

CHARTIERS-HOUSTON SCHOOL DISTRICT

Policy No. 714

Section:PROPERTY

POLICY GUIDE

Title: USE OF FACILITIES AND
GROUNDS

Adopted: 8/21/00

Revision Adopted:

POLICY NO. 714 USE OF FACILITIES AND GROUNDS

1. PURPOSE

The Chartiers-Houston School District upon request and subject to the following conditions, procedures and fees, encourages the general public to use school buildings or portions thereof, and any of the grounds and other property under its control, when such facilities are not in use for school purposes.

2. AUTHOR- ITY

The Chartiers-Houston School District Board of School Directors has granted permission to the superintendent to authorize the use of school facilities and school equipment in accordance with board policy and in the following order of priority.

1. School district activities
2. School district support activities
3. Chartiers Township and Houston Borough community activities
4. Private interest groups from within the community
5. Private for profit groups or businesses operated by residents or from within the community.

The use of school facilities will not be granted for partisan political activities, private social functions, or any purpose prohibited by law. Nothing in this section is intended to prohibit nonpartisan political functions and activities of religious organizations; nor is it intended to violate the Equal Access Act. Sunday use of building facilities will be discouraged.

The building principal will approve and schedule all school district and school district support activity requests.

The superintendent, after consulting with the building principal and other appropriate staff persons such as the supervisor of buildings and grounds, athletic director, etc., will approve community related and private interest requests for use of the facilities. All such permission shall be reported to the board each month.

Requests for use of facilities from outside the community will be reviewed by the board on the basis of potential benefit to the school or Chartiers-Houston community.

Use of Facilities in Emergency

The Chartiers-Houston School District recognizes the importance of availability of facilities in time of emergency. In order to be of public service and to be able to react quickly in times of emergency the board has granted the superintendent the authority to declare an emergency for the purposes of this policy and has granted him/her the authority to use buildings and facilities to the best advantage during emergencies regarding mass care or other emergency services to the community.

3. DELEGA- TION OF RESPON- SIBILITY

The superintendent shall develop procedures for granting permission to use school facilities and shall promulgate rules and regulations for such use which shall include but not be limited to:

1. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by district rules.
2. The board shall be held harmless by the user for any liability that arises from the use of school facilities or equipment.

3. Users shall be financially liable for damages to the facilities.
4. All activities must terminate by 11:00 p.m. except where the superintendent recommends and the board approves an extension.
5. No school equipment may be used without prior written approval. Approval for use of school equipment will be granted pursuant to the rules and regulations set forth by the superintendent.
6. Approval for use of the auditorium will only be granted if an approved school operator(s) is hired.
7. No school supplies may be used by the applicant.
8. Authorized school personnel must be present in the building at all times when the facilities are being used.
9. Police protection shall be present at all times when more than one hundred (100) persons are to be present or if the event is to be used for fund raising.
10. All desks, chairs and tables shall be returned to their position found at the outset of the meeting.
11. For every 30 minors to be present at an event, there shall be at least one responsible adult present to chaperone and supervise the event.

Fees

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

1. The use of school facilities for school district and approved school district support activities shall be without cost to the user.
2. The use of school facilities by community groups shall be without cost except for police, extra custodial and equipment operator costs.

3. The use of school facilities by private interest groups or for community fund raising activities will be at cost as per the schedule of fees and payable in advance.
4. Fees for use of facilities by non-community groups will be determined at the time of board approval.
5. A \$500.00 security deposit is required of all groups. Payment to be held in escrow to be returned within five (5) days after conclusion of scheduled event.

CHARTIERS-HOUSTON SCHOOL DISTRICT

2080 West Pike Street, Houston PA 15342

Superintendent's Regulation

Regulations Governing Use of School Facilities and Grounds

In accordance with school district Policy #714. Use of School Facilities and Grounds, the following regulations are established as a guide for Chartiers Township/Houston Borough community activities and for private interest groups from within the Chartiers-Houston community.

Use of school facilities by the community is encouraged. If there is a question or help is needed in applying for use of the facilities, the applicant may call the district office (724) 746-1400. District office persons will either respond to the question or refer the applicant to the district person who can help.

