

SHAMOKIN AREA SCHOOL DISTRICT

RENTAL POLICY #707 – Use of School Facilities

Board Approved: September 20, 2011

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SHAMOKIN AREA SCHOOL DISTRICT RENTAL POLICY FOR USE OF SCHOOL FACILITIES

PROCEDURE FOR REQUESTING USE OF SCHOOL FACILITIES:

1. Complete a “Building / Facility Use Application” form. Applications are available in the District Business Office and the District’s website: (<http://www.indians.k12.pa.us>)
2. Obtain a Certificate of Insurance certifying the user has \$1,000,000 each occurrence to include bodily injury and property damage liability in effect at the time of the rental. The certificate must list the Shamokin Area School District as an additional insured and certificate holder.
NOTE: This must be turned in with your application in order for us to process your application. No application will be processed without the certificate of insurance in the hands of the Business Office.
3. Make all checks payable to the “SHAMOKIN AREA SCHOOL DISTRICT”.
4. Return the completed application, Certificate of Insurance and signed Shamokin Area School District Rules to the Business Office of the Shamokin Area School District, 2000 West State Street, Coal Township, PA 17866. A **minimum** of thirty (30) days notice is required.
5. Any changes to the rental application must be communicated to the District’s Business Office in writing five (5) business days prior to the first event. **Payment is required within ten (10) days prior to the first event and should be sent directly to the Business Office at the above-mentioned address.**
6. A copy of the rental contract and an invoice will be returned stating terms of approval or denial.
7. Effective July 1, 2012, all coaches, group leaders, sponsors, facilitators, etc., from community organizations working with children in the school district buildings and/or on the school district grounds must obtain and present to the Superintendent of Schools all of the following background clearances prior to becoming active in his/her position:
 - a. Act 34 – Criminal Background Clearance
 - b. Act 151 – Child Abuse Clearance
 - c. Federal Criminal History Record Information

All clearances must be current and all coaches, group leaders, sponsors, facilitators, etc., who have an infraction listed on any of the previously stated clearances will have their records reviewed by the Shamokin Area School Board or its designee. All decisions on whether or not a person with an infraction listed on any of the clearances can serve in the capacity of coach, group leader, sponsor, facilitator, etc., can work with children on school district property will be made by the Shamokin Area School District or its designee.

SHAMOKIN AREA SCHOOL DISTRICT
BUILDING/FACILITY USE APPLICATION

DIRECTIONS:

This form is used to make application for a building use permit (contract). **This form itself is not the permit or contract.** Upon completion of this form, turn it into the District's Business Office. Normally you should allow two weeks for processing of your request. The form will be routed to the necessary personnel. If this request is approved, a building use permit / contract will be sent to you.

INFORMATION:

If you have questions, check the Shamokin Area School District Rental Policy at any of the district's facilities or website (<http://www.indians.k12.pa.us>), or telephone the Shamokin Area School District Middle/High School Office at (570) 648-5731.

APPROVAL:

Your request will be approved in consideration of the following guidelines.

- Board Policy.
- School sponsored activities take precedence over outside group events; then earlier approved events take precedence over later requests.

FOLLOW-UP PROCEDURES:

Contact the Middle/High School Office to follow-up your request, or make changes.

Disapprovals may be appealed to the Principal's Office and then to the Superintendent.

RENTAL FEES:

Any organization that has not been approved for a fee waiver by the School Board will be charged for the use of Shamokin Area School District facilities as the rental fee schedules indicate. Rental charges will be billed to you prior to event and payment is expected **ten (10) days** prior to the first event.

ADDITIONAL FEES: (Option must be selected on application)

1) Option A: District invoices organization/renter for additional fees:

Custodial overtime is charged to all groups using a facility when normal custodial coverage is not scheduled or additional time and/or custodial personnel are required for an event. Custodial rates include employee's hourly wage and all related benefits (based on hourly wage). These charges will be billed to the organization following the event. Payment must be made directly to the Shamokin Area School District c/o Business Office, 2000 West State Street Coal Township, PA 17866 within thirty (30) days of receipt of invoice.

Security fees are charged to all groups who require security. These charges will be billed to the organization following the event. Security rates include the security employee's hourly wage and all related benefits (based on hourly wage). Payment must be made directly to the Shamokin Area School District c/o Business Office, 2000 West State Street, Coal Township, PA 17866, within thirty (30) days of receipt of invoice.

All charges will be based on your actual use of the facility and included on an invoice sent to you after your event.

2) Option B: Organization/Renter remits payment directly to individuals:

Organization/Renter remits payment(s) to any individual(s) for services provided. If the Organization/Renter chooses to remit payment to individual(s) for services provided, the Organization/Renter is required to provide an IRS 1099 form to those individuals in receipt of six hundred dollars (\$600) or more for said services. Such services may be for custodial and/or security. The Organization/Renter is contracting with the individual(s) for services provided. It is the responsibility of the Organization/Renter that has been approved to use the facility to keep records of these transactions and to follow the laws.

Individuals providing services for custodian and/or security must be approved by the District. The District will assist with arrangements for these services. It is required that these individuals receive a minimum of their hourly contractual rate.

