

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

707-AR-0. USE OF SCHOOL FACILITIES

The district recognizes that the school buildings and grounds serve as the center of the community and are a valuable public resource. The district is committed to making district buildings, facilities and property available to the community as much as possible under established and appropriate conditions when such use does not conflict with school activities and functions.

The Business Office will be responsible to receive and approve requests from recognized groups for use of school facilities for educational, recreational, civic and other approved purposes, in accordance with Board policy and administrative regulations.

Use of school facilities will be allocated according to the following priorities, with efforts made to adjust schedules for mutual convenience and maximum usage:

1. School functions and activities under the direction of district staff.
2. Meetings and programs sponsored by the Board, PTA/PTO, recreation organizations, local governmental agencies, and local nonprofit agencies, such as recognized youth groups, scouts, athletic organizations, 4H groups, etc.
3. Other nonprofit community groups composed of local residents.
4. For-profit organizations.

School facilities will not be used for private social functions.

School facilities may not be available for use or rental on Sundays and holidays.

The district reserves the right to reject any request for use of school facilities.

Application/Approval Procedure

1. Copies of the Application For (Rental) Use Of Penn Manor School District Facilities will be available on the district website.

2. Applicants who represent an organization or group requesting the use of school facilities must complete and submit to the Business Office a completed and signed Application For (Rental) Use Of Penn Manor School District Facilities form. In addition, the requester must provide an insurance certificate naming the school district as additional insured, with a minimum coverage of \$1,000,000 bodily injury and damage combined.
3. Completed application, insurance certificate and a deposit for rental fee must be submitted at least ten (10) days before requested date of use, and earlier when possible.
4. Applicant will be notified of the established rental fee and all related fees.
5. The Business Office will review the application to ensure it meets the standards of Board policy and administrative regulations, and will either grant authorization for use; give authorization with stipulations; or deny authorization.
6. A designated employee will check the district's master calendar for availability.
7. The decision to require custodians, supervisors, security or police supervision and/or parking attendants will be made by the Business Manager or designee.
8. If the request is approved, the employee will place the usage on the master calendar.
9. The designated employee will notify the applicant of the approval of the request, along with any required stipulations.
10. Copies of the approved application will be distributed to the Business Office, building principal, building custodian and other employees affected by the event, such as the Food Service Director, Stage Director, and employees responsible for supervision. The Business Office will retain a copy on file.
11. A copy of the approved application will be sent to the applicant.

Organizations and groups requesting use of district facilities on an ongoing basis from year to year must reapply annually.

The district reserves the right to revoke any use of facilities agreement at any time.

Fees

Fees for facility use will be charged in accordance with the established fee schedule approved by the Board.