdoor activities requiring the track/turf lights shall end by 9:30 PM, except by special written permission from the Superintendent, Athletic Director, or Facilities Supervisor.11. The District reserves the right to cancel an approved application for use of school facilities when such action is deemed necessary for the best interests of the public schools. This may include weekend or evening events when snow removal would require additional personnel time for district staff.12. Outdoor facility usages that require portable restrooms will be charged the rental fee from the portable restroom provider. The District reserves the right to determine when an event will require additional restrooms.13. On days when school has been canceled or dismissed early because of emergency or weather-related conditions, the school buildings and/or athletic fields will not be available. All scheduled use will automatically be canceled unless specifically approved by the Superintendent, the Athletic Director and/or the Facilities Supervisor.14. Insurance Coverage- The organization seeking facility use shall provide a certification of insurance, with minimum limits of \$500,000 for bodily injury liability and \$500,000 for property damage liability for each occurrence to be
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received by the District for review ten (10) days prior to the date of the activity. All Certificates of Insurance must include Oley Valley School District as additional named insurance and the Commonwealth of Pennsylvania must license the companies. The cost of such insurance, including required endorsement or amendments, shall be the sole responsibility of the organization seeking facility use. Organizations are not permitted to seek a rider on the school district's insurance policies.

15. Should it become necessary for the requesting group to cancel an approved event, the District must be notified at least forty-eight (48) hours in advance of the scheduled event. If the group fails to notify the District in a timely manner, they may be billed for set-up and other costs incurred by the District.

16. All questions concerning building use and particulars should be directed to the Director of Athletics and/or the building office.

Unacceptable Uses and Activities

1. The use of school facilities shall not interfere or conflict with the regular school program either during the school days, evenings or weekends.
2. The use of school facilities is limited to groups organized for lawful purposes. Facilities shall not be used for any of the following purposes:
 - a. Family affairs such as reunions, funerals, or wedding receptions.
 - b. Purposes which in any way conflict with the aims and objectives of the school district.
 - c. Pyrotechnics and smoke/fog generators are strictly prohibited.
 - d. Any other activity in violation of the state or local fire safety laws and ordinances is not permitted.
 - e. Partisan political meetings.
 - f. Promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof or advocating governmental change by violence.
 - g. Any activity that may violate the standards of good morals, manners, or taste or is injurious to the buildings, grounds, or equipment.
 - h. Activities which are discriminatory or which are in violation of the law.
 - i. The use of tobacco products, alcoholic beverages, or profane

language is not permitted on school property or in school buildings.

- j. Conduct that is deemed by the school district as detrimental to the public interest is not permitted on school property.
- k. Use of tractors or ATV's on school district athletic fields is not permitted without prior approval from the Athletic Director.

The school district reserves the right to revoke any such permit, without liability, should such action be deemed necessary or desirable.

General Rule and Regulations

1. No individual, group or organization may use a district building without a school employee being present in the building unless the Director of Athletics waives the requirement. With prior approval from the Superintendent, a district employed professional staff member may volunteer to assume responsibility for a group. No compensation should be paid to any professional for his/her services while voluntarily serving in this capacity. This regulation may be waived when outside facilities, such as athletic fields or parking lots, are requested.
2. The custodian on duty shall be responsible for the supervision of the buildings and equipment, safety precautions in the building, assisting with cleaning of the building after its use, and for any service required by the facility user in accordance with the approved Use of School Facilities application. Custodians have no responsibility to supervise group participants, as they have regular duties to be completed.
3. The school employee on duty may call the police or take such action as may be necessary to protect school property, but the taking of such action shall not in any way relieve the applicant of his/her responsibilities legal or supervisory responsibilities.
4. The school official or employee on duty is in full charge of the building at all times, and therefore, may not be denied entrance to the facility.
5. Each organization shall be responsible for the conduct of persons attending its activities; and in the event of damage to school property or equipment, the sponsoring organization shall be liable for payment for said damages.
6. Persons coming to school to attend the organization's event shall be restricted to that area of the building which the organization has reserved.
7. When an organization has minors in attendance at the requested event, the organization shall be are required to have adult supervision on a 1 to 25 ratio basis.