SHAMOKIN AREA SCHOOL DISTRICT

BUILDING / FACILITY USE APPLICATION

BUILDING/FACILITY REQUESTED _____

APPLICATION DATE _____ REQUESTED BY _____

ORGANIZATION/INDIVIDUAL _____ PHONE (____) _____

ADDRESS _____ E-MAIL ADDRESS _____

Street

City

State

Zip Code

ACTIVITY/EVENT _____

AREA(S), ROOM(S), FACILITY, OR SPACE REQUESTED _____

Is access to kitchen required? Yes _____ No _____ If YES, additional costs for food service worker will apply.
If NO, access to any kitchen space will be prohibited.

SPONSOR/PERSON IN CHARGE _____ PHONE (____) _____
(REQUIRED TO BE ON SITE)

CELL PHONE (____) _____

ESTIMATED NUMBER ATTENDING _____

If you have non-profit or 501(c)(3) status you must provide proof of such with this application

DATE(S)	DAY OF WEEK (Su,M,T,W,H,F,Sa)	TIME(S)(A.M)(P.M.)	ADMISSION FEE / PARTICIPATION FEE / ANY FEES OR CHARGES TO PARTICIPANTS OR SPECTATORS
---------	----------------------------------	--------------------	--

1. _____

2. _____

3. _____

4. _____

LIST ANY ADDITIONAL DATES ON A SEPARATE SHEET OF PAPER AND ATTACH

Additional Fees: _____ OPTION A (remit to District)
 _____ OPTION B (remit to individual and follow IRS reporting law)

(For SASD Use)

SCHOOL ID # _____	RENTAL FEE \$ _____
CLASSIFICATION # _____	CATEGORY # _____
APPLICATION # _____	BOARD APPROVED DATE _____

NEEDS:

LECTERN _____ NUMBER OF CHAIRS _____ PIANO _____ PARKING _____

AV EQUIPMENT _____ STAGE LIGHTING _____ P.A. SYSTEM _____ RESTROOMS _____

OTHER _____

Will you need to move any heavy objects in or out of the school? _____

Will you need to park any buses or large vehicles on school district property? If yes, how long? _____

Will special equipment be used? (Ex. Tap shoes, rollers, casters, etc.) _____

Are you planning to pitch tents? _____

Will you require specific security needs? If yes, what will they be? _____

NOTE: PLEASE COMPLETE ALL LINES AND RETURN TO THE BUSINESS OFFICE OF THE SHAMOKIN AREA SCHOOL DISTRICT, 2000 West State Street, Coal Township, PA 17866 WITHIN THIRTY (30) DAYS OF THE FIRST EVENT. APPLICATIONS WILL NOT BE PROCESSED WITHOUT COMPLETED QUESTIONNAIRE, CERTIFICATE OF INSURANCE AND A SIGNED S.A.S.D. RULES FORM.

FOR SASD USE

APPROVALS:

PRELIMINARY APPROVAL _____ **ATHLETIC DEPT** _____
(REQUIRED FOR ALL USES) PRINCIPAL DATE ATHLETIC DIRECTOR DATE

PRELIMINARY APPROVAL MAINTENANCE DEPT _____
(REQUIRED FOR ALL USES) FACILITIES DIRECTOR DATE

PRELIMINARY APPROVAL FOOD SERVICE _____
(REQUIRED FOR KITCHEN USE) FOOD SERVICE DIRECTOR DATE

PRELIMINARY APPROVAL SUPERINTENDENT _____
(REQUIRED FOR BLDG USE) SUPERINTENDENT OF SCHOOLS DATE

APPLICATION NOT APPROVED _____ DATE

REASON _____

Effective July 1, 2012, all coaches, group leaders, sponsors, facilitators, etc., from community organizations working with children in the school district buildings and/or on the school district grounds must obtain and present to the Superintendent of Schools all of the following background clearances prior to becoming active in his/her position:

- d. Act 34 – Criminal Background Clearance
- e. Act 151 – Child Abuse Clearance
- f. Federal Criminal History Record Information

All clearances must be current and all coaches, group leaders, sponsors, facilitators, etc., who have an infraction listed on any of the previously stated clearances will have their records reviewed by the Shamokin Area School Board or its designee. All decisions on whether or not a person with an infraction listed on any of the clearances can serve in the capacity of coach, group leader, sponsor, facilitator, etc., can work with children on school district property will be made by the Shamokin Area School District or its designee.

IMPORTANT

PLEASE SIGN AND RETURN

I, _____ have read and agree to follow the attached
(Signature)

Shamokin Area School District General Provisions and Procedures included within the (Rental Policy #707 – Use of School Facilities) as well as any other conditions placed on me or my organization by authorized persons of the SHAMOKIN AREA SCHOOL DISTRICT.

