

DERRY AREA SCHOOL DISTRICT

USE OF SCHOOL FACILITIES

ADMINISTRATIVE REGULATIONS

CONCERNING THE USE OF SCHOOL

FACILITIES

I. OBJECTIVES

- a.** It is the intent of Derry Area School District to obtain optimum use of all school facilities for recreational, social, and educational purposes so that the taxpayers of the District will receive the greatest return for their investment with the wide use of its buildings and grounds.
- b.** The District believes that these endeavors are consistent with the spirit of the public schools. In this way, the taxpayers may more fully realize the ultimate goal of establishing the school buildings and grounds as the educational, recreational, and cultural center of the community.
- c.** The Board and Administration strongly believe that this philosophy is consistent with the spirit of public schools. We also firmly believe that the District Facilities should not be used primarily for individual or corporate financial gain.
- d.** It is the intent of the Derry Area School District that the school facilities should be available primarily for use by organized residents and community groups within the confines of the Derry Area School District. These groups are permitted to use school facilities when such use conforms to the established regulations and does not interfere with the school programs or school maintenance. School facilities may not be used for any activity and/or event forbidden by law or policy.

II. PROVISIONS

a. GENERAL

- 1. This policy does not create any rights to the use of school buildings and grounds.
- 2. The Board of School Directors reserves the right to refuse, at their sole discretion, any individual or organization use of school buildings and grounds at any time.
- 3. The Board of School Directors reserves the right to revoke any permit which has heretofore been approved.
- 4. The availability of school facilities shall at all times be subject to the conveniences, requirements, and activities of the school.
- 5. The School District reserves the right to assign necessary employees to staff the building or site at the expense of the organization using the facilities.

6. All organizations must have a Recreation Supervisor present at all times. A Recreation Supervisor is not mandated for outside facility use; however one can be required by the school district.
7. All organizations must be able to provide proof of insurance prior to entering into an agreement with the District.

b. ELIGIBILITY

1. School, school-related, recreation-related, community or civic/service, and other organizations offering a program of sound educational, civic, recreational, or cultural value that is instructive and beneficial are eligible to use the school facilities. Governmental agencies may use school facilities for hearings and meetings which are open to the public.
2. Eligibility will be verified by the Athletic Director/Coordinator of Community Recreation Programs, except for unusual requests which will be referred to the Superintendent and/or the Board.
3. Facility requests in which eligibility is questioned shall be referred to the Superintendent for resolution. Then, if eligibility is contested, the request shall be referred to the Board of School Directors.

c. INELIGIBILITY

1. No organization that discriminates on the basis of race, color, creed, national origin, sex, age, or handicap as defined by law shall be allowed to use the District's facilities.

d. DEFINITIONS

1. SCHOOL RELATED GROUPS – Organizations comprised of students or adults attending or residing in the Derry Area School District whose primary purpose and functions are support of educational or school recognized activities.
2. CIVIC/COMMUNITY GROUPS – Any responsible organization offering to present a program instructive, entertaining, or beneficial to the participants. Admission fees can be charged but not for the purpose of gaining profit.
3. PRIVATE/PROFITABLE GROUPS- Any responsible civic/service group/organization made up of residents not located within the Derry Area School District, or a profitable organization offering to present a program instructive, entertaining, or beneficial to the participants.
4. RECREATION SUPERVISOR – An authorized Derry Area School District Representative to oversee school facilities during an event or program. An authorized Recreation Supervisor consists of any Full-Time employee to include: Administrators, Teachers, Custodians, or Athletic Coaches. In addition, the Board of Education can approve a Recreation Supervisor at their discretion (see “Application for Recreation Supervisor”). A Recreation Supervisor represents the District and could be responsible for opening, closing, and inspecting the facility at the start and end of the program.

e. FACILITY USE FORM

1. All requests for the use of facilities must be made on forms provided for this purpose and submitted to the Athletic Director/Coordinator of Community Recreation Programs, four (4) weeks prior to scheduled event.
2. Facility Use forms can be obtained from any building in the district.

