

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: NOVEMBER 9, 1995

REVISED: August 11, 2005

Palmyra Area School District

707. USE OF SCHOOL FACILITIES.	
1. Purpose SC 775	<p>The Board recognizes that although the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment, the Board may make school facilities available to individuals and community groups without discrimination and in accordance with this policy, provided the use does not interfere with the educational program of the schools.</p>
2. Authority	<p>The Board directs and approves that use of school facilities may be granted to individuals and community organizations when a request is made in writing and all requested materials submitted.</p> <p>The use of school facilities shall not interfere or conflict with the regular school program.</p> <p>The use of school facilities is limited to groups organized for lawful purposes.</p> <p>Facilities shall not be used for any of the following purposes:</p> <ol style="list-style-type: none">1. Family Affairs such as reunions or wedding receptions.2. Purposes which in any way conflict with the aims and objections of the School District.3. Solicitation of names on a petition.4. Union Activity <p>Unrestricted solicitation and distribution on school property is prohibited.</p> <p><u>Regulations:</u></p> <ol style="list-style-type: none">1. Solicitation and distribution by non-employees on school property is prohibited.2. Employees may not solicit other employees for any reason on working time.3. Employees may not distribute literature or other materials on working time or on school property.4. A limited number of authorized exceptions to the policy may be permitted for non-profit, charitable, school-related activities if

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<p>3. Classifications</p>	<p>approved in advance by the Superintendent.</p> <p>Solicitation is defined as any verbal or physical act attempting to persuade individuals to accept a doctrine, philosophy, product, or service; to join, follow or support any organization; or to pay a gratuity for any service.</p> <p>Distribution is defined as the passing out, handing out, or delivery of any written or printed material, products or goods.</p> <p>Five classifications of group renters shall form the basic schedule for fees applicable for the various facilities. In addition, buildings and properties of the Palmyra Area School District shall be available for the regular meetings of duly constituted authorities of political subdivisions of the Commonwealth of Pennsylvania in which the buildings are located.</p> <p>GROUP I: Student activities as recognized by the School District and approved by the appropriate administrator shall be exempt from the “rental fees” but may be required to pay “additional charges” for any services as determined by the building administrator (e.g. property damage).</p> <p>GROUP II: Any organization within the Palmyra Area School District whose sole purpose is to benefit school district programs or its students. Examples: PTO, Boosters (i.e. Band, Football), Recreation Commission, Cougar Club, Youth Sports, Midget Cheerleading. Any organization in this category shall be exempt from the basic rental fee but shall be required to pay any additional charges, (i.e. property damage, custodian fees, and district staff supervision. Administrative discretion is allowed in the assignment or waiver of liability insurance for Group II organizations.</p> <p>GROUP III: Other organizations with headquarters in the Palmyra Area School District whose basic purpose as a result of the use of school facilities is for the direct benefit of Palmyra School District area residents or whose participants consist of a minimum of 75% of Palmyra School District residents as indicated on an official roster. The person making the request on behalf of the organization must be a resident of the Palmyra School District as verified by the Lebanon County EIT bureau. Group III organizations are required to submit the required rental fee and proof of insurance at time of application. Additional usage fees will be billed to the organization for any additional charges, (i.e. property damage, custodian fees, district staff supervision) and due within thirty days of billing.</p> <p>Group IV. Any person, group or organization with headquarters in the Palmyra Area School District whose basic purpose and benefit as the result of the use of facilities is not covered in Groups I, II, III above and provides a service or recreational activity and is otherwise non-commercial, or has less than 75% of Palmyra School District residents as participants. The person making the request on behalf of the organization must be a resident of the Palmyra Area School District as verified by the Lebanon County EIT bureau. Group IV organizations are required to submit required rental fee and proof of insurance at time of</p>
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<p>4. Application</p> <p>5. Schedule</p> <p>6. General Guidelines</p>	<p>application. Additional usage fees will be billed to the organization for additional charges incurred, (i.e. property damage, custodian fees, district staff supervision) with payment due within thirty days of billing.</p> <p>Group V. Any person, group or organization seeking the premises for purposes or benefit other than stated in I-IV above including commercial purposes. Rental fee and proof of insurance is required at time of application. Additional usage fees will be billed to the organization for additional charges incurred, (i.e. property damage, custodian fees, district staff supervision) with payment due within thirty days of billing.</p> <p>Application for use of District buildings and/or grounds must be submitted no less than thirty (30) days in advance for Groups I-V (with an exception provided for Group I when play-offs, schedules or weather related changes are deemed necessary).</p> <p>Application for use of District buildings and/or grounds must be submitted no more than one-hundred fifty (150) days in advance for Group II and one-hundred twenty (120) days in advance for Groups III – V.</p> <p>If schedule conflicts should arise, any school-related function or activity will have priority. Long term requests for use of District facilities by Group III – V will receive careful scrutiny, such as for a full basketball season due to the many school-related functions throughout the year. Scheduling of these long-term requests becomes difficult. The district reserves the right to cancel or reschedule an outside use of facility or grounds if it deems it is in the best interest of the district to do so.</p> <p><u>Guidelines for Stadium, Fields and / or Grounds Rental</u></p> <p>Football field and athletic field rentals are subject to limitation to avoid excessive use and to allow for adequate restoration procedures. In addition, the District retains the authority to cancel an organization's privilege to use facilities at any time or during any event to preserve the overall welfare of the District.</p> <p>Lining and marking of stadium, fields and grounds are to be done under the direction of the Supervisor of Buildings and Grounds.</p> <p>Lawns immediately adjacent to buildings are not available for public use for activities such as lawn sales and athletic activities. Group I may be the exception to this limitation.</p> <p>Groups III and IV shall be limited in extended use rentals subject to administrative discretion based upon general availability. Group V is eligible for long-term rental only through recommendation to the Board of Education by the Superintendent's Office.</p>
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<p>7. Prohibited</p>	<p>Group II requests for extended use shall be monitored using a general guideline. Usage shall be subject to cancellation for any single or multiple dates in order to meet the priority request of a Group I organization.</p> <p>Tennis and basketball courts are available for individual public use on a first come, first served basis. Use is limited to one hour when others are waiting. Appropriate shoes must be worn at all times on these courts. Use of facilities forms is required for all organized events. Organized events with proper Use of Facilities forms take priority for use of the tennis courts and are subject to rental fees.</p> <p>Any lessee shall be responsible for maintaining and / or returning rented facilities to their existing condition at the time of the rental.</p> <p>The lessee (Groups II – V) unless specifically excused in writing must provide evidence of minimum liability insurance coverage in the amount of \$500,000 Occurrence and \$ 1,000,000 aggregate. Each certificate of insurance must name the Palmyra Area School District as an additional covered party.</p> <p>The lessee shall provide its own equipment such as balls, volleyball nets, stage props etc. Proper storage needs to be arranged with the building administrator in advance.</p> <p>The lessee shall be responsible for the activities and actions of the participants and spectators.</p> <p>All agreements are subject to modification or cancellation by the District because of non-compliance with terms of the agreement by the lessee or because of an emergency or weather related situation within the District.</p> <p>The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities:</p> <ul style="list-style-type: none">(a) Possession, use of distribution of illegal drugs and / or alcoholic beverages(b) Possession of weapons(c) Conduct that would alter, damage or be injurious to any district property, equipment or furnishings.(d) Conduct that would constitute a violation of the Pennsylvania Crimes Code, and /or state and federal laws and regulations.(e) Use of tobacco products <p><u>Violations</u></p> <p>The school district reserves the right to remove from school district premises an individual community group or organization that fails to comply with the terms and conditions of this policy and established procedures.</p> <p>In the event an individual, community group or organization violates this policy</p>
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or the terms under which permission was granted to use school facilities, that individual, community group or organization forfeits the right to submit future written requests to use school district property, unless otherwise decided by the Board.

