

**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 **fourteen (14)** 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). 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, class organizations, athletic groups, music groups, dramatic groups, PMEF, PMC3, PMFF, alumni groups, recreation leagues, youth groups, Boy Scouts, Girl Scouts, PTO's, municipalities.

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

**CLASS C** All others.

**INSURANCE** All approved "**USERS**" shall be required to obtain comprehensive general liability insurance with \$1,000,000 combined single limit bodily injury/property damage. 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.

- The School District reserves the right to restrict and/or cancel any approved use at any time.
- Only appropriate uses will be permitted.
- 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.
- Arrangements must include the presence of a school employee, usually a custodian, for supervision and security.
- Weekend rentals may be permitted dependent upon staff availability.
- Smoking (including vaping), Drugs and Alcohol is prohibited on school property at all times.
- Domestic animals are prohibited on school property.
- 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.
- The "**USER**" shall be responsible for special electrical needs. No safety violations permitted.
- Further restrictions may be placed subject to each request.
- Based on unique circumstances and/or special opportunities for the students of Penn Manor School District, the superintendent or his designee may waive all or part of any facility rental charges and staffing fees at his/her discretion.

**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.**

## SCHEDULE OF FEES

All 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.

	<b>CLASS A</b>	<b>CLASS B</b>	<b>CLASS C</b>
<b>1. AUDITORIUM:</b>			
High School (requires technician)	N/C	\$135/HR	\$400/HR
Manor Middle School	N/C	\$85/HR	\$250/HR
Marticville Middle School	N/C	\$85/HR	\$250/HR
<b>RESTRICTIONS:</b>	No food or drink permitted in auditorium. Additional personnel charges may apply.		
<b>2. GYMNASIUM:</b>			
High School – Main	N/C	\$125/HR	\$350/HR
High School – Auxiliary	N/C	\$100/HR	\$300/HR
Manor Middle School	N/C	\$50/HR	\$150/HR
Marticville Middle School	N/C	\$50/HR	\$150/HR
Elementary (any)	N/C	\$35/HR	\$100/HR
<b>RESTRICTIONS:</b>	No food or drink permitted in gymnasium. Additional personnel charges may apply.		
<b>3. CAFETERIA SEATING AREAS:</b>			
High School	N/C	\$100/HR	\$300/HR
Manor Middle School	N/C	\$50/HR	\$150/HR
Marticville Middle School	N/C	\$50/HR	\$150/HR
Elementary (any)	N/C	\$40/HR	\$125/HR
<b>RESTRICTIONS:</b>	Subject to each request. Additional personnel charges may apply.		
<b>4. KITCHENS:</b>			
<b>RESTRICTIONS:</b>	All kitchen rentals must be made through the Director of Food Services at 717-872-9500 ext. 1830. Rates subject to each request. Restrictions may apply during school year.		
<b>5. CLASSROOMS:</b>			
High School	N/C	\$35/HR	\$100/HR
All Other Buildings	N/C	\$20/HR	\$50/HR
<b>RESTRICTIONS:</b>	Computer labs and science lab rooms are unavailable for rental. Add 10% to the above rates for Class "C" Users when admission/donations are requested and a profit is expected. Additional personnel charges may apply.		
<b>6. LARGE GROUP INSTRUCTION AREAS:</b>			
High School	N/C	\$75/HR	\$200/HR
All Other Buildings	N/C	\$35/HR	\$100/HR
<b>RESTRICTIONS:</b>	Add 10% to the above rates for Class "C" Users when admission/donations are requested and a profit is expected. Additional personnel charges may apply.		
<b>7. PERSONNEL RATES: (Per Person)</b>			
Stage Technician	\$100/HR	\$100/HR	\$100/HR
Custodial/Grounds	\$33.70/HR	\$50/HR	\$50/HR
Event Manager	\$33.70/HR	\$50/HR	\$50/HR
<b>RESTRICTIONS:</b>	The school district reserves the right to assign personnel as it feels necessary and to charge accordingly. Preparation and clean-up time will be charged as necessary.		
<b>8. EQUIPMENT:</b>			
Piano	N/C	\$20 FEE	\$50 FEE
Risers	N/C	\$50 FEE	\$150 FEE
Spotlight	N/C	\$25 FEE	\$75 FEE
Video Projector	N/C	\$25 FEE	\$75 FEE
Wrestling Mat (Gymnasium Only)	\$50 PER MAT	\$50 PER MAT	\$50 PER MAT
<b>RESTRICTIONS:</b>	Personnel charges for moving equipment will be applied if necessary. No athletic equipment will be rented. District vehicles including Gators are not available for rental. High School concert piano not available for rental.		