It is noted that requests for use of these facilities from outside the Chartiers-Houston community will require school board approval. Approval of these requests will be based on a stated potential benefit to the school or community.

Applicants for the use of facilities, equipment or grounds shall agree to abide by all conditions and procedures set forth in both Policy #714 and these regulations.

Priorities

1. The first priority for usage of any school facilities will be given to school related organizations.
2. Availability to non-school organizations will be determined after school related needs are met.
3. School facilities are available only to organizations. No individual will be permitted to use school facilities for private purposes.
4. All permits are subject to cancellation or postponement at any time upon determination by the school district that facilities are needed for school use.

Building Equipment & Technical Operation

1. Only district authorized personnel may operate light panels, projectors, public address equipment, stage apparatus and other technical equipment. All technical needs must be identified on the application for use of facility.
2. Custodians are not permitted to furnish technical equipment needs not identified on the building usage permit.

Restrictions

1. Smoking and/or alcoholic beverages are NOT permitted in any part of the school building, athletic field and property of the School District.
2. Participants are not permitted to use rooms or parts of buildings not included on the permit.
3. Refreshments are limited to dining areas unless otherwise specifically authorized on the permit.
4. Requests for Sunday use by any group shall require board approval.

Liability

1. The school district requires a certificate of liability insurance from proprietary groups using the facilities. The amount will be set by the district after a review of the application.
2. The group or organization obtaining a permit is liable to the school district for property damage resulting from use of the building, property or equipment and shall financially reimburse the district if such damage should occur.
3. The group or organization obtaining a permit hereby waives any claims against the school district and its agents for damages or injuries occurring to property of the applicant groups while on school premises.
4. The school district and its agents shall not be liable for injuries sustained by any person. The applicant group or person hereby agrees to indemnify, save harmless and defend the Chartiers-Houston School District and its directors, employees, agents or assigns, from and against any and all claims, demands and suits of whatsoever nature on account of property damage or personal injury sustained or suffered by the school district or others, or death of any person or persons, arising or growing out of or in connection with the use of school facilities granted pursuant to this application.

Supervision

1. When the applicant group includes students, there shall be at least one chaperone per 30 students.
2. Building custodians are not permitted to admit minors until adult supervisors are present.

Building Admission

Building custodians are not permitted to admit anyone to any building unless notice of their permit appears in the custodial weekly calendar or they are instructed to do so by a direct supervisor.

Custodian Requirements

No activity may be held in any building unless a custodian is on the premises. The district reserves the right to determine the extent of custodial and security needs.

Security

1. The applicant is responsible for the preservation of order.
2. It is the responsibility of the applicant to arrange for police or security guard if the district determines that either is necessary.

Fees

1. No organization is to pay any district employee directly.
2. Fees are payable to Chartiers-Houston School District prior to the issuance of the permit. Additional charges, if any, are due upon receipt of a district invoice.

The Chartiers-Houston School District reserves the right to reject or modify any or all applications, or to waive certain charges when the district determines that such waivers are justifiable. All applications must be submitted at least FOUR weeks prior to date requested.

Fee Schedule

Policy 714. Use of Facilities and Grounds established the following use categories:

1. The use of school facilities for school district and approved school district support activities shall be without cost to the user.
2. The use of school facilities by community groups shall be without cost except for police, extra custodial and equipment operator costs.

3. The use of school facilities by private interest groups or for community fund raising activities will be as per the schedule of fees and payable in advance plus required personnel charges.
4. Fees for use of facilities by non-community groups will be determined at the time of board approval.

Category 1 No charges

Category 2 Personnel costs shall be the actual wage and benefit cost as determined by the business manager. Wages and benefits are as per law and collective bargaining agreements.

Category 3 On days school is in session and custodian services regularly scheduled the charges will be a flat fee plus special personnel costs.