3. The Facility Use form is part of this policy letter.
4. Each form shall be signed by an authorized representative of the organization making the request, in addition to the recreation supervisor to be on hand during activity.
5. Facility Use forms shall be coordinated with the Athletic Director/Coordinator of Community Recreation Programs, who will coordinate the request with the appropriate personnel.
6. Applications that are denied will be returned to the requesting organization with an explanation for the denial.
7. Facility Use forms shall be completed fully upon submittal to avoid changes after approval.
8. Requests may be postponed or canceled, but must be received by the Athletic Director/Coordinator of Community Recreation Programs at least two (2) days prior to the scheduled event, except in emergencies. Applicants failing to comply with this regulation will be required to pay 50 percent of their fee in order to cover the incurred operating costs.
9. Copies of the approved Facility Use form shall be forwarded to the applicant and all signed persons on the form.

f. APPLICATION FOR RECREATION SUPERVISOR

1. Individuals can request approval to be a Recreation Supervisor through the athletic office.
2. The District and Board of Education reserve the right to appoint a Recreation Supervisor at their discretion pending the following guidelines are met:
 - i. The applicant submits all necessary clearances and paperwork to the school district prior to appointment.
 - ii. The applicant attends a Recreation Supervisor Training Session with the Athletic Director/Coordinator of Community Rec Programs prior to Board approval.
 - iii. The applicant signs the appropriate forms, understanding and appreciating the level of accountability synonymous with the position.
3. Recreation Supervisors will be approved on a season by season basis as noted below. No exceptions or additional approvals will be made.
 - i. Fall Season
 1. Deadline for application – July 15th
 2. Approval during August Board of Education meeting
 - ii. Winter Season
 1. Deadline for application – October 15th
 2. Approval during November Board of Education meeting
 - iii. Spring Season
 1. Deadline for application – February 15th
 2. Approval during March Board of Education meeting
 - iv. Summer Season
 1. Deadline for application – May 15th
 2. Approval during June Board of Education meeting
4. Prior to recommendation/approval by the Board of Education, all guidelines set forth in this policy must be completed.

g. FEE SCHEDULE

- a) The Fee Schedule for any organization will consist of four categories: (1) Security Deposit, (2) Supervisor Charge, (3) Rental Fee, and (4) Personnel Service Charges.
- b) All fees with the exception of the Security Deposit (due upon approval) are due and payable within two weeks (14 days) after the billing date. Checks should be mailed to the Derry Area School District, Attention: Athletic Director/Coordinator of Community Recreation Programs, 982 N. Chestnut Street Ext., Derry, PA 15627

1. SECURITY DEPOSIT

- a) A security deposit of \$250 shall be required at the time the application is approved. The security deposit must be submitted to the Athletic Office and will be fully refunded to the organization at the completion of the event, program, or activity so long as:
 - i. Facilities have not been damaged or left out of order
 - ii. All facilities have been cleaned within a reasonable manner
 - iii. All equipment, to include keys, have been returned in working order
- b) All organizations will be charged a Security Deposit with the exception of School Related Groups.

*In the event that damage occurs and the security deposit is not refunded, additional fees may be incurred to cover the cost of repair. The Derry School District will pursue such fees and the organization will be excluded from usage until such fees are paid.

- c) A security deposit of \$300 per facility/gym shall be required for any and all tournament events.

2. SUPERVISOR CHARGE

- a) As outlined in section II, all organizations must have a Recreation Supervisor on site at all times during an event, activity, or program. In the event that a District Custodian serves as the Recreation Supervisor during non-custodial hours, the organization will be billed the equivalent of the custodial hourly rate times the amount of time they served as Recreation Supervisor.
- b) If an organization locates an approved candidate who is willing to donate their time and commit to the position and responsibilities therein of Recreation Supervisor, then no fee shall be enforced (See Section "f"). Please note that all proper paperwork and signatures will still be required regardless of the Recreation Supervisor.

