



INDIAN PRIDE

COMMUNITY RELATIONS

Community Use of School-Owned Facilities and Materials (KG-R1)

Generally

School facilities are defined as buildings, grounds, and equipment. The primary purpose of these facilities is for the support of the instructional program. However, the board encourages the use of these facilities by the public when such use will not interfere with the basic purposes of the educational program.

Charges and fees for the use of these school facilities are designed, not to limit or prohibit use, but to protect citizens from the diversion of public money appropriated for classroom instruction and other purposes.

Regulations governing the use of school facilities are stated in order to protect public property and to promote the safety of citizens enjoying the use of such facilities.

Eligible Organizations

The requirements of the regular school program shall receive first consideration in the use of school facilities. After these requirements are met, school-related organizations and events shall have first priority; community recreation activities and organizations under the auspices of the Northumberland County Recreation and Park Department shall have second priority; and other organizations and events shall have last priority.

School-related organizations shall have priority over non-school-related organizations, and approved child and youth groups shall have priority over adult groups.

In the event of a local emergency or disaster, school officials will cooperate with disaster-relief organizations in making school facilities available for shelters.

Use of School Equipment/Property

School equipment may be loaned to responsible community groups for a worthy educational, civic, or charitable purpose when the following conditions are met:

1. The group borrowing the equipment agrees to accept responsibility for repairing or replacing any equipment damaged or lost while in its possession;



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2. The equipment is not both unusually expensive and subject to easy damage;
3. The equipment is in good condition;
4. The group will provide a competent operator for any machine loaned;
5. A form shall be filled out in duplicate and filed with the superintendent; the form must be accompanied by payment in advance if a fee is to be charged;
6. The applicant will place reliable persons in charge of all activities; will be responsible for damage caused by the group or by others admitted; and will provide police protection, if necessary, to maintain order and to protect school property. The names of the responsible persons will be given in writing to the school board's representative at the time of application; and,
7. The application for the use of school facilities shall not be considered approved until a signed copy has been sent to the applicant.

Rules and Conditions

It shall be the intent of this policy to provide the use of school buildings and grounds to qualified organizations for non-school activities planned by and for members of the organization when adequate facilities are not otherwise available to the organization.

Conditions under which school buildings and grounds in the division may be used for non-school activities are the following:

1. No organization may use the buildings or grounds at any time or in a manner that will interfere with the regular program of the school.
2. Non-school activities where attendance is open to the public are generally prohibited except when deemed educational beneficial to the community as a whole. Careful consideration must be given to necessary provisions to protect persons and property. Other exceptions may be granted when recommended by the superintendent and agreed to by the school board.
3. Non-school activities planned by non-school organizations whose objective is to raise funds for the organization are generally considered an inappropriate use of the school's facilities and are, herein, prohibited. Exception may be granted by the



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superintendent if the organization can demonstrate that the funds raised are substantially expended to benefit the community as a whole.

4. Organizations requesting use of facilities and consideration of approval should take into account the appropriateness of the particular facility requested for the activity planned.
5. Arrangements must be made at least two (2) weeks in advance for the use of the buildings and grounds and for any special equipment that may be needed before any written agreement for use of same can be final. Requests for reservations will be honored on a first come, first served basis.
6. A check in accordance with the schedule must accompany each application.
7. The school board or its representatives must have free access to all facilities at all times.
8. The right to revoke a permit at any time is reserved by the school authorities.
9. Any organization desiring to move special properties into the school or grounds, including the auditorium, prior to or on the date of rehearsal or performance must obtain permission from the office of the superintendent. All flats, curtains, and costumes must be treated for fire retardation.
10. Putting up decorations or scenery or moving pianos is prohibited unless special permission is granted.
11. Permission for bringing equipment such as concession stands, trucks, or carnival equipment on school property must be requested in writing thirty days in advance before a formal agreement can be considered.
12. The parking of automobiles shall be restricted to designated areas.
13. The organization that uses the building and grounds shall be responsible for the conduct of its members.
14. Any damage done to school property shall be compensated for by the sponsoring organization. Police protection must be provided by any group or organization at its own expense if the school board deems it advisable.
15. Smoking is not permitted on school grounds or in school buildings.



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16. There shall be no alcoholic beverages or illegal drugs brought to or consumed in the building or on the grounds.
17. Premises are rented with the understanding that "tipping" of custodians or other school personnel is not permitted.
18. Except by special permission, a group shall not be permitted to remain after 12 midnight.
19. Building keys will not be provided to any group except in a declared emergency.
20. Sponsor(s) is/are responsible for supervising participants at all times. Children are not permitted to be unsupervised.
21. The bus will have a full tank of fuel when the trip begins and must have a full tank of fuel when you return.