Secondary School

Auditorium	\$500 per day
SH gym & locker room	\$500 per day
JH gym & locker room	\$500 per day
Either gym without locker room	\$250 per day
Cafeteria	\$250 per day
Cafeteria & Kitchen	\$500 per day
Community Room	\$250 per day
Classroom	\$100 per day
Practical arts room	\$500 per day
Athletic Field	\$300 per day
Football Field	\$500 per day
Track	\$300 per day

Allison Park Elementary

Gym/Multipurpose room	\$500
W/Locker/shower rooms	
Cafeteria	\$250
Classroom	\$100
Computer Room	\$250
Athletic Field	\$300
Play Area	\$300

Procedure for Applying for Use of School District
Facilities and Grounds

1. Applications for use of school district are available in any school office.
2. All questions are to be answered. If the question does not apply, please write "none" or "not applicable."
3. If the applicant has a unique need or request not covered by the application, a letter of explanation should be attached.
4. Return the application to principal of the building.
5. The principal shall review the application, note the need for technical personnel, if any, set any special conditions or requirements.

The principal will forward the application to the business manager who will determine the fees. The application will be given to the superintendent for approval.

6. If approved, the business office will forward a permit to the applicant. Colored copies will be forwarded to the building principal, supervisor of buildings and grounds, and athletic director (if applicable).
7. The supervisor of buildings and grounds shall provide a copy of the permit to the custodians in whose area the event will occur. The event shall be posted on the custodial calendar.
8. If the request is in conflict with a school activity or other previously scheduled school support activity, the principal will so state. He will first inform the superintendent and then the applicant.
9. For information about the availability of any athletic facility, please call Athletic Director, at (724) 745-3350.

Chartiers-Houston School District

2020 West Pike Street, Houston, PA 15342

Facilities Use Application

**Application will be returned if all requested information is not provided.
Please forward application to appropriate Building Principal.**

Name of Applicant/Organization Date

Name of Contract Person Telephone #

Street Address City State Zip Code

Name of Supervisor, if different from Contact Person

Building and Room or Area Requested

Date(s) Requested From: _____ To: _____
(include setup and cleanup time)

Type of Program: _____

Purpose of Program: _____

Admission to be charged: \$ _____ adult \$ _____ student/child None _____

Anticipated attendance _____

Number of adult chaperones (if school age group) _____
(District requires one adult chaperone for every 30 school age participants)

Equipment requested (please check):

- | | | | |
|--|--|--|--|
| <u>Athletic</u>
<input type="checkbox"/> Basketball
<input type="checkbox"/> Volleyball/Net
<input type="checkbox"/> Showers (boys)
<input type="checkbox"/> Showers (girls) | <u>Audio Visual</u>
<input type="checkbox"/> Slide Projector
<input type="checkbox"/> Screen
<input type="checkbox"/> Film projector
<input type="checkbox"/> P.A. System
<input type="checkbox"/> VCR
<input type="checkbox"/> Microphone | <u>Stage Equipment</u>
of chairs _____
<input type="checkbox"/> Piano
<input type="checkbox"/> Risers
<input type="checkbox"/> Lectern
<input type="checkbox"/> Lighting
<input type="checkbox"/> Projection Booth
<input type="checkbox"/> Dressing Room | <u>General</u>
Tables: Long _____
Round _____
Desks _____ |
|--|--|--|--|

Other: _____

Signature and Title of person making request

Terms and Conditions:

The use of school facilities is subject to all terms and conditions contained in the attached Regulations Governing Use of School Facilities. Execution of this application and acceptance of the PERMIT indicates the undersigned party hereby agrees to be bound by and comply with said terms and conditions. Fees, if any, are to be made payable to the Chartiers-Houston School District, payable in advance. Subsequent fees are due upon receipt of an invoice.

If the facility is used for athletic purposes, it is the philosophy of the Chartiers-Houston School District that "Athletics should foster clean sports. It is the privilege and duty of every person connected with Athletics to exemplify these principles in his own action and earnestly advocate them before others." Failure to exemplify good sportsmanship may result in the voiding of the Facilities Usage Permit.

Chartiers-Houston School District
2080 West Pike Street, Houston PA 15342

FACILITIES USE PERMIT

The Chartiers-Houston School District hereby grants permission to

Name of Organization

Officer of Organization

Street Address

City, State, Zip

to use the following facilities:

High School _____

Allison Park Elementary _____

on _____ between the hours of _____ and _____

for the purpose of _____

Special conditions/agreements are _____

Superintendent

Date

cc:	white	-	applicant
	yellow	-	district office
	green	-	supervisor of buildings & grounds
	blue	-	building principal
	pink	-	athletic director (if applicable)