Date

Organization

Rental Dates

Facility

Contact Person (PRINT)

Contact Phone Number

APPLICATION # _____ (For SASD Use)

RENTAL NO. _____

**Shamokin Area School District
Superintendent's Office
2000 W. State Street
Coal Township, PA 17866
(570) 648-5752 Ext 4116**

RENTAL CONTRACT FOR THE FACILITY

Your request for use of the facility listed below has been approved in compliance with the Shamokin Area School District Rental Policy and General Provisions and Procedures for Use of School Facilities and subject to the following conditions and contingent upon your signature

ORGANIZATION

FACILITY

DATE

HOLD HARMLESS, ETC.

The within lessee, tenant, renter or licensee of the within mentioned premises or facility of the Shamokin Area School District does hereby and forever indemnify and hold and save harmless the SHAMOKIN AREA SCHOOL DISTRICT, its successors and assigns, of and from any and all claims, demands, lawsuits, actions and causes of action, including claims, demands, lawsuits, actions and causes of action for bodily injury or death, of any and all persons and parties, including but not limited to any and all members, employees, agents, designees, guests and/or invitees of said lessee, tenant, renter or licensee, for and/or as a result of any matter, cause or thing whatsoever on, in and/or pertinent to said premises or facility and/or any and all occurrences thereon, including but not limited to reimbursement to the SHAMOKIN AREA SCHOOL DISTRICT, its successors and assigns, of any and all reasonable legal fees and costs expended by the SHAMOKIN AREA SCHOOL DISTRICT, its successors and assigns, in defense of any said claims, demands, lawsuits, actions and causes of action at the time such fees and costs become due and payable.

REQUIRED INSURANCE

\$1,000,000 each occurrence to include bodily injury and property damage liability. In addition, Shamokin Area School District must be named Certificate Holder and Additional Insured.

RENTAL FEE

\$ _____ (PAID TEN (10) DAYS IN ADVANCE TO FIRST EVENT)

CUSTODIAL FEES

Will bill you for any overtime incurred to our custodians or any damages to school property.

COMMENTS

Request approved provided insurance certificate is received by S.A.S.D. prior to rental date.

**COMPLETION OF
DETAILS**

Make arrangements with: _____

SASD Contact Person (Day of Event(s)) _____

SECURITY REQUIRED

(Make arrangements with Security Director)

Rick Kashner 648-5757 ext. 3519

NOTE:

Please send this form back with the required insurance policy as stated above. Your signature constitutes that you agree with the above conditions.

_____ Date

Signature of Lessee, Tenant, Renter, Licensee _____ Date

**SHAMOKIN AREA SCHOOL DISTRICT
2000 WEST STATE STREET
COAL TOWNSHIP, PA 17866
(570) 648-5752
FAX: (570) 648-2592**

INDEMNIFICATION AGREEMENT

We, _____, as additional
(Name of Organization)

consideration for the granting of our Building/Facility Use Application dated _____
on behalf of ourselves, our successors and assigns hereby waive, release, hold harmless and
agree to indemnify the Shamokin Area School District of and from any and all loss, harm, injury,
death, claim, litigation (including attorney fees) and Judgements arising of and from the use of
the Shamokin Area School District property on _____,
(Date(s) of Use)
by ourselves as well as any participants and spectators who may attend.

Intending to be legally bound we hereby sign our hands and seals this _____ day of
_____, 20____.

Witness

Name

Title

SHAMOKIN AREA SCHOOL DISTRICT
2000 West State Street
Coal Township PA 17866

To Whom It May Concern:

Prior to actual use of school facilities, the approved applicant must furnish proof that it has in force a public liability insurance policy. Proof shall be in the form of a Certificate of Insurance in which the Shamokin Area School District is included as an additional insured and certificate holder. The term of the insurance must cover the entire period of use as indicated by the date and times covered in the application, including rehearsals. If use is limited to one day, the policy may be limited to the specific date and hours of use. The following are the minimum limits:

A. \$1,000,000 each occurrence to include bodily injury and property damage liability.

If the organization has in force a general liability insurance policy in limits equal to or in excess of those described above, a Certificate of Insurance for this policy will be accepted by the School District, provided the existing policy is endorsed to include Shamokin Area School District as an additional insured **and** certificate holder for the period of use of school facilities by the organization. The Certificate of Insurance **MUST** include the notation that the School District is an additional insured and certificate holder.

This Certificate of Insurance must cover all dates of use including rehearsal dates as well as performance dates **AND INCLUDE LANGUAGE, WHICH SPECIFICALLY COVERS ALL PARTICIPANTS AND SPECTATORS.**

This Certificate of Insurance must be in the Business Office of the Shamokin Area School District thirty (30) days in advance of the first use of the building.

PLEASE GIVE ONE COPY OF THIS MEMO TO YOUR INSURANCE AGENT.

SHAMOKIN AREA SCHOOL DISTRICT

RENTAL – (CLASSIFICATIONS / CATEGORIES)

PHILOSOPHY:

Since public schools belong to the people of the school district, and since plant facilities are established, maintained and operated by funds largely provided by local taxes, the Board accepts the responsibility for making the public school facilities available to the community for appropriate activities which do not infringe upon, nor interfere with, the conduct and best interest of the school system.

