

WILLIAMSPORT AREA
SCHOOL DISTRICT

Administrative Guidelines

SECTION: PROPERTY

TITLE: USE OF SCHOOL DISTRICT
FACILITIES

ADOPTED: December 1, 2009

REVISED: June 2, 2015

707. USE OF SCHOOL FACILITIES

REQUESTS

1. All requests for the use of facilities must be submitted in writing to the Building Principal at least thirty (30) days prior to the date being requested. Exceptions to the thirty (30) day rule may be approved by the Superintendent or designee. A dated signature by an authorized representative of the user thereto shall be construed as an agreement by the user to abide by the stated conditions and all the rules and regulations. Requests will then be forwarded to the Business Office for processing.
2. The written request must include the name, address, email address, and telephone number of the individual or organization requesting the use of the facility. It must also include a description of the proposed activity, the date(s) and times of the requested use and the specific facility being requested. The request should contain any special considerations, any school equipment required, and the name and telephone number of the contact person for the activity.
3. The use of school facilities for activities that are part of the educational program and district operations shall be given priority for scheduling.
4. Requests that meet Board Policy will be administratively approved or submitted for Board action as appropriate. Requests that fail to meet Board Policy will be denied.

INSURANCE

1. The School District's insurance policies cover the actions of individuals who are employed by the District and certain school-related organizations only while acting on behalf of the District.
2. Approved organizations or individuals using school facilities assume responsibility for any injuries or liabilities resulting from use of the school facilities and for damages to or loss of school property in connection with such use, even if there is no charge for the use thereof. All areas of the buildings and grounds being used are included in this responsibility.
3. Insurance for participants shall be the responsibility of the sponsoring organization.

4. A Certificate of Insurance in which the Williamsport Area School District is included as an additional insured must be provided at least ten (10) days prior to the requested use. The term of the insurance must cover the entire period of use as indicated by the date and times covered in the application, including rehearsals. If use is limited to one day, the policy may be limited to the specific date and hours of use. The current minimum coverage is \$1,000,000 combined single limits for both bodily injury and property damage.

RULES & REGULATIONS

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 facilities use should conflict with school programs develop. Notification will be given in advance of a cancellation.
2. A custodian must be present in the building when it is being used by a group or individual when access to the building is required. Custodial and/or maintenance personnel must be present at the High School Stadium or Balls Mills Complex when it is being used by a group or individual. Costs are the responsibility of the user.
3. A Red Cross certified lifeguard is required to be present during all activities conducted at the pool.
4. The District will assign custodial, maintenance, lights/sound and security personnel. Type and number of employees assigned for the activity will be determined by the Supervisor of Maintenance and Facility Operations.
5. The requesting organization shall be responsible for the conduct/actions of all persons present in the building or entering any school facility in connection with the scheduled use, including the control of pedestrian and vehicular traffic and parking so as to insure order, safety and restriction of persons or vehicles to those facilities specifically authorized for use.
6. Organizations and individuals using school facilities shall not sublet the facility or operate or permit concessions to be operated except as approved.
7. A District approved food service employee must be present when a kitchen, food preparation or food serving facility is used. Costs are the responsibility of the user.
8. The room or facilities used must be returned to the original condition of cleanliness and order at the conclusion of the activity by the custodial staff. Costs are the responsibility of the user.
9. There shall be no interference in normal school operations. User's equipment must be on hand no longer than necessary and the area(s) used must be restored to their normal conditions as quickly as possible. No equipment is to be stored in the buildings on a regular basis between activities.