3. RENTAL FEE

- a) Upon approval each organization will be required to pay a rental fee to the District to assist in maintaining such requested facilities.
- b) Please review the following schedule that outlines the Rental Fee for each specific facility (Each rental fee is per session):

<u>Facility</u>	<u>School Related</u>	<u>Civic/Community Groups</u>		<u>Private/Profitable Groups</u>	
		\$/four hour minimum	\$/additional hour	\$/four hour minimum	\$/additional hour
Auditorium	No Rental Fee	\$60	\$15	\$200	\$50
Classroom (All Schools)		N/A	\$10	N/A	\$10
Large Group Instruction (All Schools)		\$30	\$10	\$100	\$40
Audion		\$30	\$10	\$100	\$40
Cafeteria (Excluding GV)		\$25	\$10	\$75	\$30
Gymnasium – High School		\$25 (two hours)	\$10	\$100 (two hours)	\$50
Gymnasium – Middle School		\$25 (two hours)	\$10	\$100 (two hours)	\$50
Gymnasium – Auxiliary		\$20 (two hours)	\$10	\$100 (two hours)	\$50
Gymnasium – Grandview		\$20 (two hours)	\$10	\$100 (two hours)	\$50
Stadium – Without Lights		\$50	\$25	\$250	\$50
Stadium – With Lights		Additional \$250		Additional \$250	
Baseball Field		Maintenance Fee Possible		\$60	\$15
Softball Field				\$60	\$15
Tennis Courts		No Rental Fee		\$60	\$15
Volleyball Courts				\$60	\$15
Soccer Field		Maintenance Fee Possible		\$75	\$25
Practice/Band Fields				\$75	\$25
Amphitheatre		\$50	\$10	\$200	\$50
One Room School		No Rental Fee		N/A	

- All fees above do not include the cost of equipment. Supplemental fees for services and equipment shall be set by the Athletic Director/Coordinator of Community Recreation Programs as needed.
- For Private/Profitable Groups a certain percentage of the gate revenue could be an added fee.
- Only Maintenance Fees apply for the use of outdoor fields (with the exception of the stadium) as the use of the fields by the general public during non-district usage times is difficult to monitor. However, the District reserves the right to refuse anyone the right to use a facility or impose a maintenance fee charge if necessary.
- Youth Recreation Groups (falling under the definition of Civic/Community Group) are exempt from the above rental fee with the exception of Stadium Lighting. However, a \$5 fee per participant per season will be issued. The exemption only applies to the Rental Fee portion of the Fee Schedule. All other requirements set forth in the Use of Facilities Policy must be adhered to. The District reserves the right to revoke this exemption if it feels necessary.
- For use of the swimming pool, all inquiries must be made through the Athletic Office.

4. PERSONNEL SERVICE CHARGES

- a) Desired services must be specifically requested on the application form.
- b) The District reserves the right to require the authorized school personnel are employed to operate District equipment (sound and lighting system, timing devices, and scoreboards) at the expense of the requesting organization.
- c) The District reserves the rights to determine what additional school services or employees are required, to include security, and the total cost, therefore, shall be paid by the applicant.

*In addition, should there be any fees, costs, or expenses not foreseen or billed at the time the application was signed, the applicant shall pay the same within the billing period.