It is the Board's intention to grant the use of school facilities under the Superintendent's direction in accordance with this policy. Since use of school facilities does result in additional operational costs to the District, a fee schedule has been established to recover appropriate expenses and all groups requesting the use of district facilities will uniformly be assessed these fees. It is the Board's intention to provide free of charge the use of District facilities by the District's students, parents and employees for functions directly related to educational processes and activities. Accordingly, using groups are distinguished by category and a schedule of charges is established.

CLASSIFICATION A (SCHOOL ORGANIZATIONS, SCHOOL RELATED ORGANIZATIONS & OTHER GOVERNMENT ENTITIES)

- These are groups whose activities are directly or indirectly sponsored by the School Board and under the direct supervision of the administration. Examples include non-curricular and co-curricular events, school clubs, evening instructional activities, meetings with parents / guardians and others, curriculum-related groups, student concerts and theater arts productions and other groups developed as an outgrowth of an educational program sponsored by the school district. Also, Parent Teacher Organizations (PTA's), Parent Advisory Groups, music clubs, booster clubs, and athletic or cheerleading camps or clinics which charge NO admission, which are held for school district team members only, or charge admission or any other fee to the participants and ALL of the money collected goes directly to the athletic team. (NO CHARGE (\$0) FOR RENTAL FEES, CUSTODIAL FEES AND/OR SECURITY FEES IF GROUP FALLS UNDER THIS CLASSIFICATION.)
- PIAA member schools requesting use of facilities due to unavailability of their own facilities will be placed in Classification A or Category 3 at the discretion of the Principal in consultation with the Superintendent.

CLASSIFICATION B (LOCAL CIVIC & SERVICE ORGANIZATIONS)

- These are organizations recognized for the service they provide to the community at large. Such organizations shall have the majority of membership composed of residents of the school district or have its headquarters located within the school district. Examples include girl and boy scout troops, alumni associations, non-profit youth associations and municipal sponsored organizations (Police, Ambulance and/or Fire) headquartered within the municipalities located within the school district and any other organization with 501(c)(3) status. These organizations will then be charged under Category 2 rental rates. If, however, when admission, tuition, donations, registration fees, or when any other fees are charged to either spectators or participants – rental fees will then be charged under Category 3 rates.

CLASSIFICATION C (SPORTS LEAGUES, CAMPS OR CLINICS)

- Any sports leagues, camps or clinics which charge any fees to the spectators and/or participants and the money collected is kept by the individual (who is a coach of an SASD school-sponsored team) or the booster club, the rental fees will then be charged under Category 3 rates.
- If the sports leagues, camps or clinics are holding an event in which a profit-making organization is providing the event and holds the certificate of insurance, the rental fees will then be charged under Category 5 rates.

CLASSIFICATION D (PROFIT-MAKING ORGANIZATIONS OR INDIVIDUALS)

- Any organization or individual (which does not fall into one of the categories above) who charge any fees to the spectators and/or participants or benefit financially in any way from the rental will then be charged under Category 5 rates.

CLASSIFICATION E (OTHER ORGANIZATIONS OR INDIVIDUALS)

- Any organization or individual (which does not fall into one of the categories above) who does NOT charge any fees to the spectators and/or participants or benefit financially in any way from the rental will then be charged under Category 1 rates.

CATEGORY 1 **Organizations or individuals who fall under Classification E**
COSTS: \$250 Yearly Rental Fee** (Custodial O.T., Security Charges, etc. not included, unless otherwise stated)

CATEGORY 2 **Non-profit organizations or 501(c)(3) when no fees are charged to the participants or spectators**
COSTS: \$50 Yearly Rental Fee** (Custodial O.T., Security Charges, etc. not included, unless otherwise stated)

CATEGORY 3 **Non-profit organizations or 501(c)(3) when any fees are charged to the participants or spectators**
COSTS: See Category 3 rates for each of the buildings (Custodial O.T., Security Charges, etc. not included)

CATEGORY 4 **PIAA events**
COSTS: \$ 300 District IV playoff
 \$ 450 Inter-district playoff
 \$ 600 All day wrestling matches
Timelines waved at the discretion of the Principal and AD
Note: (Custodial O.T., Security Charges, etc. not included)

Except for the Swimming Pool, Stadium & Fields – please see respective fees for these areas

CATEGORY 5 **Profit-making organizations or individuals**
COSTS: See Category 5 rates for each of the buildings (Custodial O.T., Security Charges, etc. not included)

**** Yearly Rental Fee (July 1 to June 30)**

SHAMOKIN AREA SCHOOL DISTRICT

GYMNASIUMS

RENTAL CHARGES***

	**	**	*		
	<u>Category 1</u>	<u>Category 2</u>	<u>Category 3</u>	<u>Category 4</u>	<u>Category 5</u>
Annex Elementary School	\$250	\$50	\$250		\$400
Shamokin Area Elementary School	\$250	\$50	\$250		\$400
Shamokin Area High School	\$250	\$50	\$400	PIAA	\$1,000

