

COMMUNITY USE OF DISTRICT FACILITIES GUIDELINES (Rev. 11/5/2013)

LINE MOUNTAIN SCHOOL DISTRICT
185 Line Mountain Road
Herndon, PA 17830

POLICY STATEMENT # 707

It shall be the policy of the Line Mountain School District Board of School Directors to encourage community use of school facilities when such use is in the public interest, does not conflict with school activities. The proposed activity may not be one that by nature could damage the facilities or be inherently high risk to participants.

The school district encourages the use of facilities by a variety of groups. However, the district discourages groups from reserving facilities and then not using them. This practice restricts other potential users from gaining access. Therefore, the school district will charge \$25 for each occurrence that a facility is reserved but not used. If the total charge for one school year reaches \$100, the group will be removed from the approved users list (if they are on that list) and may jeopardize future use of facilities. Cancellations will be accepted by calling the Business Office up to seven days prior to the event. Cancellations may also be accepted on an emergency basis with prior approval at the Business Office. Cancellations due to inclement weather will be considered an emergency.

REGULATIONS FOR USE OF DISTRICT FACILITIES

SECTION I

A. Procedure for Requesting Facilities

1. All requests for the use of facilities by **ALL** groups/organizations shall be made through the Principal's Office. Requests shall be submitted on the district application form **at least fourteen (14) days prior to the date the specified facilities are desired.**
2. Requests shall then be forwarded to the Business Office for processing. Final approval with estimated fees will be provided to the organization once eligibility is determined.
3. No reservation will be made until the application and **certificate of insurance (see Section C)** are returned and approved by the Business Manager or designate.
4. Users will be billed after the event in accordance with the schedule of usage fee or rental charges. All checks should be made payable to the Line Mountain School District.
5. Organizations and groups using school facilities must designate one adult member of its group to be in charge of and responsible for the program or activity at the time application for use of the facilities is made. This person shall in turn be responsible to the Principal of the school in which the event is taking place.
6. The Line Mountain School District reserves the right to request an organization to arrange for security protection, activity personnel and/or traffic supervision. Such requests will be at the discretion of Administration and at the expense of the lessee. All personnel shall be those who have been approved by the Line Mountain Board of Education.

B. Restrictions in Use of Facilities

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 use, should conflict with school programs develop. Notification will be given in advance of a cancellation.
2. Smoking, use of tobacco products and/or illegal drugs and alcohol is prohibited on all school property (indoor or outdoor). If this provision is violated, the renting organization will be denied the privilege of any further rental for the remainder of school year.
3. The sale or use of alcoholic beverages is strictly forbidden. If this ruling is violated, the renting organization may be denied the privilege of any further rentals.
4. There will be no eating in the gym, auditorium, or in any room not reserved for that purpose.
5. Only gym shoes or sneakers shall be permitted on gym floors when they are used for sports.
6. Only Line Mountain School District teams may use the Stadium for practice sessions, unless special permission is granted by the High School Principal.
7. Organizations using the auditorium are not permitted, at any time, to change the electrical or electronic circuits in that facility.
8. When stage facilities or audio-visual equipment is used, the organization will provide stagehands or operators to operate the scenery. However, district personnel must be used to operate lights and the soundboard at a rate of

- \$25/hour per employee (2 person limit). If district operators are not available, the facility request will be denied.
9. Putting up decorations or scenery, moving pianos or other furniture is prohibited unless special permission is granted by the building principal.
 10. Scenery or other property will not be stored in any auditorium or school building without special permission from the building principal and Business Office.
 11. The Board of Education assumes no responsibility for properties left on the premises by the applicant.
 12. The Board of Education or its representatives must have free access to all school facilities at all times.
 13. It is a violation of law to carry a weapon on school property. If provision is violated, the renting organization will be denied the privilege of any further rental for remainder of school year.

C. Responsibilities of the User

1. **A "certificate of insurance" with liability coverage to the extent of not less than \$300,000 for injury to any one person and to the extent of not less than \$25,000 for damage to property and naming the Line Mountain School District as an additional insured must accompany applications.**
2. The user of any school facility must assume full responsibility for personal injury to participants and spectators. Please consider this statement our Hold Harmless Clause. By signing the attached Facilities Request Form you are agreeing to the district's Hold Harmless Clause.
3. Any group using the facilities of the Line Mountain School District is required to restore to original conditions any property destroyed or suffering from more than normal wear and tear. The Line Mountain School District shall be the sole judge of destruction of property or excessive wear and tear.

D. Use of Custodial, Cafeteria, Audio-Visual Staff

1. Whenever the service of any off-duty custodian is required, or if one is required to remain after the normal workday, the user will be billed at a minimum of \$30/hour for overtime including additional time for opening and closing the building (one half-hour before the event (set up) and one-half hour after departure of all participants). The actual fee may exceed \$30 an hour if the custodian's contracted pay rate dictates a higher rate.
2. Use of school cafeterias with kitchens for functions requiring catering service will be under the general supervision of the building principal and Food Service Director. A member of the cafeteria staff must be on duty at all times and will be billed at overtime rate.
3. When using stage facilities or audio-visual equipment the user will be billed a rate of \$25/hour (2 person limit) for audio-visual staff.
4. Payment for overtime will be made by the school district. The school district will then bill the organization for reimbursement. **At no time is an organization to pay the employee directly.**

SECTION II

A. Classification of Groups for Rental Purposes

1. Fees for the use of district facilities shall be governed by the classification of the requests listed below:

Category 1:

