

**PENN MANOR SCHOOL DISTRICT
P. O. BOX 1001
MILLERSVILLE, PA 17551-0301**

POLICY FOR THE USE OF SCHOOL FACILITIES AND GROUNDS

Use of school facilities and grounds may be requested by making written application to the Building Principal **forty-five (45)** days in advance. In considering such applications, School District educational programs and activities shall have priority.

Anyone requesting the use of buildings and facilities will be classified in one of the following three "**USER**" categories by administration and subject to appropriate fee schedules and costs (as indicated on reverse side). Such fee schedule and costs shall be established by the Board of School Directors and made part of this policy.

CLASS A All organizations affiliated with or supervised by the Penn Manor School District. Included in this definition are groups whose primary function is to provide sports or educational opportunities to children including, but not limited to, recreation leagues, youth groups, Boy Scouts, Girl Scouts, PTO's, Optimist Clubs, municipalities.

CLASS B Non-profit organizations located within the Penn Manor School District (Civic, Fraternal, Religious).

CLASS C All others.

* **INSURANCE** All approved "**USER**" shall be required to obtain comprehensive general liability insurance with the stated minimum limits as listed below. A certificate of insurance naming the Penn Manor School District **AS AN ADDITIONAL INSURED** must be received in the Business Office two (2) weeks prior to the rental date.

LIMITS: \$1,000,000 combined single limit bodily injury/property damage.

* **DOMESTIC ANIMALS ARE PROHIBITED** on school property.

* **SMOKING, DRUGS and ALCOHOL IS PROHIBITED** on school property at all times.

Arrangements must include the presence of a school employee, usually a custodian, for supervision and security. Custodial fees will be assessed only when custodial staff is not normally on duty.

The School District reserves the right to restrict and/or cancel any approved use at any time.

When school is closed for weather conditions all other use is canceled for the rest of the day except as permitted by the Superintendent due to extenuating circumstances.

The School District will require a refundable deposit, from which damages may be recovered, for field use. (**CLASS "C" ONLY**)

Out-of-pocket costs will be assessed to the "**USER**". (i.e. – when needed – lining fields, mowing, special arrangements, etc.)

All "**USERS**" granted use of School District facilities are expected to exercise care in protecting school district property from damage. All damages will be the responsibility of the "**USER**". The "**USER**" shall supervise activities to prevent disorderly conduct at any time while using school district facilities. Only appropriate uses will be permitted. The "**USER**" shall be responsible for special electrical needs. No safety violations permitted.

Failure to conform to the above conditions, and those set forth in the rental agreement, or to adhere to the Penn Manor School District rules and regulations, will cause the Penn Manor School District officials to immediately terminate use of buildings and facilities and to deny such use to the "**USER**" in the future.

ADOPTED 7/14/97

SCHEDULE OF FEES

Rental fees shall be paid immediately following proper billing by the Business Office. Checks are to be made payable to the Penn Manor School District.

	<u>CLASS A</u>	<u>CLASS B</u>	<u>CLASS C</u>
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AUDITORIUM:

High School	N/C	25% of	\$150/HR
Manor Middle School	N/C	Class C...	\$100/HR
Marticville Middle School	N/C	Max. 10 Hours	\$50/HR

RESTRICTIONS: NO FOOD OR DRINK PERMITTED IN AUDITORIUM OR LOBBY – ALL ACTIVITIES SUBJECT TO EACH REQUEST

	<u>CLASS A</u>	<u>CLASS B</u>	<u>CLASS C</u>
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GYMNASIUM:

High School - Main	N/C	25% of	\$200/HR
High School – Auxiliary	N/C	Class C...	\$100/HR
Manor Middle School	N/C	Max. 10 Hours	\$80/HR
Marticville Middle School	N/C		\$70/HR
Elementary (any)	N/C		\$60/HR

RESTRICTIONS: NO FOOD OR DRINK PERMITTED IN GYMNASIUM – ALL ACTIVITIES SUBJECT TO EACH REQUEST

	<u>CLASS A</u>	<u>CLASS B</u>	<u>CLASS C</u>
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CAFETERIA:

High School	N/C	25% of	\$150/HR
Manor Middle School	N/C	Class C...	\$100/HR
Marticville Middle School	N/C	Max. 10 Hours	\$100/HR
Elementary (any)	N/C		\$50/HR

RESTRICTIONS: SUBJECT TO EACH REQUEST

	<u>CLASS A</u>	<u>CLASS B</u>	<u>CLASS C</u>
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KITCHENS:

High School	N/C	25% of	\$70/HR
Manor Middle School	N/C	Class C...	\$50/HR
Elementary (any)	N/C	Max. 10 Hours	\$25/HR

RESTRICTIONS: NO EQUIPMENT OF ANY KIND MAY BE REMOVED FROM THE BUILDING. ALL KITCHEN RENTALS MUST INCLUDE OR HAVE AVAILABLE A SCHOOL CAFETERIA MANAGER/COOK.

	<u>CLASS A</u>	<u>CLASS B</u>	<u>CLASS C</u>
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CLASSROOMS:

All Buildings	N/C	\$10/HR Max. 10 Hours	\$15/HR
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CLASSROOMS ARE USED WHEN CUSTODIAL PERSONNEL ARE **NOT** ON DUTY, PERSONNEL RATES LISTED BELOW APPLY. ADD 10% TO THE ABOVE RATES FOR CLASS C USERS WHEN ADMISSION/DONATIONS ARE REQUESTED AND A PROFIT IS EXPECTED.

	<u>CLASS A</u>	<u>CLASS B</u>	<u>CLASS C</u>
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PERSONNEL RATES: (Per Person)

Stage Technician	\$25/HR	\$25/HR	\$40/HR
Custodial/Cafeteria/Grounds	\$25/HR	\$25/HR	\$40/HR
Police/Parking	\$25/HR	\$25/HR	\$40/HR

THE SCHOOL DISTRICT RESERVES THE RIGHT TO ASSIGN PERSONNEL TO ANY RENTAL REQUEST AS IT FEELS NECESSARY AND CHARGE ACCORDINGLY. PREPARATION AND CLEAN-UP TIME WILL BE CHARGED AS NECESSARY.

	<u>CLASS A</u>	<u>CLASS B</u>	<u>CLASS C</u>
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EQUIPMENT:

Piano, Risers, Spotlight, Projector (ea.)	N/C	\$20 FEE	\$30 FEE
Wrestling Mat (Gymnasium Only)	1 ST MAT – NO CHARGE – ADDITIONAL MAT (S) - \$50 EACH		

PERSONNEL CHARGES FOR MOVING EQUIPMENT WILL BE APPLIED IF NECESSARY, NO ATHLETIC EQUIPMENT WILL BE RENTED.

	<u>CLASS A</u>	<u>CLASS B</u>	<u>CLASS C</u>
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ATHLETIC FIELD: (DEPOSIT)

Lights (min. 3/HRS)	NONE	NONE	(UP TO \$500)
Field Usage	NONE	\$15/HR	\$70/HR
	NONE	NONE	\$25/HR

The Penn Manor School District reserves the right to adjust rental fees in special instances as necessary.