*Charge Per Day

**Yearly Rental Fee (July 1 to June 30)

Category 3, 4 & 5 Rental Fee charges are per “charged” or “profitable” day

***RATES DO NOT INCLUDE ADDITIONAL FEES SUCH AS CUSTODIAL SERVICE (O.T.),
ELECTRICIANS, SECURITY, ETC. (THEY WILL BE BILLED FOLLOWING EVENT IF NECESSARY)

ALL OUTSIDE ORGANIZATIONS WILL BE CHARGED A \$75 RENTAL FEE FOR USE OF CONCESSION STAND (IF REQUESTED)

SHAMOKIN AREA SCHOOL DISTRICT

CLASSROOMS

RENTAL FEES***

	**	**	*		
	<u>Category 1</u>	<u>Category 2</u>	<u>Category 3</u>	<u>Category 4</u>	<u>Category 5</u>
Annex. Elementary School	\$50	\$50	\$250	N/A	\$400
Shamokin Area Elementary School	\$50	\$50	\$250	N/A	\$400
Shamokin Area High/Middle School	\$50	\$50	\$250	N/A	\$400

*Charge Per Day

**Yearly Rental Fee (July 1 to June 30) Category 3, 4 & 5 Rental Fee charges are per “charged” or “profitable” day

*** RATES DO NOT INCLUDE ADDITIONAL FEES SUCH AS CUSTODIAL SERVICE (O.T.), MAINTENANCE, SECURITY, ETC. (THEY WILL BE BILLED FOLLOWING EVENT IF NECESSARY)

CATEGORY 3 & 5 HAVE AN ADDITIONAL OPTION: (\$35 PER HOUR PER ROOM)

NOTE: There are additional charges for classrooms that require computer use (\$50/Computer/Semester)

SHAMOKIN AREA SCHOOL DISTRICT

AUDITORIUM

RENTAL FEE***

	**	**	*		
	<u>Category 1</u>	<u>Category 2</u>	<u>Category 3</u>	<u>Category 4</u>	<u>Category 5</u>
Shamokin Area High School	\$250	\$50	\$400	N/A	\$800

*Charge Per Event

**Yearly Rental Fee (July 1 to June 30)

Category 3, 4 & 5 Rental Fee charges are per "charged" or "profitable" event

***** RATES DO NOT INCLUDE ADDITIONAL FEES SUCH AS CUSTODIAL SERVICE (O.T.), MAINTENANCE, SECURITY, ETC. (THEY WILL BE BILLED FOLLOWING EVENT IF NECESSARY)**

******RATES FOR SHAMOKIN AREA HIGH SCHOOL AUDITORIUM DO NOT INCLUDE FEE FOR TECHNICIAN (THEY WILL BE BILLED FOLLOWING THE EVENT)**

Regular Business Hours - \$35.00/Hr.
 Nights (after 5 P.M.) \$40.00/Hr.
 Weekends \$50.00/Hr.

SHAMOKIN AREA SCHOOL DISTRICT

CAFETERIAS

RENTAL FEES***

	**	**	*		
	<u>Category 1</u>	<u>Category 2</u>	<u>Category 3</u>	<u>Category 4</u>	<u>Category 5</u>
Shamokin Area High School	\$250	\$50	\$400	N/A	\$800
Shamokin Area Elementary	\$250	\$50	\$250	N/A	\$400
Annex Elementary School	\$250	\$50	\$250	N/A	\$400

*Charge Per Event

**Yearly Rental Fee (July 1 to June 30)

Category 3, 4 & 5 Rental Fee charges are per "charged" or "profitable" event

*** RATES DO NOT INCLUDE ADDITIONAL FEES SUCH AS CUSTODIAL SERVICE (O.T.),
 MAINTENANCE, SECURITY, ETC. (THEY WILL BE BILLED FOLLOWING EVENT IF NECESSARY)

SHAMOKIN AREA SCHOOL DISTRICT

STADIUMS / FIELDS

RENTAL FEES***

	** <u>Category 1</u>	** <u>Category 2</u>	* <u>Category 3</u>	<u>Category 4</u>	<u>Category 5</u>
Kemp Memorial Stadium	\$250	\$50	\$600	\$1,250	\$2,000
Baseball Field	\$250	\$50	\$300	\$400	\$500
Softball Field	\$250	\$50	\$250	\$400	\$500
Soccer Field	\$250	\$50	\$300	\$500	\$600
Practice Field	\$250	\$50	\$250	\$300	\$400
Other	\$250	\$50	\$250	\$300	\$400

*Charge Per Event

**Yearly Rental Fee (July 1 to June 30) Category 3, 4 & 5 Rental Fee charges are per “charged” or “profitable” event

*** RATES DO NOT INCLUDE ADDITIONAL FEES SUCH AS CUSTODIAL SERVICE (O.T.),
MAINTENANCE, SECURITY, ETC. (THEY WILL BE BILLED FOLLOWING EVENT IF NECESSARY)

*** ADDITIONAL CHARGE FOR LIGHTING FOR CATEGORIES 1, 2 & 3.

GENERAL PROVISIONS AND PROCEDURES FOR USE OF SCHOOL FACILITIES

For the purposes of this policy and the regulations therein, facilities shall be defined to include all school district structures and surrounding district grounds and use of district services, equipment or any permits, copyrights, et al., to which the school district is licensee.