8. Decorations, if used, shall be fireproof and subject to the approval of school officials. No decorations shall be fastened to any walls or ceilings except by approval of the school principal of a particular building. Decorations must be removed immediately at the conclusion of the event. The school district will not be responsible for any material left behind. It will not be saved and the organization may be charged for its removal.
9. All baseball and softball fields shall be hand raked by the organization following the conclusion of the event.
10. The building user must satisfy the building principal that the person designated by the building user to operate the lighting, curtains, drops, scenery, etc. is qualified to do so. In the absence of such a person, school district personnel shall be engaged to operate the stage, and the organization will be invoiced for the costs associated with paying for the employee's time in attendance.
11. The district does not lend school materials and equipment to individuals or groups.
12. When items are sold or admission is charged, the applicant is responsible for payment of any sales tax as required by law.
13. An organization must have a "small games of chance" license to offer any type of raffle, 50-50 sales, lottery, or other activity that could be considered as gambling as required by Pennsylvania State Law.
14. Vehicles are strictly prohibited from parking in unauthorized spaces. There shall be no double parking. All fire lanes shall be accessible at all schools at all times.
15. The failure of an organization or group to follow administrative regulations established by the District relating to use of school facilities may lead to the suspension or revocation of that organization's facility usage privileges.
16. No food, drinks, or refreshments of any kind may be taken into gymnasiums, auditoriums, computer labs or classrooms.

Equipment Use

1. No equipment, which the sponsoring group did not bring into the school, shall be removed from the school premises.
2. All apparatus, equipment (including food service equipment and other specialized school-owned equipment), and devices owned by the school shall be operated by persons designated by the school authorities unless waived by the Director of Athletics, or school official in charge. The sponsoring organization will be responsible for paying for these services as indicated in

the fee schedule.

3. Heavy equipment, including pianos, is not to be moved except as specified in the approved application. When it is required that such equipment be moved, an amount to cover this cost shall be added to the rental agreement.
4. There shall be no installation of equipment or alterations to existing facilities by the user without specific approval of the school official in charge.

Procedures for Use of Kitchen Facilities

1. School district food service personnel must be present the entire time the kitchen or kitchen utensils are in use in order to assure proper and safe use of equipment and supervision of kitchen workers. Groups will be charged forty (\$40) dollars an hour per employee for cafeteria employees' time.
2. The kitchen and cafeteria are to be left in the same condition as found; specifically, dishes and utensils must be cleaned and replaced in specific locations; floors are to be cleared of any fallen, broken or spilled objects and materials; counters and equipment are to be thoroughly washed and cleaned; garbage and refuse must be properly treated and removed immediately.
3. Only such equipment as is necessary shall be used; utensils are not to be taken home with "left-over" food items.
4. The cost of repairing or replacing damaged or missing equipment is the responsibility of the organization utilizing the cafeteria.
5. All condiments, plates, silverware, linens and other supplies must be supplied by the using organization unless specifically requested on the application. The sponsoring organization will be billed for the actual cost of the items.

Definition of User Groups for Determination of Fees

When school buildings are used for purposes other than for school use, additional expenses, including heating/air conditioning, lighting and other operating expenses (wear and tear) are incurred by the public school system. Therefore, facility use fees are assessed by the Oley Valley School District to recover these costs (see Facility Use Fee Schedule). In addition to facility use fees, groups will be invoiced for the cost of additional custodial services (including set-up and clean up) and for the cost of services performed by school district employees specific to the event (i.e., food service workers and stage managers). Groups will be charged forty (\$40) dollars an hour for custodial and cafeteria employees' time.

