

PALMYRA AREA SCHOOL DISTRICT

USE OF SCHOOL PROPERTY AND FACILITIES

Recognizing the school as a community agency, the Palmyra Area School District allows the use of school facilities for community purposes, subject to specific rules and regulations.

Rules and Regulations

1.The use of school facilities shall not interfere or conflict with the regular school program either during the school day, evenings, or weekends.

2.The use of school facilities is limited to groups organized for lawful purposes. Facilities shall not be used for any of the following purposes:

- (a)Family affairs such as reunions, or wedding receptions.
- (b)Purposes which in any way conflict with the aims and objectives of the School District.
- (c)Solicitation

3.No equipment shall be removed from the school premises which the sponsoring group did not bring into the school.

4.Each organization shall be responsible for the conduct of persons attending its activities and, in the event of damage to school property or equipment, the sponsoring organization shall be liable for payment thereof.

5.The renter must provide approved liability insurance coverage. **A certificate of insurance must be provided to the district office prior to the date of the activity.**

6.The school employee on duty may call the police or take such action as may be necessary to protect school property, but the taking of such action shall not in any way relieve the applicant of his/her responsibilities.

7.The school official or employee on duty is in full charge of the building at all times, and therefore may not be denied entrance to the rented facility.

8.Evening activities shall end their activities by 11:00 P.M. except by special written permission from the school board. Additional charges will be made for personnel on duty after 11:00 P.M., even if special permission is obtained.

9.The school board reserves the right to refuse any applicant or to revoke an application which has heretofore been approved for good cause.

10. The School Board reserves the right to deviate from its policy to take care of any special problems that may arise.

11. The Superintendent of Schools, or his designated assistant, may grant the use of school facilities in accordance with this policy without further board approval, bringing to the board only such requests that do not fall into the various categories of this policy or those for which a decision is difficult to make. She/He shall report to the Board at the next regular meeting the groups granted the use of school facilities.

Limitations and restrictions:

1. In accordance with District security procedures, renters are prohibited from leaving outside entrance doors propped open.

2. The organization reserving the school may not sublet or transfer its rights and privileges to any other individual group or organization.

3. All apparatus, equipment, and devices owned by the school shall be operated by persons designated by the school authorities. The sponsoring organization will be responsible for paying for these services as indicated in the "charges" section of this policy. Specifically, the following shall require the use of school designated personnel:

- (a) Operation of stage lighting, stage equipment, and amplification system.
- (b) School owned projection equipment.
- (c) Kitchen equipment.
- (d) Any other specialized school owned equipment.

4. Use of equipment labeled "Recreation Commission" is prohibited.

5. Persons coming to school to attend the renting organization's event shall be restricted to that area of the building in which the rented facility is located.

6. There shall be no installation of equipment or alterations to existing facilities by the user without specific approval of the school official in charge.

7. Decorations, if used, shall be fireproof and subject to the approval of school officials. No decorations shall be fastened to any walls or ceilings except by approval of the school principal of a particular building. Decorations must be removed immediately at the conclusion of the event.

8. Smoking shall not be permitted within the building at any time.

9.No alcoholic beverages of any kind shall be permitted on school premises at any time.

10.No food or beverages will be permitted unless prior permission is obtained.

11.Disorderly conduct and the use of profanity shall be prohibited at all times.

12.Anything contrary to the Pennsylvania School Code or Laws of the Commonwealth of Pennsylvania shall be prohibited.

#### Procedures for Building Use in the Event of Inclement Weather (ice, snow)

When inclement weather (ice, snow) becomes a problem, the rental group should call the building Use Hot Line (Middle School computerized phone system) at **838-2831** to verify if the building is available for your use. Mr. Cope, Supervisor of Buildings and Grounds will make the determination and put a message on the answering machine.

If there is an early dismissal or school is cancelled due to the inclement weather then building rental use is also cancelled. There is no need to call the Building Use Hot Line. This policy is necessary to allow the district to clear all facility parking lots and sidewalk in the most expedient manner.

#### Charges

1. There shall be no charge for buildings or services whenever school buildings or facilities are used by school-related groups and organizations. Among others, this applies specifically to the following:

- (a) Parent-Teacher organizations.
- (b) Booster or parent groups.
- (c) School-sponsored functions.
- (d) Local and County School Directors groups.
- (e) Study Council and other educational groups with which the school is affiliated.
- (f) Approved concerned citizen groups
- (g) Faculty events.
- (h) Palmyra Area Recreation and Parks Commission.

#### Charges (con't)

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2. The facilities of the school may be used by either governmental, community, civic and service groups from within the bounds of the Palmyra Area School District by paying only the service charges required for the specific occasion but without the payment of a rental fee when no admission is charged and the meetings are open to the general public; the renting group is non-profit and working for the welfare of the community and/or society in general.

3.The facilities of the schools may be used by other groups upon the payment of rental fees, custodial and other service fees as the occasion demands, according to the following schedule:

Use of School Property and Facilities

RENTAL SCHEDULE

Facility	Daily Rates		
	Class I	Class II	Class III
High School & Middle School			
(a) Auditorium	\$70.00	\$115.00	\$550.00
(b) 1. Gymnasium	70.00	115.00	550.00
2. Gymnasium & Shower Room	95.00	160.00	700.00
(c) Swimming Pool	110.00	230.00	800.00
(d) Food Service Room	50.00	90.00	370.00
(e) Kitchen	30.00	60.00	250.00
(f) Classroom	25.00	50.00	200.00
(g) 1. Stadium	60.00	120.00	600.00
2. Stadium with Lights	125.00	250.00	800.00

Elementary Schools

(a) All-purpose Room	25.00	120.00	450.00
(b) Classroom	25.00	50.00	120.00

(Rehearsal fees will be charged at one-half (1/2) the above rates)

Class I-Groups within the Palmyra Area School District, other than commercial establishments.

Class II-Civic and service organizations located in the Palmyra Area School District engaged in fund-raising activities.

Class III-Groups outside the Palmyra Area School District or commercial establishments.