1. All requests for use of school facilities shall be made on application forms available in the Business Office and the District's website: (<http://www.indians.k12.pa.us>) These requests shall be submitted thirty (30) days prior to use in order to provide for normal processing.
2. Building principals in conjunction with the Business Office shall be responsible for issuing building permits for school-related activities, assigning a sponsor, informing the head custodian, making arrangements for required equipment and maintaining a calendar of permits issued. The principal's and Business Office's approvals indicate that the facilities are available and the required equipment is scheduled. In addition, the Head Custodian will be responsible for inspecting the designated rental areas *prior to and following* the renter's use. A list of any damage will be reported to the Business Office in writing immediately following the rented event.
3. School equipment and instructional apparatus shall be used only with the consent of the building principal and Maintenance Office. Modifications to electrical and mechanical systems shall be made only by the Facilities Director.
4. Preliminary approval of the building principal shall be necessary on all requests for building permits to avoid conflict with school activities.
5. The Maintenance Office shall maintain a master schedule of building usage; consequently, a copy of all permits issued by building principals shall be forwarded to the Maintenance Office prior to the scheduled activity. The Business Office will invoice the proper organization.
6. The sale of refreshments must be stated in the Building / Facility Use Application and must be approved by the Facilities Director.
7. School buildings and grounds **may be** used by groups approved by the Shamokin Area School District Superintendent of Schools. Groups desiring recognition as approved groups must submit the following information explaining their organization and function as it relates to the school:
 - a. Must be a non-profit organization. (Show Proof) ex. Copy of 501(C)(3)
 - b. Must be composed of students and/or parents residing within the school district.
 - c. Must be a non-subversive group.
 - d. Must submit any other items the Superintendent may deem necessary for review of the organization and its request prior to extending the use of the school facilities without payment of rent.
8. Approved non-school related groups or organizations may use school buildings and facilities. A rental fee shall be charged. Custodial fees and security fees will be billed following the event. Payment shall be made directly to the SHAMOKIN AREA SCHOOL DISTRICT, c/o Business Office, 2000 West State Street, Coal Township, PA 17866. Payment of rent and fees may not

be made to custodians, paraprofessionals, stage managers or other on-site employees. All payments must be made to the Business Office within thirty (30) days of receipt of invoice.

9. The use of buildings and facilities shall not directly or indirectly interfere with any school district program.
10. Permits will not be granted for private use or for meetings with subversive issues.
11. Any group or organization holding a meeting in a school shall be responsible for damage to the building or grounds and must have insurance \$1,000,000 each occurrence to include bodily injury and property damage liability.
12. All performances, exhibitions, or clubs connected with the schools shall be under the immediate supervision of someone connected with the school in a professional capacity.
13. All tobacco products, alcoholic beverages and controlled substances are expressly prohibited in or on all School District facilities or property.
14. No outside equipment shall be brought into the school without permission of the building principal, Facilities Director, and the Superintendent of Schools.
15. Chaperones, attendants, scoutmasters, sponsors, etc. (must be at least 21 years of age) shall remain in the building until all persons have left. The building shall be vacated at the time indicated on the permit.
16. Organizations must confine themselves to the rooms and corridors assigned to their use.
17. Permits for the use of the buildings and facilities shall be issued to the organization when scheduled and approved. Groups who want to meet at regular intervals throughout the year may be issued a permit covering all regularly scheduled meetings. Invoices shall be issued to cover the period of occupancy and the time required for cleaning. Continued use of the school facilities shall be contingent upon the strict adherence of the rules and regulations. Any permit may be summarily revoked by issuing school district officials with due cause.
18. Any use of school equipment shall be on a rental basis and at the rate established and approved by the Superintendent of Schools. Such equipment could be included in the rental fee.
19. No gasoline, hazardous or toxic substances, explosives, oil, open flames, smoke machines or artificial lights shall be permitted in said buildings or on said grounds without the consent of the building principal, the Facilities Director and the Superintendent of Schools for the Shamokin Area School District.
20. Facility sidewalks, passageways, halls, stairways, seating and exits shall not be obstructed by the group or any other person.
21. No person shall be permitted to bring into the facility or keep therein anything that shall increase the rate of fire insurance on the facility. All decorative material should be flameproof.