Fifty (50%) percent of the revenues collection through facility rental fees and donations will be deposited into an "assigned capital reserve account" that is to be used for the ongoing maintenance, renovation, and equipment replacement needed to

maintain the school district's athletic fields, gymnasiums, and concession stands.

Class 1: School Affiliated Groups and Organizations- directly affiliated with the school district whose primary purpose is to support the curricular and co-curricular programs of the school district and whose participating membership includes at least 90% of enrolled students or current residents. Approved Class 1 organizations include: OVYL, OVCEF, Heritage Foundation, OV Fair Association, OV Fire Company, local churches, PTO, Booster groups, Lynx Wrestling Club, and PIAA approved public school athletic teams.

Fees: No facility use fee, the district rate for custodial, maintenance, cafeteria and other personnel services and/or a minimal fee to cover the costs associated with portable restrooms and field maintenance as may be necessary for the use of the facility. Groups will be charged forty (\$40) dollars an hour for custodial and cafeteria employees' time.

Class 2: Community Related Groups- activities sponsored by organizations whose participating membership includes 50-89% enrolled students or current school district residents.

Fees: Nominal hourly facility use fee (see Facility Use Fee Schedule) and the district rate for custodial, maintenance, cafeteria and other personnel services and/or a minimal fee to cover the costs associated with portable restrooms and field maintenance as may be necessary for the use of the facility. Groups will be charged forty (\$40) dollars an hour for custodial and cafeteria employees' time.

Class 3: Non School District Groups - includes not for profit service and for profit community groups located within the boundaries of the school district. Activities sponsored by organizations whose participating membership includes less than 50% enrolled students or current school district residents.

Fees: Hourly facility use fees (see Facility Use Fee Schedule) and the district rate for custodial, maintenance, cafeteria and other personnel services as may be necessary for use of the facility. Groups will be charged forty (\$40) dollars an hour for custodial and cafeteria employees' time.

*Organizations may be required to submit lists of participants with addresses to determine class status.

**Organizations that wish to be exempt from the percentage of participating membership must apply to the Board of School Directors for prior approval no less than sixty (60) school days prior to the first date of the event. Failure to do so will result in the organization being classified according to the approved class structure.

Facility Use Fee Schedule

FACILITY	CLASS 1	CLASS 2	CLASS 3
Turf Field/Track	Donation	\$300 Per Month	\$600 Per Day
Turf/Track Lights	Donation	\$10/hour	\$20/hour
HS Fitness Center	\$100 per Month	\$300 per Month	\$600 per day
Outdoor Athletic Grass Field	Donation	\$200 Per Month	\$400 Per Day
Gymnasium	Donation	\$250 Per Month	\$500 Per Day
Cafeteria	Donation	\$100 Per Day	\$200 Per Day
Kitchen	Donation	\$100 Per Day	\$200 Per Day
Cafeteria and Kitchen	Donation	\$200 Per Day	\$400 Per Day
Auditorium	Donation	\$250 Per Day	\$500 Per Day
Classroom	Donation	\$25.00 Per Day	\$50 Per Day
Parking Lot	Donation	\$25.00 Per Day	\$50 Per Day
Air Conditioning	Donation	\$250.00 Per Day	\$500.00 per Day
Portable Restroom	Flat Fee \$25.00 per month/per unit	Flat Fee \$50.00 per month/per unit	Flat Fee \$75.00 per unit/per day
Concession Stand Outside	Donation	Flat Fee \$50.00 per month	Flat Fee \$75.00 per unit/per Day
Concession Stand – Indoor	Donation	Flat Fee \$50.00 per month	Flat Fee \$75.00 per unit/per Day

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The school district shall be held harmless by the individual or organization for any liability that arises from use of school facilities by any nonschool organization, individual or activity.

Applicants may be required to submit a statement declaring that to the best of their knowledge the projected use is legal.

Unless exempted by the Board of School Directors, all organizations and/or persons granted the use of schools shall be responsible for payment according to the fee schedule.