

# SOUTHEASTERN GREENE SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED:

REVISED:

## 707. USE OF SCHOOL FACILITIES

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

Subject to the terms and conditions stated in this Policy, the Board of School Directors for the Southeastern Greene School District authorizes the use of school facilities in the following order of priority.

1. School District Activities
2. School District Affiliated Groups/School Sanctioned Volunteer Groups
3. Southeastern Greene School District community activities/not-for-profit
4. Private interest//not-for-profit groups

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 Federal Equal Access Act.

The Building Principal, at the direction of the Superintendent, will approve and schedule all use of facilities under this Policy, subject to the final approval of the Board of School Directors. No request for the use of school facilities, other than School District activities, shall be considered approved until such time as it is approved by official action of the Board of School Directors

The Southeastern Greene School District recognizes the importance of the 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 School Board has granted the Superintendent the authority to declare an emergency for the purposes of this policy and has granted him the authority to use school buildings and facilities to the best advantage during emergencies regarding mass care or other emergency services to the community.

### PROCEDURE

Any group or person requesting permission to use School District facilities shall apply in writing to the Building Principal using the application form attached to this Policy. If the applicant has unique need or request not covered by the application, as well as the applicable fees, the Building Principal shall confirm that no scheduled School District activity is in conflict with the requested dates/times, and shall submit the completed application to the Superintendent so that the request may be placed on the next School Board meeting agenda. All applications must be submitted at least four (4) weeks prior to the date requested. All applications shall state that the group or person requesting the use of School District facilities shall hold the Southeastern Greene School District and the School board harmless for any damages or injury that might occur during the use of School District facilities.

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### FEES

#### INDOOR FACILITIES

	Auditorium	Gyms	Cafeteria	Weight Room
Classrooms				
School Affiliated Groups/ School Sanctioned Volunteer Groups	No charge	No Charge	No Charge	No Charge
School District Community Activities/Not-for-Profit	\$150/day \$20/hour	\$150/day \$12/hour	\$75/day	\$20/day
Private Interest Not-for-Profit	\$200/day \$30/hour	\$200/day \$15/hour	\$100/day \$15/hour	\$25/hour

#### OUTDOOR FACILITIES

	H.S. Football Stadium	Athletic Fields/Playgrounds/any/other outdoor facility/and/or Track
School Affiliated Groups/ School Sanctioned Volunteer Groups	No Charge	No Charge
School District Community Activities/Not-for-Profit	\$150/day \$30/hour	No Charge
Private Interest Not-for-Profit	\$300/day \$45/hour	No Charge

No organization is to pay any School district employee directly. Fees are payable to the Southeastern Greene School district prior to the permission being granted for the use of School District Facilities.

With the exception of School Affiliated Groups/School Sanctioned Volunteer Groups/School Sanctioned Volunteer Groups, in addition to the fees stated above, there will be a custodial charge if the event occurs when a custodian is not regularly scheduled to work or if the event warrants additional custodians. Also, with the exception of School Affiliated Groups/School Sanctioned Volunteer Groups, in addition to the fees stated above, there will be a security fee charged for events as determined by the building principal and/or Superintendent. These additional fees shall be determined prior to the date of the event and shall be communicated to the applicant in writing.

All Private Interest/Not-for-Profit groups shall be required to pay, at the time of the submitting the signed application, a refundable security deposit in the amount of \$500.00.

### INSURANCE

A School Affiliated Group/School Sanctioned Volunteer Group is not required to obtain separate general liability insurance. The Board of School Directors defines the term "School Affiliated Group/School Sanctioned Volunteer Group" to be any organized group of individuals, other than students, who are sponsored and/or sanctioned by the Southeastern Greene School District and who donate gratuitous services to the Southeastern Greene School District or on behalf of the students of the Southeastern Greene School District. Examples of this Group include, but are not limited to, PT's School District Booster Organizations, Boy Scouts and Girl Scouts. (In the event that the insurance policy of the Southeastern Greene School district changes at anytime in the future so that such groups are no longer covered under the School District's Commercial General Liability and Medical Payments coverage, the Southeastern Greene School District reserves the right to require such insurance as is required by other groups using School District facilities).

All use of School District facilities involving: School District Community activities/not-for-profit; or Private Interest/not-for-profit groups, shall require a Certificate of General Liability Insurance in the combined single limit amount of \$1,000,000 at the time that the Application for use of facilities is submitted. This Certificate of General Liability Insurance shall name the Southeastern Greene School District as an Additional Insured and

Certificate Holder.

#### REGULATIONS

- The Southeastern Greene School District and the Board of School Directors shall be held harmless and indemnified by the user of School District facilities for any damages or injuries that might occur in the use of the School District facilities.
- The use of the School District's facilities shall be personally financially liable for any damages to School District property. No School District equipment may be used without prior written approval. (Approval for use of School District equipment will be granted pursuant to rules and regulations set forth by the Superintendent.)
- No school supplies may be used by the user of the School District facility.
- Authorized school personnel must be present in the school building at all times when the facilities are being used. For every thirty (30) children present, there shall be at least one responsible adult present to chaperone and supervise the event.
- No organization is permitted to sell articles, e.g. tickets, hoagies, pictures, etc. on school property without prior approval from the building principal.

APPLICATION FORM

Southeastern Greene School District  
1000 Mapletown Road  
Greensboro, PA 15338

Application for Use of School Facilities

Name of Organization\_\_\_\_\_

Address of Organization\_\_\_\_\_

Phone Number\_\_\_\_\_

Name/Address/Phone of \_\_\_\_\_  
Organization Leader

\*no one under 21 years \_\_\_\_\_  
of age is permitted to  
rent the facility\_\_\_\_\_

Type of Organization\_\_\_\_\_

Facilities to be Rented\_\_\_\_\_

Date and Hour of Use\_\_\_\_\_

Purpose of Activity\_\_\_\_\_

Anticipated Attendance\_\_\_\_\_

Number of Chaperones (If required by School District Policy)\_\_\_\_\_

Will Spectators/Participants be Charged and Admission Fee?

YES\_\_\_\_\_ NO\_\_\_\_\_

Estimated Attendance\_\_\_\_\_

Name/Address/Phone of \_\_\_\_\_

Person in Charge of Event\_\_\_\_\_

Home Phone\_\_\_\_\_ Business Phone\_\_\_\_\_

By signing this Application, the individual stated below represents that he/she has authority act on behalf of the Organization/Group requesting the use of Southeastern Greene facilities. He/she also acknowledges that they have received a copy of the Southeastern Greene Use of Facilities and Grounds Policy, and that the Organization/Group requesting the use of Southeastern Greene facilities agrees to abide by the terms of this policy. Further, by signing this Application, the Organization/Group requesting use of School district facilities agrees that it shall hold the Southeastern Greene School District and the Board of School Directors harmless for any damages or injury that might occur during the use of the School district's facilities, and that they shall be personally liable and responsible for any damages or injuries that might occur during the use of the School district's facilities and shall indemnify the Southeastern Greene School District against and for such damages and liability.

Name of Applicant (print) \_\_\_\_\_  
Signature of Applicant \_\_\_\_\_  
Date of Application \_\_\_\_\_

A Certificate of Liability Insurance Form, if required by School District policy, which indicates that the Southeastern Greene School District policy, which indicates that the Southeastern Greene School District is an Additional Insured and Certificate Holder, in the amount required by School District policy, as well as all fees payable in advance of your reserved date, MUST be submitted to:

Office of the Superintendent  
Southeastern Greene School District  
1000 Mapletown Road  
Greensboro, PA 15338  
(724) 943-3630 FAX: (724) 943-3052