

HARRISBURG SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: March 21, 1983

REVISED: November 16, 2009
January 17, 2012
August 12, 2013

<p>1. Purpose SC 775</p> <p>2. Authority</p>	<p style="text-align: center;">707. USE OF SCHOOL FACILITIES</p> <p>The Board recognizes that although the primary purpose of the buildings, facilities, and property of the Harrisburg School District is to provide students with an appropriate learning environment, district facilities may be used by residents of the district, including but not limited to use for lawful religious purposes, on a space available basis outside of normal school hours. District activities shall have priority in the use of facilities and may preempt requests for use by non-district individuals and groups.</p> <p>The district may provide for the use of school facilities upon written request for appropriate use provided that such use is consistent with and will not interfere with the educational programs of the schools and the conditions provided in this policy.</p> <p>Permission for the use of district buildings or facilities does not constitute endorsement by the district of any organization, the beliefs of an organization or group, or the expression by the district of any opinion regarding the organization.</p> <p>The use of any and all facilities shall be at the exclusive discretion of the Harrisburg School Board. The Harrisburg School Board expressly reserves the right to refuse to rent its facilities for any purposes whatsoever and to reject or cancel any application.</p> <p>The Board shall establish a schedule of fees for the use of school facilities.</p> <p>The Board will not consider any waiver requests to this policy.</p>
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<p>3. Guidelines</p>	<p>All requests for the use of any of the school district's facilities must be directed to the Office of the Business Manager. Requests must be made on the district's Use of Facilities Form, which must be signed by an officer or authorized representative of the group or organization making the request. All requests should be received by the Business Office at least thirty (30) days in advance of the intended use. Requests received less than thirty (30) days prior to the intended use may result in the denial of the application. Applications will not be considered received if they are not complete. Incomplete applications will be returned.</p> <p>District facilities may not be used for private or individual gains.</p> <p>A custodian and/or district representative will open and close the building; have charge of heating and ventilation; and monitoring the use of district property. The custodian shall not be expected to assist in any work that is not part of his/her regular duties. A custodian must be present during the entire event.</p> <p>Arrangements for district prepared meals will be made through the Director of Food Service. If a kitchen is needed, a cafeteria employee must be on duty during the event. A fee will be charged for the cafeteria employee's time.</p> <p>Proper adult supervision must be provided at all times that school age people are involved. At any event with over one hundred (100) people present, police protection and traffic direction must be secured and paid for by the renter. The school district reserves the right to supervise any even held on district property.</p> <p>Only district equipment that has been approved in advance of the event may be used and only for its intended purpose. District equipment may not be moved or relocated without express permission from the District and at no time may leave the building. The renter is responsible for all theft, damage, or destruction of school property and upon demand shall reimburse the district for such theft, damage, or destruction at replacement cost.</p> <p>Food or beverages shall be sold, served, and consumed only in the cafeteria or in areas designated by the district. Food or beverages are prohibited in the gymnasiums, auditoriums, and classrooms.</p> <p>Anyone using district facilities is responsible for making sure that they are cleaned and returned to the district in the same condition that they were received.</p> <p><u>Prohibited Use</u></p> <p>Users of school facilities shall comply with district policies which prohibit:</p> <ol style="list-style-type: none">1. The possession or consumption of alcoholic substances2. The use of tobacco products
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3. The use of controlled substances
4. The possession of actual or look-alike weapons including any loaded or unloaded firearm (including pellet guns, BB guns); mace/pepper sprany; an explosive device of any kind; Bowie knife, Dirk knife, lock-blade knife, hunting knife, or any knife; or any other tool or instrument that is not reasonably related to education, including but not limited to chains, brass knuckles, night-sticks, ax handles, razors, etc.
5. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly approved by the School Board
6. Use of firecrackers or any flammable object
7. Any illegal activity.

Classifications

The classification scheme established in this policy will be used in determining fees and other requirements

Class I – District Sponsored Activities

Class I activities are those that are directly sponsored by the district. They include activities such as school programs (open houses, concerts by school organizations, etc.), college fairs, science fairs, interscholastic and intramural athletic events, and approved clubs. As a district sponsored activity, no building, custodial, security, or site manager fees will be charged and an insurance certificate will not be necessary. A list of any non-district individuals acting in a volunteer capacity must e submitted to the building principal prior to the activity taking place.