- (1) The group or organization has been approved by the Superintendent as an "approved school group."
 - (a) The Superintendent shall establish an approved users list of groups or organizations that qualify for the use of school buildings and facilities. In order to qualify, the group must meet the following criteria: be a recognized local group which conducts education, cultural, civic, or recreational functions.
- (2) A minimal rental fee may be required.
- (3) The group using school facilities provides adequate supervision of the activity.
- (4) The facilities used are scheduled for the hours the school is normally open and covered by custodial staff.
- (5) No admission is charged, or collection taken, no materials or merchandise are sold, given away, or exhibited, or any other attempts made to raise money. (This will not apply to school organizations, or PTO functions, approved by the Superintendent.)
- (6) The group using the facility will leave it ready for school use. (The custodian on duty is not required to clean up after any group using district facilities, but only to care for them according to established school policies. Custodians have their regular duties to perform. Users of school facilities must leave the building in the condition in which they found it.)
- (7) The school will not be obligated to provide equipment for use by the group.

Category 2:

- (1) The group or organization has been approved by the Superintendent as an "approved school-related group" or as a non-profit group (i.e. does not collect a fee for private gain).
 - (a) The Superintendent shall establish an approved users list of groups or organizations that qualify for the use of school buildings and facilities. In order to qualify, the group must meet the following criteria: be a recognized local group which conducts education, cultural, civic, or recreational functions.
- (2) A minimal rental fee may be required.
- (3) The group using school facilities provides adequate supervision of the activity.
- (4) The facilities used are scheduled for the hours the school is normally open and covered by custodial staff. Fees may be assessed for hours not regularly covered by employees.
- (5) No admission is charged, or collection taken, no materials or merchandise are sold, given away, or exhibited, or any other attempts made to raise money. (This will not apply to school organizations, or PTO functions, approved by the Superintendent of schools.)
- (6) The group using the facility will leave it ready for school use. (The custodian on duty is not required to clean up after any group using district facilities, but only to care for them according to established school policies. Custodians have their regular duties to perform. Users of district facilities must leave the facility in the condition in which they found it.)
- (7) The school will not be obligated to provide equipment for use by the group.

Category 3:

Private parties, commercial, business and profit-making organizations. A rental fee and payment of personnel fees will be required when any group or individual organization requests use of any facility for private gain. Examples: Weddings, receptions, birthday parties, educational seminars, etc.

B. Priority of Facility Use and Approved Users Criteria

1. Priority for use of district facilities will be as follows:
 - a. Public school purpose
 - b. Public school related organizations
 - c. Non-profit organizations within the district
 - d. Other groups

SECTION III

List of Approved Users Meeting Criteria Under Category 1

- * All student athletic and activity groups as recognized in the Professional Contract (does not include the parent/booster group)
- * In-House Staff working with LM Students only
- Law Enforcement
- Borough/Township/County Officials and/or Planning Commissions/State Representatives
- * School district union representatives
- * Groups being asked to present by the school
- Any organization requested by the district to present programs
- Organization falls under the district's insurance coverage.*

List of Approved Users Meeting Criteria Under Category 2

Line Mountain School District Booster Clubs - School Board Approved
Line Mountain Arts Council
Line Mountain-based Legion, Teener, Little League Baseball/Softball Teams
Line Mountain-based Youth Football
Line Mountain School District PTO/etc. (Parent-Teacher Organization)
Line Mountain-based Scouts, Boy/Girl
Line Mountain-based Youth Basketball
Line Mountain-based Youth Soccer
Line Mountain-based Youth Wrestling
Line Mountain-based Field Hockey Eaglettes and indoor
Line Mountain-based civic groups (i.e. Kiwanis, Rotary, Lions)
Line Mountain-based Relay for Life
Line Mountain-based Historical Societies
Line Mountain-based Senior Citizen Groups
Line Mountain-based Environment and Conservation Groups

SECTION IV

COMMUNITY USE OF SCHOOL FACILITIES FEE SCHEDULE

Building	Facility	Category 1	Category 2	Category 3 <i>Fees based on 2 hour increments. Pro-rated hourly rate will be charged beyond the first 2 hours.</i>
High School/Middle School	Auditorium			50
	Auditorium (AV System) Only trained and approved operators	25 hr/person	25 hr/person	25 hr/person
	Classrooms			40/per use
	Cafeteria			50/per use
	Kitchen (No access to kitchen without employee being present)	Overtime rate	Overtime rate	N/A
	Gymnasium			150/per use
	Custodial Fee			30/hr/person
Stadium/Athletic Fields	Stadium (day use)			250/per use
	Stadium (night use)		100 unless waived	300
	Scoreboard operator		25/hr/person	25/hr/person
	Custodial Fees		30/hr/person	30/hr/person
Elementary School	Auditorium			50/per use
	Cafeteria			35/per use
	Kitchen	Overtime rate	Overtime rate	Overtime rate
	Gymnasium			100/per use
	Custodial Fee			30/per use

- *Category I and II groups will be charged a custodial fee if a custodian is required outside of normal working hours. The custodial rate will be \$30 per hour.*
- *Excess garbage fees will be assessed based on usage.*
- *All Category 3 Rental Requests shall be charged for a minimum of 2 hours, plus an additional ½ hour before and ½ hour after the event for custodial services. The custodial rate will be \$30 per hour per custodian.*
- *The Superintendent has the right to waive all fees if the requested facility use event is deemed to be in the best interest of the School District.*

Additional Services and Equipment:

Auditorium or gym amplified	\$10
Football field amplifier	\$10
Spotlight	\$10
Audiovisual equipment	\$5