Groups I and II are not required to pay basic rental fees.

Building Fees

RENTAL SCHEDULE

Daily Rates

		<u>Group III</u>	<u>Group IV</u>	<u>Group V</u>
(a)	Auditorium	\$85.00	\$140.00	\$550.00
(b)	1. Gymnasium	85.00	140.00	595.00
	2. Gymnasium & Shower	115.00	195.00	700.00
(c)	Swimming Pool	125.00	280.00	800.00
(d)	Food Service Room	60.00	110.00	370.00
(e)	Kitchen	40.00	75.00	250.00
(f)	Classroom	30.00	60.00	200.00
(g)	1. Stadium	75.00	145.00	600.00
	2. Stadium with Lights	150.00	300.00	800.00
(h)	Computer Lab	45.00	75.00	250.00

A minimum rental fee of \$25 per usage, not to exceed \$300 per fiscal year, shall be required for Group II.

District Staff Fees

Whenever school facilities are in use, a staff member of the district must be present or available to supervise or safeguard the school property. Such staff shall include and Groups (II-V) will be accessed the basic hourly charge associated with such staff.

Custodian	all activities	as quoted
Food Service Employee	kitchen	as quoted
Stage Manager	stage	as quoted
Administrator	emergency	as quoted
Technology Staff	computer lab	as quoted

The cost for said services will be billed directly to the organization at the completion of the activity. If PASD staff is onsite performing normal duties as detailed in job description no staff charge will be accessed.

School Code
511, 775

PA Code
Title 22

Section 12.9

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CLASS I	CLASS II	CLASSIII	CLASS IV *	CLASS V
Palmyra School District Sports	Palmyra Rec	28 th Division National Guard	Annville Slo-Pitch	Millersville University
Palmyra School District Youth Organizations	Palmyra Aquatic Club	Palmyra VFW (adults)	Hershey Symphony	Shining Light
Palmyra School District Organizations	Palmyra Midget Cheering	Church Softball	Palm Squares	
	Palmyra Civic Baseball	Palmyra Rotary	Susquehanna Youth Chorus	
	Palmyra Youth Basketball	Knights of Columbus	Hershey Theatre	
	Campbelltown YSC			
	Cheering Boosters			
	Cougar Club			
	Head to Toe Field Hockey Clinic			
	Palmyra Legion (teeners)			
	BSA/GIRL SCOUTS			
	COBY's **			
	Sports Hall Of Fame			
	Band Boosters			
	PTO's			
	Soccer Boosters			
	Palmyra Lacrosse			
	Football Boosters			

Palmyra Parent Groups run by parent volunteers are covered under the district's insurance

Youth Sport Organizations WILL be required to provide proof of liability insurance annually

* Assumes <75% are residents of the district (not verified)

** COBYS Family Services is a Christian family service agency affiliated with the Atlantic Northeast District of the Church of the Brethren