h. SPECIFIC PROCEDURES

1. GYMNASIUMS The Athletic Director/Coordinator of Community Recreation Programs will pick all dates, times, and facility locations for school use. The Permit does not include use of school equipment other than that which is specified on the application.
2. AUDITORIUMS Use of the Auditorium includes the use of general lighting, a podium, a public address system, and any basic equipment or services that may be provided by the custodian. Theatrical or other programs requiring special theatrical effects will require a stage crew which may be arranged, for a fee, through the District. Organizations may use their own stage crews only under the supervision of a District employee.
3. CAFETERIAS If cafeterias are to be used the Food Service Director will be informed and reserves the right to require an employee to be present during usage, with all fees to be paid by the organization.
4. POOL The Athletic Director/Coordinator of Community Recreation Programs will pick all dates, times, and facility locations for school use. The Permit does not include use of school equipment other than that which is specified on the application..
5. FIELDS The Athletic Director/Coordinator of Community Recreation Programs will pick all dates, times, and facility locations for school use. The Permit does not include use of school equipment other than that which is specified on the application. Requests for field use must be made through the District's Athletic Office.
6. STADIUM Applications should be sent to the Athletic Director/Coordinator of Community Recreation Programs. The Athletic Director/Coordinator of Community Recreation Programs will pick all dates, times, and facility locations for school use. The Permit does not include use of school equipment other than that which is specified on the application. Requests for field use must be made through the District's Athletic Office.
7. AMPHITHEATER Applications should be sent to the Athletic Director/Coordinator of Community Recreation Programs who will consult with the President of The Derry Area School District Foundation. The applicant will be notified of the need for liability insurance and possible charges. Theatrical or other programs requiring special theatrical effects will require a stage crew, which may be arranged for a fee through the District. Organizations may use their own stage crew, only under the supervision of a school district employee.

III. RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES

- a. Any organization or group using the approved school facilities is responsible for admittance and the conduct of both participants and spectators and shall make adequate provisions to handle anticipated crowds, etc.
- b. Any organization or group using the approved designated school facilities shall designate one member of the group for being in charge and responsible for supervision of the activity in the facility use. This person shall, in turn, be responsible to the Recreation Supervisor/District Representative.
- c. The organization requesting the use of school facilities shall have control of those who may be admitted to the activity, except that school board members, school officials, and designated employees shall not be refused admission for administrative, supervisory, or custodial purposes.
- d. All permits issued shall be for specific facilities and for specific hours. It shall be the responsibility of the organization and the person in charge of the group using the facilities to have complete control over all persons involved, see that they are restricted to the portion of the building requested for the activity, and that the remainder of the building is not entered or vandalized.
- e. The use of any facility is automatically canceled when the facilities have been closed by school authorities because of inclement weather, local, state, or national disaster or emergencies such as fire, flood, storm, or mechanical failure, etc. Closings will not affect the \$5 fee for Youth Recreation Programs.
- f. Organizations or groups shall be responsible for any damage to the buildings and grounds and shall leave them in the condition they found them. Damage to the school and theft of school property are to be paid by the organization who requested the facility.
- g. Organizations using the school facilities must comply with state laws, local ordinances, rules of the police and fire departments regarding public assemblies. Adequate police protection must be arranged for by the approved organization or group for all public assemblies.
- h. The Recreation Supervisor will be approved or assigned by the School District and duties shall be primarily to see that the building is properly opened, lighted, heated, ventilated, cleaned, and closed. They are not permitted to deviate from the approved procedures and are expected to report variances and enforce regulations. A Recreation Supervisor shall be on duty whenever School District property is in use.
- i. Prior to leaving, the areas used will be inspected for damage by the Recreation Supervisor.
- j. Permits, once issued, may not be sublet or transferred to any other person, company, or organization.
- k. Misuse of school facilities shall result in the termination of the agreement with no refund and a charge for any damage or misuse.
- l. Outdoor facilities can be reserved for a period no longer than the normal season of the proposed activity. No equipment other than that required for conducting the sport can be moved on fields without special permission. Cars or trucks shall not be run over sodded portion of the outdoor areas or all-weather track.
- m. Only authorized personnel will be permitted in stadium press box or on all-weather track.
- n. Outdoor school facilities shall be closed and off limits after dark except for those areas lighted for nighttime use.
- o. Baseball and softball fields may be used only for those sports and not for sports which require any change in the length or placement of bases, pitcher's mound, etc. The field must and shall be maintained in satisfactory condition. This includes leveling, dragging, and lining if required. The cost of these services shall be paid by the approved user group.