Class II – District Recognized Groups Acting in Direct Support of the District

Groups in Class II are those that are directly supporting district activities and include alumni organizations, PTAs, and formally recognized booster groups. Building use fees will not be charged to these groups. Custodial, security, and site manager fees will be charged when the activity occurs outside of the normally scheduled work hours. In addition, the district will extend its property and liability insurance coverage to groups designated in Class II. To be considered a Class II organization, booster groups and PTAs must receive formal designation by the Board.

Class III – Community Service Groups

Class III represents non-profit organizations that provide services to the communities within the Harrisburg School District and include Boys and Girls Club of Harrisburg, community recreation organizations, and other non-profit community service groups, **regardless of any religious affiliation**. Class III organizations will be provided use of district facilities without charge, but will be required to pay

custodial, security, and site manager fees when necessary. They will also be required to provide an insurance certificate in the specified amounts naming the district as additional insured.

Class IV – All Other Organizations and Individuals

Class IV represents all other organizations and individuals requesting use of district facilities. These groups will be required to pay facilities use fees and custodial, security, and site manager fees when necessary and to provide an insurance certificate in the specified amounts naming the district as additional insured

District employees requesting use of district facilities in a capacity other than their official district capacity must conform to the same requirements as any other organization or individual as identified in this policy.

Use of Athletic Facilities

Organizations in Class IV will be charged a usage fee for the use of any of the district's athletic fields.

The use of athletic fields is limited to their designated purpose. Altering athletic fields is strictly prohibited. Organizations or individuals using any athletic field will be responsible for the cost of any and all damage.

Responsibilities Of Organizations

1. Organizations using school facilities shall provide adequate personnel to conduct the activity.
2. If the event is a fund raising event the user is responsible for the payment of any applicable taxes or fees.
3. The user shall provide proof of the requisite insurance with the application.
4. If it is determined that the user/applicant meets the requirement for use of a facility, the user shall be required to enter into a lease agreement with the district.

Number and Type of Personnel

The number, classification and hours required to provide adequate and appropriate personnel for an event shall be determined solely by the district and such determinations shall be based on but not limited to the following circumstances:

1. Number of participants.

2. Age of participants.
3. Type of activity.
4. Type of facilities needed.
5. Time of activity.

Availability of Facilities

No use of facilities, which are outdoors after sunset, shall be permitted unless adequate provision has been made for lighting.

All district indoor/outdoor facilities shall be available to all organizations Monday through Thursday, 4:00 p.m. to 9:00 p.m.; Friday, 4:00 p.m. to 10:00 p.m.; Saturday, 8:00 a.m. to 10:00 p.m.; Sunday, 1:00 p.m. to 9:00 p.m.; and non-instructional weekdays, 8:00 a.m. to 9:00 p.m.

Regulations for Use

Facilities may not be filled beyond rated capacity. The total number of participants and spectators must be identified on the application form.

Only those activities specifically identified on the application and approved by the School Board are allowed.

Sponsors or supervisors of the activity must remain on the premises until all of the participants and spectators have left the facility.

Accidents involving persons and/or property must be reported to school officials immediately.

Requests for lighting and/or sound equipment must be made at the time of the application. Only school district staff may operate lighting and sound systems. A fee will be charged for such service.

It shall be the responsibility of the organization or individual using school facilities to control the conduct of persons attending the activity and to limit their access to only those areas that have been assigned for their use. Such control shall include the prevention of:

- 1 Disrespect to a school representative
- 2 Disorder or misconduct inside or outside the facility prior to, during, or after the time period for which permission has been granted

- 3 Permitting food and/or drink in areas other than for which permission has been granted
- 4 Parking vehicles on grass areas, sidewalks, fire lanes, or any other area not designated for parking.

Insurance

All Class III and Class IV groups shall obtain commercial general liability insurance with limits no less than \$1,000,000 per incident and in aggregate and must include both bodily injury liability and property damage liability and must include participant coverage. A certificate of insurance from the agent or carrier must name the Harrisburg School District as additional insured and be received by the district Business Office no later than one (1) week prior to the event.

The user agrees to indemnify and hold the district harmless for any and all damages to the school or other property by any person or persons attending the affair and to indemnify and hold harmless the school district against liability for any and all damage to any person or persons for injuries including death.