22. No animals, excluding guide/seeing eye and drug detecting dogs, shall be brought into the facility or on School District property without the express consent of the SHAMOKIN AREA SCHOOL DISTRICT, and then only under such regulations as may be made by the School District.
23. Outdoor sports will not be allowed in indoor facilities unless approved by the building principal, the Facilities Director and the Superintendent for the SHAMOKIN AREA SCHOOL DISTRICT.
24. Groups or organizations have the right to cancel the contract by providing in writing, a five (5) business day notice of cancellation. If notice is not received as stated, groups or organizations will be responsible for charges incurred until the five (5) day notice has been satisfied. Requests must be made to the Shamokin Area School District Business Office. Any changes to contract will also require in writing a five (5) business day notice to change contract. All changes are subject to approval of school principal, Facilities Director and the Superintendent and all requests must be made through the Business Office. Any cancellations that incur cost to the SASD will be billed to the renter (Ex. Cancellations on weekends).
25. Days when school is closed, cancelled or dismissed early due to any circumstances, ALL activities, including rentals, are cancelled. Shamokin Area School District officials make this decision.
26. No subleasing of school facilities shall be permitted.
27. The Shamokin Area School District will not assume responsibility of liability that may occur from a lessee using the Shamokin Area School District facilities.
28. The Shamokin Area School District shall not discriminate on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap, age or physical, mental, emotional or learning disability.
29. For events, which the **Board** determines to be in the broad spectrum of public interest, it may waive the occupancy (rental), labor charges (including benefits), insurance requirements or any other charges. This can only be done if the Board formally approves such a motion at a regularly scheduled or special School Board Meeting. This procedure can only be enacted if the requester submits in writing the request to have any or all of the above items waived and/or changed and the specific reason why this request is sought. The reason for this Board waiver is to address any new items, cases, situations, etc. that are clearly identified within this policy. The Board reserves the right to reject any such requests made by a potential renter.
30. Renters are responsible for leaving school facilities in a neat, orderly fashion. The furniture arrangement in the rooms shall be left as originally found. If the facilities are not left in their original condition, the District reserves the right to charge for any additional work needed to return them to their original condition. **Inspections will be performed by Head Custodian before and after event. The District is not responsible for items that are left on S.A.S.D. school property, including when renters are not present.**

31. Repair of damage will be charged to the particular group concerned and the named adult in charge. The cost of the damage will be determined by the Facilities Director and the Business Office.
32. Advance bookings of the facilities will be limited nine (9) months prior from the date of the first event.
33. The Shamokin Area School District is not liable to the user, its agents, employees, representatives, customers or invitees for any personal injury, death or damage to property caused by theft, burglary, water, gas, electricity, fire or for any other cause occurring on or about the property.
34. Continual use of a school facility by any organization is contingent upon the organization taking proper steps to protect school property, to ensure complete safety, and to reimburse the Shamokin Area School District for expenses. If a principal or the Facilities Director feels the facility is being misused by any organization, it is the duty of the principal or Facilities Director to point out the problem to the organization so that misuses will be stopped. If problems continue to occur, the principal and/or Facilities Director shall investigate the complaint and determine whether the organization should be prohibited from any further use of the schools / facilities.
35. Heating and air conditioning are pre-programmed according to School District specifications for current conditions and should **not** be tampered with.
36. No advertising, materials or broadcasts shall name the facility, SHAMOKIN AREA SCHOOL DISTRICT, or any building or grounds either owned or operated by the Shamokin Area School District prior to the approval of the use of the facility in accordance with this Regulation.
37. No nails, tacks, staples, brad, or other things shall be driven into any portion of the facility. No changes, alterations, repairs, painting, staining or the doing of anything that will change the finish, appearance or contours of the facility will be permitted without permission of the Facilities Director or the principal.
38. Only stage tape will be utilized in School District facilities. The use of duct tape, masking tape, scotch tape or any other type of adhesive is **strictly prohibited**.
39. Gambling (bingo, raffles, lotteries, etc.) is prohibited in school facilities unless approved by the Business Office and the Superintendent of Schools.
40. No cooking in school without authorization from the building principal, the Facilities Director and the Food Service Director
41. **No cooking or camping** (including motorhomes and tents) on school grounds.
42. No weapons on school property without authorization from the Superintendent of Schools.
43. No food or drink in any district buildings with the exception of the cafeteria area, unless authorized by the building principal or the Facilities Director for the SHAMOKIN AREA SCHOOL DISTRICT.

44. Please be advised that there are no dressing rooms available on the premises. If necessary, both girls and boys lockers rooms can be made available. The School District will not be responsible for items left in locker rooms. If you feel security is needed to protect your equipment, it is your responsibility to notify our Security Department and you will be billed accordingly for this service.
45. Tent stakes are prohibited to be driven into any asphalt / concrete areas on school district property or on the artificial turf playing field at Kemp Memorial Stadium.
46. Vehicles are prohibited on grass and sidewalks.
47. Where required, all federal, state and local permits must be obtained by the organization and a copy of said documents must be submitted to the Shamokin Area School District.
48. If the renter uses any telephone lines, video conference equipment or any other communication devices that incur cost to the SASD. These costs will be billed to the renter respectively. This includes any setup fees that may be charged for use of our equipment.