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COMMUNITY RELATIONS

Community Use of School Facilities

Fees

A. Rental Rates for Community Organizations or Groups

| | |
|--|-------------------|
| Auditorium for performance or meeting..... | \$200.00 |
| Athletic field or grounds (not lighted)..... | \$200.00 |
| Gym for athletic event, performance, or meeting..... | \$200.00 |
| Cafeteria..... | \$150.00 |
| Kitchen (a school kitchen employee must be present)..... | \$100.00 |
| Bus..... | \$ 50.00 per trip |

In addition to the rental rates listed, a minimum of \$30.00 for each opening and closing of the building and \$40.00 will be charged per hour for setting up and operating sound and lighting equipment for the auditorium or gymnasium.

B. School organizations, community recreation activities, organizations under the auspices of the YMCA, American National Red Cross Bloodmobile, organizations providing disaster relief or public health services during emergencies, and other activities providing a bona fide broadbased community service will not be charged rental.

C. Miscellaneous Charges

1. Kitchen

When use is made of the lunchroom kitchen, a charge of \$20.00 per hour, in addition to the custodial charge, will be made to the organization using the facility.

2. Custodians

A custodian or other school employee shall be on duty for all non-school or non-recreational department activities in buildings. At times it may be necessary for a custodian to be on duty for activities on the athletic field or grounds. For most meetings, it will be necessary for the custodian to be on duty prior to the time the meeting is scheduled to prepare the facilities for use. If he must be assigned beyond his regular duty hours to cover the activity or should it be necessary for him to stay beyond his regular hours completing the routine work because the activity has caused delay, the organization shall be charged. The organization shall be charged



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for all extra time used beyond the custodian's regular schedule, plus any extra time the custodian may have to expend. For example, using a lunchroom requires removal of the tables and chairs. If this work is done on school time by the custodian, the organization will be billed for this time, since the custodian will be required to spend this additional time away from his duties. The presence of a custodian on duty does not relieve the organization of responsibility for any damage done to the property.

3. Bus driver are compensated regular pay plus FICA.
4. Compensating custodial, bus driver and cafeteria personnel for duties connected with community use of school facilities will be invoiced after the event.



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APPLICATION FOR USE OF SCHOOL-OWNED FACILITIES AND MATERIALS

Date: _____

The _____ request use
(Organization)
of the _____ of _____ School
(Facility/Materials/Bus) (School)
on _____ from _____ a.m. / p.m. until _____ a.m. / p.m.
(Date) (Time) (Time)
for _____
(Purpose)

Recommendation: ☐ Recommend ☐ Not Recommend

Authorized Signature _____

Date _____

We agree to place the following reliable person(s) in charge of activities:

| | |
|-------------------------------------|-------------------------------------|
| _____ (Name) | _____ (Name) |
| _____ (PO Box or Street Address) | _____ (PO Box or Street Address) |
| _____ (City, State and Zip) | _____ (City, State and Zip) |

If additional custodial time is used, you will be billed at the rate of \$35.00 per hour. Custodian hours are billed for the hours the building is used and for one-half hour before open door time and one-half hour after close door time for building use on weekends.

We will be responsible for damage caused by the group or by others admitted and will provide police protection, if necessary, to maintain order and to protect school property.

We further agree to assume full responsibility for liability, injury, or damage to person or property arising from our use of the facility and carry insurance for this purpose. Please attach a copy of your Certificate of Liability Insurance.



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We have received a copy of school board policy KG and regulation KG-R1, Community Use of School-Owned Facilities and Materials.

(Organization) _____

(Signature and Title of Representative) _____

(PO Box or Street Address) _____

(City, State and Zip) _____

(Telephone Number) _____

(Email Address) _____

The above application for use of school property is: ☐ APPROVED ☐ NOT APPROVED

Signature of Division Superintendent _____

Date _____

Office Use Only

Rental Fee:

(Payment due two (2) weeks prior to the event)

- ☐ \$200.00 Auditorium
- ☐ \$200.00 Athletic Field
- ☐ \$200.00 Gym
- ☐ \$150.00 Cafeteria
- ☐ \$100.00 Kitchen
- ☐ \$ 50.00 Bus

Total \$ _____

Other Charges Needed:

(Invoiced after the event)

- ☐ Custodians
- ☐ Opening/Closing of Building
- ☐ Sound & Lighting Person
- ☐ Kitchen Personnel

Open Door Time: _____

Close Door Time: _____

☐ Letter requesting waiver of fees attached

cc: applicant principal file transportation cafeteria manager (if kitchen use is requested)