Withdrawal of Privilege

The use of school facilities is a privilege and may be denied or withdrawn when circumstances dictate that the organization has not complied with this policy, such circumstances include but are not limited to:

- 1 Failure to exercise proper control over participants
- 2 Damage to school property
- 3 Failure to comply with directions from school personnel
- 4 Non-payment of fees or proper insurance documentation

Fees

The Board will from time to time review and set the fees for use of District facilities. The approved fee schedule will be appended to the Lease of School Facilities request form.

All fees due to the school district must be paid at least one week prior to the event. Fees will include the rental cost as well as an estimate for any custodial, security, or site monitors. A final accounting of the cost of custodial, security, and site monitoring fees will be provided after the event. If there is a balance due, it must be paid in full within one week of receipt of the invoice. If the district owes the renter for overpayment, it will refund the balance due.

Rental fees do not include custodial, security, or site manager fees.

HARRISBURG SCHOOL DISTRICT
2101 NORTH FRONT STREET, BUILDING 2
HARRISBURG, PENNSYLVANIA 17110

LEASE OF SCHOOL FACILITIES

The _____
(Name of Organization)

of _____
(Address of Organization)

in consideration of permission granted by the Board of School Directors of the Harrisburg School District to use the

(Designate School Facility to be Used)

on _____ agrees to be governed by the following policies set forth
(Date)

in the attached document regulations and to assume the obligations therein provided that the lessors agree:

1. To enter and leave the school building or facility through doors designated by the building monitor or security officer.
2. To confine the activities of the organization to the room or space provided for its use and to ensure that individuals do not enter other areas or rooms except restroom facilities.
3. To indemnify the Harrisburg School District for loss or damage to real or personal property resulting from any cause whatsoever, through use of the school facility.
4. To pay the Harrisburg School District in accordance with the attached schedule:

Rental Fee	\$ _____
Custodial Fee	\$ _____
Monitor Fee	\$ _____
Security Deposit	\$ _____
Security Fee	\$ _____
TOTAL	\$ _____

5. To present to the Business Manager, at least fourteen (14) days before the activity, a Certificate of Liability Insurance absolving the school district from liability for personal injury incurred in using the facility.

HARRISBURG SCHOOL DISTRICT
AGREEMENT - USE OF FACILITIES
OUTSIDE ORGANIZATIONS/GROUPS

NAME OF ORGANIZATION/GROUP (Please Print) _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

FACILITY REQUESTED _____
(BUILDING/TYPE OF ROOM i.e., auditorium, gym)

DATE(S) _____ through _____ DAY(S) OF WEEK _____

BEGINNING TIME _____ ENDING TIME _____

REASON FOR USE _____

FEES/COSTS (If any, to participants) _____

RESPONSIBLE PERSON IN CHARGE _____

DAYTIME PHONE NUMBER OF RESPONSIBLE PERSON _____

REQUIREMENTS FOR USE

A Certificate of Insurance must be on file in the Secretary's Office prior to date of use. The minimum amount of insurance is \$300,000 combined aggregate. (Covers everyone in the group for personal injury and property damages by anyone in the group.)

COSTS

Costs of facility rental, custodial service and security varies. Please refer to Policy 707 for fee schedules. Policy 707 may be obtained from the Board Secretary's Office, (717-703-4066). Additional costs will be incurred by any group where it is necessary for the custodian to make any unusual clean-up. A custodial fee will be incurred for use of facilities on weekends. The Board will not entertain any requests for a waiver of fees.

LOSS OF USE

The following behavior and/or conditions are forbidden on school district property and will cause the organization/group to lose the use of school facilities:

- Use of alcoholic beverages and/or drugs
- Use of firecrackers or any flammable object
- Not replacing school equipment as found after group activity is finished
- Smoking
- Not staying in assigned area
- Vandalism

I, the undersigned, have read the aforementioned and understand that any infraction by my organization/group could cause it to forfeit the use of Harrisburg School District facilities.

SIGNATURE OF RESPONSIBLE PERSON

TITLE

PRINT NAME OF RESPONSIBLE PERSON

PRINT ADDRESS OF RESPONSIBLE PERSON

PRINCIPAL'S CONFIRMATION OF AVAILABILITY

DATE

DO NOT WRITE BELOW THIS LINE - You will receive a signed copy of this form notifying you of the Board's decision.

NOTIFICATION OF DECISION

Board Approval: Yes ___ No ___ Report: _____

Board Secretary: _____ Date: _____