	<b>CLASS A</b>	<b>CLASS B</b>	<b>CLASS C</b>
<b>9. FIELD HOUSE ACCESS:</b>			
High School (season dependent)	N/C	\$135/HR	\$400/HR
High School (restrooms only)	N/C	\$20/HR	\$75/HR
<b>RESTRICTIONS:</b>	Additional personnel charges may apply.		
<b>10. ATHLETIC FIELDS:</b>			
High School Synthetic Turf Field	N/C	\$85/HR	\$250/HR
Comet Field Synthetic Turf Field	N/C	\$85/HR	\$250/HR
Comet Field Natural Grass	N/C	\$75/HR	\$200/HR
Varsity Baseball Field	N/C	\$75/HR	\$200/HR
Varsity Softball Field	N/C	\$75/HR	\$200/HR
Tennis Courts	N/C	\$35/HR	\$100/HR
Other Natural Grass Fields	N/C	\$35/HR	\$100/HR
Lights (min. 3/HRS)	N/C	\$15/HR	\$50/HR
<b>RESTRICTIONS:</b>	Expenses for lining fields, mowing and special arrangements will be paid by the renting organization. Preparation and clean-up time will be charged as necessary. The condition of fields will determine availability.		

**PLEASE NOTE:**

- A fee for an event manager may be added to the hourly rate and will include the time needed to open the gates and field house, restrooms, clean up after the event, and to secure the facility.
- The hourly rate will be rounded to the nearest quarter hour.
- The lighting surcharge applies once the lights are turned on and again is rounded to the nearest quarter hour.
- The Penn Manor School District may require requesters to provide security support for events at the Comet Field Competition Venue. The district reserves the right to define required security support.
- The Penn Manor School District may require requesters to provide emergency medical support for events on district athletic fields. The district reserves the right to define required emergency medical support.
- All users must agree to abide by "Guidelines for Use of Synthetic Turf Fields."
- All field activities must conclude by 10:00 PM unless specifically approved by the Superintendent of Schools.

**GUIDELINES FOR USE OF SYNTHETIC TURF FIELDS**

**CONDITIONS OF USE**

- The Athletic Director and the High School Principal must be included in the approval structure for the rental of turf fields.
- Penn Manor sporting teams have first priority on the field. If an event is running late, the game(s) will be finished before the next group uses the field, regardless of the time stated on the facilities contract.
- Only turf shoes, sneakers, or rubber cleats are allowed on the turf field.
- Spectators are not permitted on the field. Please use bleachers or stand outside the fence line.
- Field use is permitted only for the times specified on the approved contract. Organizations should not come earlier or leave later than the times specified.
- No keys will be issued to users of the Comet Field Competition Venue other than head coaches of Penn Manor teams authorized to use the field.
- All equipment used on the field should meet current PIAA standards.
- All litter must be picked up and removed by the organization at the end of the field use.
- No tobacco products, vaping products, alcohol or drugs are permitted on the field or consumed within the limits of the field.
- No vehicle of any type is permitted on the field at any time.
- Each organization is responsible for making sure that all its personnel, coaches, parents and participants are aware of all rules regarding the use of this field.
- Glass and other sharp objects that will risk injury to players and damage to the field are prohibited.
- Players are only permitted the use of water on the field. Food, gum, and soft drinks are strictly prohibited.

**SAFETY INFORMATION**

- Coaches must walk the fields and surrounding area prior to use. A potential hazard must be reported to players and the opposing team(s). Report hazards to the Athletic Director/field manager and league officials.
- The field may not be used, for any reason, when closed by school district officials.

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