10. Sponsoring organizations shall provide sufficient competent adult supervision whenever use involves activities by minors. Amount and type of supervision shall be specified when use is requested.
11. Only authorized school personnel shall operate District –owned equipment with the exception of classroom type audio-visual equipment, as approved by the Director of Buildings and Grounds.
12. Organizations using auditoriums and gymnasiums, High School Stadium, Balls Mills Complex or any other facility are not permitted, at any time, to change the operation of electrical, electronic, and fire alarm circuits in that facility.
13. Keys to District facilities shall be used only by authorized District employees.
14. No smoking shall be permitted on school district property.
15. The possession or use of controlled substances (alcohol or drugs) shall be prohibited on school property.
16. No gambling shall be permitted on school grounds except as regulated by Pennsylvania law and Policy 707.
17. Food and drink will not be permitted in the auditorium, natatorium, gymnasiums or classrooms at any time. Only clear plastic bottles of water will be permitted in these areas.
18. No refreshments shall be sold or served in the facilities without prior approval by the Building Principal.
19. Groups are restricted to the room(s) or area(s) specifically requested.
20. Sneaker or gym shoes must be worn while playing or coaching in all gymnasiums.
21. Use of metal tap shoes is prohibited on all stage and gymnasium floors.
22. Parking is restricted to paved areas. No parking is permitted in the main entrance loop at the High School or on Millionaire Drive. No parking is allowed on sidewalks.
23. Agreed upon entry and vacating time shall be observed.
24. All activities must terminate by 11:30 p.m.
25. No agreement for the long term use of facilities shall extend beyond the school fiscal year. These uses must be requested in writing and approved annually.

26. If decorations or scenery are to be used:
 - No nails or tacks shall be driven into the floor, walls or woodwork.
 - No pins or adhesives are to be used on curtains.
 - No fog machines may be used.
 - Decorations or scenery shall in no way damage school.
 - Decorations or scenery must be removed prior to the next school session.
 - No glitter or powder may be used in auditorium or on stage.
27. The turf on athletic fields is utilized by numerous teams. Extended use by non-school functions must therefore be carefully controlled. The Supervisor of Maintenance and Facility Operations may postpone practice sessions or an event until the condition of the field(s) is such that the field(s) will not be damaged beyond normal maintenance. See Appendix A for rules for the High School Stadium and Appendix B for rules for the Balls Mills Complex.
28. The user, in addition to other rules and regulations, shall comply with all the rules and regulations regarding the use of the facilities which are specific to that facility.
29. The user must comply with all special conditions or requirements of the School District. These conditions will depend upon the facility, the nature of the request, Board policies, laws and regulations, and circumstances at the time permission is granted. These conditions will be made known to the user prior to the signing of the agreement.
30. Non-compliance with or violation of these regulations and procedures by any group or individual(s) representing such group shall be considered severance of agreement and shall amount to forfeiture of future rights under this policy.
31. The District reserves the right to add, delete or modify regulations as it deems necessary in the best interest of the School District.

FEE SCHEDULE

The Board shall adopt a schedule of fees for the use of school facilities based on the following factors:

1. The use of school facilities for activities that are part of the regular educational program and District operations shall be without cost to the users. All other organizations or persons granted use of school facilities shall assume the scheduled fee. Other charges are in addition to the rental fee, such as custodial and maintenance fees, light and sound technicians, security staff fees, food service staff fees, consumable supplies, damages to the facilities and other such costs.

2. The fee schedule represents a basic rental charge which helps to offset the cost of heat, light and depreciation of school equipment.
3. A minimum rental fee of four (4) hours will be charged for each use as listed on the fee schedule. Charges for use beyond the first four (4) hours will be calculated in one (1) hour increments.
4. Fees and charges shall be made for the entire time that the facility is in use and District personnel are on duty, including preliminary preparation and cleanup period.
5. A special program rate is available under certain circumstances.
6. Requests for use of fixed concession facilities and concessions at other district venues will be approved by the Building Principal.
7. Whenever use of a facility is granted without charge, the organization or individual shall be responsible for costs of labor required for District personnel.
8. School District classified personnel may not donate their services for any use of school facilities, except when participating as a member of a parent organization or Booster Club.
9. If it becomes necessary for the organization to cancel the request for rental, the Business Administrator/Board Secretary must be notified at least twenty-four (24) hours before the scheduled time rental was to begin or by the close of business on the last business day prior to the date of rental, whichever is the longer period of time. Failure to give such notice will result in the organization being charged the full amount of the fee as noted in the agreement. Exception: Emergency cancellations due to inclement weather will not result in charges to the organization above and beyond any preparation costs already incurred.
10. Rental fees will be reviewed periodically and adjusted to realistically reflect costs of operation.
11. The District will invoice the organization or individual for rental fees, labor and other costs incurred by the District that were required to support the activity or event.