AUDITORIUM

1. The auditorium shall be made available to approved school associated groups free of charge for meetings which are part of their regular program and for which no admission is charged.
2. The auditorium shall be made available for a \$50 yearly rental fee to recognized civic groups serving the whole Shamokin Area School District for public meetings which are contributory to public welfare, which require no additional custodial service, and for which no admission is charged.
3. The auditorium shall be made available to residents of the Shamokin Area School District for entertainment purposes with the following provisions:
 - a. A rental fee shall be charged for each performance. Neither rehearsals nor performances shall extend beyond midnight or beyond the contracted time.
 - b. A contact person for the organization must be on site during the entire length of the contracted time. (Must be at least 21 years of age)
 - c. The contact person must support and enforce the policies of the Shamokin Area School District with his/her organization and performers, and if deemed necessary by the district representative, close the event.
 - d. The contact person will represent the organization and performers to the school district representative. All communication with the district representative must be through the contact person.
 - e. All information regarding the performance/activity must be in writing at the time of submission of the building permit.
 - f. All requests for changes or additions to the contract must be in writing five (5) business days prior to the first event. No verbal requests will be honored.
 - g. The contact person may not employ individuals as stage crewmembers to work for any part of the performance/activity. These crewmembers will be provided by the SHAMOKIN AREA SCHOOL DISTRICT.

- h. The district crew's workday will be limited to eight (8) hours. These eight (8) hours shall include two 15-minute breaks and a 30-minute lunch period. Work beyond eight (8) hours will be reimbursed at 1-1/2 times the regular rate and shall be limited to a maximum of four (4) hours per day.
- i. No smoking, drinking or food will be permitted backstage or in the auditorium.
- j. A Shamokin Area School District technician shall be in charge of electrical and stage equipment for all performances (and rehearsals if needed). For groups who wish to use the auditorium at the Shamokin Area High School, the Shamokin Area School District will supply a technician to be in charge of electrical and stage equipment for all performances (and rehearsals if needed). The organization will be billed after the event for these charges. (Please see rate information on Page 12)
- k. Groups who wish to use standard and/or additional equipment and lighting to supplement the school lighting and equipment for a performance shall have the approval of the Facilities Director and stage facilities technician.
- l. When necessary to hook up to school district utilities, only school district employees or their representatives are authorized to complete this work. Arrangements to have this work completed must be made ten (10) days prior to the scheduled event. Cost of this work is the responsibility of said organization.
- m. The auditorium shall be made available to community groups as long as the program does not interfere with the regularly scheduled school programs and/or activities.
- n. Requests for use of the auditorium shall be submitted to the Business Office at least thirty (30) days before the date of the first event.
- o. Concert grand pianos are normally used by the school on the auditorium floor level. Rental fees for performances or activities, which require the use of the concert grand piano, may include a charge for tuning that piano or will be included in rental fee.
- p. Tickets to any activity shall not be sold or disposed of in excess of the seating capacity of the auditorium.
- q. When the facilities are used in such a manner that it **may be** considered proprietary in the judgment of the Superintendent of Schools and/or Business Office, and the Facilities Director, then the organization may be denied approval for using requested facility.
- r. No enterprise, function, or activity which promotes any commercial product or results in private profit or commercial gain for any business enterprises will be allowed to rent a school district facility or property without approval of the Principal, Superintendent of Schools and/or the School Board.

CAFETERIA

1. All use of the cafeteria involving preparation or serving of food shall be under the direction of the Food Service Director, and for activities involving the cafeteria staff, a fee shall be charged as determined by the School District.
2. Dinner meetings in the cafeteria may be made available to those groups that serve the interest of the entire school district area. These dinner meetings shall only be used through the services of the Shamokin Area School District cafeteria staff.
3. The cafeteria/kitchen shall not be made available to any groups without the services of the Shamokin Area School District's cafeteria staff.

4. Food preparation and serving, if desired by high school groups, shall be confined to that area of the cafeteria, which is adjacent to the serving area.
5. Secondary school groups wishing to use the cafeteria area for eating purposes shall provide their own dishes and equipment.

GYMNASIUM

1. The gymnasium shall be made available to out of school youths and adults as part of a program, which is available to any person living in the Shamokin Area School District.
2. Dances are not permitted without approval of the building principal, Director of Facilities and/or Superintendent of Schools in the gymnasium.
3. The gymnasium floor shall be covered with the appropriate floor dressing when deemed necessary. School custodians shall place this preparation on the floor before each event.
4. Decorations shall not be installed in the gymnasium without the approval of the principal, Director of Facilities and/or Superintendent of Schools.
5. Use of the gymnasium shall not extend beyond 12:00 A.M., except as approved by the Facilities Director and Principal.
6. **The concession stand will be available on request to school related organizations and auxiliary agencies without additional fee. All outside organizations requesting use of concession stand will be charged a fee of \$75 / event. When an outside organization opts not to use the concession stand, it may be operated by a school related club, activity group or booster club.**
7. Only sneakers may be worn on the gymnasium floor.

PARKING AND POLICE PROTECTION

1. Parking facilities are provided at all schools. All restrictions and direction of campus security shall be observed. When deemed necessary, personnel will be employed by the Shamokin Area School District and charges will be made to the group using the parking facilities.
2. There will be a school custodian or a school representative on duty at all times when school facilities are in use.
3. Conduct detrimental to the public interest or abuse of the building is not permitted. It shall be the duty of the organization sponsor to enforce this regulation. Sponsoring groups are responsible for the proper use of all school equipment and facilities. The building and the equipment must be left in a clean, orderly condition. Failure to do so will result in extra charges as determined by the Facilities Director. The school representative will report any wrong conduct or damage to the Facilities Director.