

COLONIAL SCHOOL DISTRICT

No. 707

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES AND EQUIPMENT

ADOPTED: 5.24.84

REVISED: 10.16.97

4.24.03

8.21.08

4.15.10 Rental Fees Updated

2.17.11

1.10.13

9.19.17

707. USE OF SCHOOL FACILITIES AND EQUIPMENT	
1. Purpose	It is the intention of the Board that school facilities shall be available for use by the community in accord with appropriate state and federal laws. Community groups shall be permitted to use school facilities when such uses will not interfere with school district programs, will not constitute a public nuisance, do not have a history of abuse of facilities, or represent excessive use by a single organization.
2. Authority	The Board will provide for the use of school facilities when permission has been requested on the designated form and has been approved by the Director of Operations or his/her designee in accordance with the established guidelines.
3. Guidelines	<p>All community use shall be subject to the provisions of the following Rules, Regulations, and General Policies</p> <p><u>Rules, Regulations and General Policies</u></p> <p>Groups will be denied meeting facilities if the use involves the advocacy or promotion of a philosophy which would provide a threat to the health, safety or welfare of students or staff, or if such use could bring danger to school facilities or if the use prohibits the ability of the District to preserve its status as a non-partisan political entity. Further, the activities and services of the organization must be available to all age appropriate District residents without restriction to race, creed, national origin, sexual orientation or political affiliation and may not have a charter or admission policy that violates federal or state law. Allowing the use of school district facilities does not represent an endorsement of program or philosophy by the district. Any use of school facilities will be contingent upon availability of custodial staff and/or security personnel and acceptable monitors.</p>

The use and rental of school facilities shall be generally restricted to organizations located within the Colonial School District or having a majority of members who are Colonial School District residents in accordance with the approval process detailed in this policy, and to organizations within the Colonial School District who are acting as hosts to area or regional meetings or programs. Rental to groups located outside the district which are not being sponsored by a local group may also be approved by district administration, when it is the administration's judgment that the renting group is offering a program of interest and benefit to the community/district. Approval is granted and appropriate notification made when the application is in compliance with board policy.

All applications shall be signed by a responsible member of the organization making the application. Signature by the member shall be considered evidence that the group assumes full responsibility for obeying all regulations regarding facility use.

All applications are subject to approval of school officials with regard to general conditions, special facilities, or services desired.

Approval Process:

1. An application for the use of facilities must be submitted to the Facilities Management Center at least 20 business days prior to an event. The application must be signed by an authorized representative of the group requesting use of school facilities before permission is granted. The party signing this application is personally responsible for the enforcement of the rules and regulations set forth below and for any financial obligation to the District in the event that fees are incurred. The required signature of an applicant on the application indicates the applicant accepts and agrees to the Colonial School District's rules and regulations and associated fees.
2. In making a determination of usage, the administration will consider the following criteria:
 - a. Availability of space
 - b. Timeliness of application
 - c. Number of students in organization requesting usage
 - d. 80% residency requirement of requesting organization (Proof of residency may be requested at time of application.)
 - e. Scheduling of facilities will be determined on a priority basis (Class 1 has priority over Class 2, Class 2 has priority over Class 3, etc.)
 - f. Prior history of the user's conduct and management of the facilities.

Functions shall be properly supervised at all times. The supervisor of the event shall be responsible to ensure that all participants stay within their assigned area until the completion of the activity. The district has the discretion to impose security deposits on any organization or persons. Violation of the rules and regulations of the School District in connection with the use of school facilities and equipment will result in immediate cancellation of the privilege granted to use facilities and/or equipment. Costs for repair or replacement of lost or damaged property and the cost of extra services shall be charged to the responsible organization. Authorized school personnel shall have free access to all facilities at all times.

Alcoholic beverages, drugs and smoking are prohibited on all school property. The use of improper language is cause for exclusion from the facilities. The District prohibits the use of any District facilities by any person or for-profit organization for personal or private gain, financial or other manner of compensation, without prior written permission from the Board of School Directors.

Organizations using a school facility may not sublet or transfer their rights and privileges to any other individual, group, or organization.

Organizations or individuals using school facilities shall provide paid security at their own expense if deemed necessary by school officials to maintain order and protect school property. The school employee in charge during the facility use may call the police if in the employee's judgement it becomes necessary.

The School Board reserves the right to refuse the use of the building to any organization at any time.

Insurance

The District will require the applicant to provide a certificate of insurance in the amount of two million dollars (\$2,000,000) for personal liability and property damage coverage from an insurance company authorized to do business in Pennsylvania according to the prescribed format.

Hours and Availability

The availability of District facilities may be restricted by the Superintendent or his/her designee. Buildings and grounds are not available for community use during the hours when school is in session. School buildings are only available on Sundays if fees and expenses are paid by the user group. If the school district is closed due to inclement weather or other emergencies, all evening events will be cancelled, including practices unless otherwise authorized by the Superintendent or his/her designee. Requests for facility use that takes

place on a holiday will be considered on an individual basis. Use of facilities will be at the discretion of the District as to whether they are able to provide custodial coverage on that holiday.

Rates for Use of District Facilities

Organizations will be charged for use of school facilities when they do not qualify for free use of the facilities. The rates do not include fees that will be charged when extra school personnel are required. Designated school employees must be present whenever special equipment is to be used, and an additional fee for the service of these employees is required. The rates are based upon use of our facilities for a maximum of 6 hours; an additional charge may be required when the use of a facility extends beyond 6 hours. These rates do not include rehearsal privileges. A separate rate is required for rehearsal time according to the rate schedule. Any use of a kitchen requires presence of Food Service personnel at all times the kitchen is being used. Kitchen personnel fees will be charged and billed by the School District.

Class I

Any school related organization involving Colonial School District students, staff organizations, Parent-Teacher Organizations, chartered, non-profit community youth groups, based in Conshohocken Borough, Plymouth Township or Whitemarsh Township and/or meeting the needs of Conshohocken Borough, Plymouth Township or Whitemarsh Township youth including but not limited to scouting groups, athletic associations (Little League, Soccer, Baseball, Basketball, CYO, etc.) not engaged in fund raising activities; Parks and Recreation Departments of Conshohocken Borough, Plymouth and Whitemarsh townships. Membership of these organizations must include at least eighty 80% Conshohocken Borough, Plymouth Township and/or Whitemarsh Township residents.

These Class I organizations may use the facilities without a user rate. Fees are charged for custodial, maintenance, technical, or grounds personnel if extra services are needed or if the event is scheduled to take place on a Saturday, Sunday, holiday or during other non-scheduled working hours.

Class II

All civic and service organizations; adult community groups and service organizations engaged in fund raising activities.

These Class II organizations may use the facilities with user rates listed for Class II plus fees for extra personnel as needed. If the event takes place

during non-scheduled working hours rates will be applied as per Class I.

Class III

All other organizations not included above will be required to pay user rates listed for Class III plus fees for extra personnel as needed.

Personnel Expenses

Organizations using district facilities at periods when district staff are not normally on duty and available for coverage of events will be charged fees to cover personnel expenses for the hours which staff are required to prepare for, monitor and clean up after such events. These fees will be determined by multiplying the number of hours worked by assigned personnel times the average of the highest and lowest hourly wages of the staff routinely eligible for assignment to the events, adding an amount equal to the district's contribution for social security and retirement for the period worked, and rounding up the nearest dollar.

Rental Fees

Rental rates are applicable to one-day events and the primary day of multi-day events. Rental rates for additional days which are part of events which run longer than a single day will be charged at the rate of 50 percent of the rental rate for the primary day. The Board of School Directors will review rental rates annually.