- p. The operation of lights, stage scenery, scoreboards, projectors, public address system, and other school equipment shall be under the direction of an employee of the School District. The wages of the person operating this equipment and the necessary students required for “stage hands” shall be paid by the organization renting the property from the School District.
- q. Equipment belonging to the Derry Area School District may not be used unless specifically requested on the application and approved. Additional charges may be assessed for the use of specific School District Equipment.
- r. Volunteer workers may be used in connection with this application if approved by the Athletic Director/Coordinator of Community Recreation Programs. Approved volunteers who are compensated by the organization are not covered under the School District insurance or benefits.
- s. Any and all decorations to be used must be fireproof and subject to the approval of school officials. No decorations in the auditorium foyers and lobbies shall be fastened to any walls, ceilings, and or floors. No decorations shall be fastened to the floors, walls, and ceilings with nails, screws, or any other fasteners that will damage the finish of the floors, walls, or ceilings. Any and all decorations, furnishings, and equipment shall be installed and removed by the sponsoring group under the direction and supervision of the Recreation Supervisor, and all removal shall be completed immediately upon termination of the activity.
- t. Profane, obscene, and indecent language is prohibited at all times.
- u. No smoking will be permitted in the building. Persons or organizations shall assume responsibility for making appropriate announcements to all persons in attendance pertaining to these regulations.
- v. No intoxicants or drugs of any kind shall be permitted on any school premise at any time.
- w. Gambling or other games of chance are prohibited unless approved by the District.
- x. All refreshments or food must be served within the cafeteria or at the concession stand.
- y. Food and beverages are not permitted in the auditorium, gymnasiums, swimming pool, or classrooms,
- z. Footwear and appropriate dress shall be worn inside the buildings. Sneakers or gym shoes shall be worn at all times when using the gymnasiums for athletic purposes.
- aa. District-owned equipment may not be taken from school premises by school or non-school personnel except for school business.
- bb. No chairs and/or other obstructions may be placed in aisles, entrance, or exit areas.
- cc. The use of school property is contingent upon the good behavior of the user. If any pertinent rules or regulations are broken or property is damaged through carelessness or neglect, the user will be held fully liable and future applications for use may be rejected.
- dd. The Derry Area School District may require security services and, if required, the cost shall be paid by the organization using the school facility to the School District. Coordination of the security should be set up with the Athletic Director/Coordinator of Community Recreation Programs.
- ee. Parents or guardians of participants and their children are permitted during practices or rehearsals. All children under twelve (12) years old must be under adult supervision, or the organization using the facility must provide adequate supervision for those children.
- ff. Adult recreation groups are to have a single sponsor who shall be responsible for any damages to the facility during their stay. No children shall accompany the members of the adult recreation group during

their scheduled time in the school facility. No children shall be permitted to enter the building to watch the adult recreation program.

- gg. District authorities may, in their discretion, take such action as may be necessary to preserve order and to protect school property. The taking of such action shall not in any way relieve the applicant of his or her responsibilities in that regard.
- hh. No payments shall be made directly to school employees for their services.
- ii. The Lessee shall provide a Certificate of Insurance to the School District at the time of signing the applications. The minimum insurance limits provided shall be \$1,000,000 for Bodily Injury Liability and property Damage Liability for each occurrence with a \$2,000,000 limited general aggregate.
- jj. The Lessee shall be required to execute and deliver to the District an agreement to be solely liable for any damages, accidents, or injuries which may occur to person or property arising out of the use of the District, its agents, and employees against any and all loss, damage, cost, and expense which the District may hereafter suffer, incur, or be put to, or pay by reason of any accident, injury, or claim ascertained against the District arising from the Lessee's operations or activities.
- kk. All personal accidents, regardless of the severity, must be reported to the Athletic Director/Coordinator of Community Recreation Programs.