

# NORTHERN CAMBRIA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF FACILITIES

ADOPTED: June 24, 2002

REVISED: May 18, 2004

	<p style="text-align: center;">707. USE OF FACILITIES</p> <p>1. Purpose The Board recognizes the value of having the school facilities serve as centers for community activity to the extent that such activity does not interfere with the curricular and extracurricular programs of the school or normal maintenance schedule.</p> <p>2. Authority The Board directs that use of school facilities may be granted to individuals and community groups for the following types of activities:</p> <ol style="list-style-type: none"> <li>1. Instruction in any branch of education, learning and the arts, consistent with the school district's mission, examinations and graduations.</li> <li>2. Social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the community; but such use shall be non-exclusive and open to the public without charge.</li> <li>3. Polling places for holding primaries, elections and special elections as permitted or required by state law.</li> <li>4. Recreation, physical training and athletics, including competitive athletic contests for children and adults.</li> <li>5. Local churches may use the facilities for religious instruction during weekday evenings.</li> </ol> <p>3. Guidelines <u>Basic Provisions and Understanding</u> <i>Application for Use –</i> Acquire forms from the Superintendent's or the principal's office, and submit completed application forms at least two (2) weeks in advance of the date requested.</p>
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***Responsibility for Damage –***

Using group shall assume complete responsibility. A "Statement of Responsibility" form must be completed and filed with the application.

***Insurance –***

Using group shall provide evidence as follows:

1. Public Liability Insurance – If the using group sponsors an event for which there is an "admission charge," the using group must provide public liability insurance for bodily injury and property damage with a combined single limit of at least \$100,000.00. The district reserves the right to require any/all other groups to provide public liability insurance.

A certificate of insurance must be filed with the application or the request will not be approved.

2. Accident Expense Insurance – If the using group sponsors youth activities or athletic affiliated teams or related athletic type activities, the using group must provide participant accident insurance coverage.

The coverage must include protection for medical expense, accidental death and dismemberment benefits.

Certificate(s) of insurance must be filed with the application or the request will not be approved.

***Permit –***

A formal permit will be signed and issued after the request is approved.

***Security/Police Protection –***

The district reserves the right to require security or police protection; such protection, as deemed necessary, shall be provided inside and/or outside the facility being used at no cost to the district.

***Adult Supervision –***

Adequate adult supervision must be provided for student groups. Students will not be permitted to enter facilities unless adult supervision is present. Adult supervisors must remain until all students have exited school property.

***School Closings –***

If schools are closed because of inclement weather, energy crisis, or other emergency reasons, a permit may be voided on those days at the discretion of the Superintendent or designee.

***Other –***

The use of tobacco and/or intoxicants shall not be permitted on the premises. Refreshments will be permitted in assigned areas only.

**Fee Schedule**

Authorization may be given to school related groups for use of facilities at no cost, as conditions may warrant. A school district employee must be present during the entire event/activity and will have agreed to assume responsibility.

Authorization may be given to non-profit organizations within the district for use of facilities at no cost, as conditions may warrant.

Authorization may be given to non-profit organizations outside the district at no cost, as conditions may warrant.

"Profit," as it relates to the using groups, shall be defined as one for which the requesting/using organization charges an admission or accepts a donation to make a profit. The district reserves the right to exempt the use of facilities fee when such proceeds are returned to directly benefit the students.

The purpose for which the facility will be used is the primary factor for determining the fee schedule, and not the nature of the organization requesting the use of the facilities.

If any requesting non-profit community group accepts a donation or charges an admission fee for the purpose of offsetting any of its operating costs, the group may become subject to the Use of Facility fee schedule as outlined for community related profit groups, and will therefore be charged the prevailing fee.

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	Community Related Groups		Outside Groups	
		<u>Profit</u>	<u>Profit</u>	<u>Non-Profit</u>
<b>Facility:</b>				
Classroom		\$25/night	\$50/night	\$25/night
Cafeteria (EM)		\$50/hour	\$100/hour	\$50/hour
(HS)		\$50/hour	\$100/hour	\$50/hour
<p>NOTE: The cafeteria charges listed are in addition to cost of personnel. On all occasions, the cafeteria kitchen shall be staffed by the school district cafeteria personnel.</p>				
Gymnasium (EM)		\$50/hour	\$100/hour	\$50/hour
(HS)		\$50/hour	\$100/hour	\$50/hour
Remedial Gymnasium (EM)		\$20/night	\$50/night	\$20/night
Auditorium (EM)		\$50/hour	\$200/hour	\$100/hour
(HS)		\$50/hour	\$200/hour	\$100/hour
Pool (EM)		\$60/hour	\$100/hour	\$60/hour
Athletic Field - day		\$200	\$1,500	\$1,500
- night		\$100/hour	\$1,800	\$1,800
<b><i>Custodian –</i></b>				
<p>Cost of additional custodial fees at the established rate shall be paid by the organization using the facilities, except that this shall not apply to school related activities. No custodial fees shall be charged when a member of the staff assumes responsibility for cleanliness and is present during the facilities use.</p>				
<b><i>Payments –</i></b>				
<p>All debts incurred by this agreement with the school district shall be paid within ten (10) days of the event. All employees of the school district will be paid by the district.</p>				

***Policy/Rate Change –***

The Board reserves the right to change its "Use of Facilities Policy" and/or rate schedule at any time.

**Use of Cafeteria and Equipment**

School cafeterias are established for the benefit of the children and shall not be deemed available to the public except under the conditions which follow:

1. Banquets or special meals may be served to professional education groups or to school-related organizations.
2. Cafeteria equipment shall not be loaned to outside groups and any loan of the same to individuals or outside organizations shall be by specific approval of the Board following the Superintendent's consultation with the Cafeteria Manager.
3. Cafeterias shall not be opened or used during the summer, except as a part of the regular school program or Summer Food Service Program.

Only authorized cafeteria personnel shall be permitted to be in the kitchen during the regular hours from 7:00 a.m. to 2:30 p.m., except when it is necessary for workmen to enter the cafeteria to make emergency repairs.

***NOTE: For use of NCS D facilities by PIAA for playoff contests the NCS D will accept the standard rate of payment as established by the PIAA.***