

LAMPETER-STRASBURG SCHOOL DISTRICT

Lampeter, Pennsylvania 17537

USE OF SCHOOL FACILITIES

The Lampeter-Strasburg School District recognizes the broad aspect of education and that education, in reality, is related to all ages. Therefore, it is the desire of the Board of Education to make school facilities available for use by the citizens of the District, when such use does not conflict with the regular school program and when such use will result in an improved community climate. The intent of this policy makes possible the maximum educational return on community investment in the School District's buildings, grounds, and equipment.

Requests for the use of a school facility must be submitted on the Application for Facility Rental form to the Student Accounting Office for evaluation and administrative approval a minimum of two weeks prior to the date of the event. All requests shall include the name of the organization and the planned activity, as well as all other pertinent information relating to the event. In order that all school activities receive the highest priority for facility use, facility rental requests made by non-school related organizations will not be scheduled for the upcoming school year until after July 15. Requests received prior to July 15 will be held for scheduling until after July 15 and will be scheduled in the order that they have been received.

DEFINITIONS OF ACTIVITIES

Following receipt of the Application for Facility Rental, the request for use of School District facilities will be categorized based on the following three definitions:

(1) School Sponsored Activities

These activities consist of approved School District athletic and co-curricular activities. Requests for use of facilities must be made through the respective building's Principal or Athletic Director. All activities for the upcoming year should be scheduled prior to July 15 by the Principal's Secretary or the Athletic Director. Liability insurance coverage is provided under the School District's general liability policy for all school sponsored activities.

(2) School Related Activities

These activities are sponsored by organizations that are considered to be "school related," such as booster clubs or parent-teacher organizations, but are not financially supported by the District. Requests for use of facilities must be made through the Student Accounting Office by completing the Application for Facility Rental form. Liability insurance coverage is provided under the School District's general liability policy for all school related activities unless specified below as an exception.

Requests made as a school related activity will be required to provide proof of affiliation with the sponsoring school related organization. This is to prevent non-school related organizations being considered school related organizations for the sole purpose of avoiding facility rental fees, a practice that is in violation of this policy. Failure to provide adequate proof of affiliation could jeopardize the use of the facility by the respective school related organization. Application for Facility Rental forms submitted by booster clubs or parent-teacher organizations must be signed by the president of the organization and the Head Coach or Principal, respectively, indicating that the request is to provide a legitimate activity of the sponsoring booster club or parent-teacher organization.

Athletic-related camps, tournaments, or similar group activities must not incur a profit or they will be considered as a fund raiser and will be governed under Administrative Procedure 1212.5, Guidelines for Fundraisers. A summary of the income and expenses, including coaches' salaries, from each athletic-related camp, tournament, or similar group activity must be submitted to the Student Accounting Office within 30 days of the conclusion of the event.

(3) Non-School Related Activities

These activities are not affiliated with the School District; they are sponsored by an outside organization. Requests for use of facilities must be made through the Student Accounting Office by completing the Application for Facility Rental form. The organization will be assessed under Category B or C of the Facility Use Fee Schedule, as well as billed for labor should District personnel be utilized. Liability insurance coverage is not provided under the School District's general liability policy for non-school related activities. The requesting organization will be required to submit a Certificate of Insurance naming Lampeter-Strasburg School District as the insured, with minimum Commercial Liability limits of \$1,000,000 per occurrence and a \$1,000,000 general aggregate, as outlined under Conditions for Use of School Facilities.

CONDITIONS FOR USE OF SCHOOL FACILITIES

The conditions for use of school facilities are described below and must be observed at all times:

1. The requesting organization may contact the Student Accounting Office or access the District Web site to obtain the Application for Facility Rental form and Policy 3500, Use of School Facilities.
2. There are certain fees associated with the use of school facilities which must be paid by the requesting organization as designated in Administrative Procedure 3501. These charges represent flat rental fees for use of District facilities. Any additional charges due to the labor provided by District personnel will be billed to the requesting organization after the event. Fees associated with the use of school facilities are dependent upon the nature of the facility request and the relationship of the requesting organization with the District. Following are the category descriptions which determine the appropriate District facility rental fee:

CATEGORY DESCRIPTIONS

- A) District organizations directing school sponsored or school related activities, as defined above, will not be charged a rental fee for their use of the facilities, as specified in the Facility Use Fee Schedule. In the event that additional School District staff is utilized, the school related organization will be billed for these labor services at the appropriate rate.
 - B) Lampeter-Strasburg community related organizations or activities consisting of participants who are District residents will be charged as specified in the Facility Use Fee Schedule. In the event that additional School District staff is utilized, the community related organization will be billed for these labor services at the appropriate fee.
 - C) All other facility use requests will be charged as specified in the Facility Use Fee Schedule. In the event that additional School District staff is utilized, the organization will be billed for these labor services at the appropriate fee.
3. Use of all facilities and grounds must be requested through the Student Accounting Office which will be responsible to make all arrangements for use of the facility or grounds, in coordination with the Athletic Director, the Buildings and Grounds Director and the Food Service Director. An Application for Facility Rental form must be signed by the building use requestor and approved by the Superintendent prior to the use of the facility.
 4. The Application for Facility Rental form must specifically include in the Special Arrangements section all facilities and equipment to be used by the requesting organization. The School District will not furnish any equipment or additional areas that are unspecified. Requests for use of kitchen facilities require the approval of the Director of Food Services and may require a member of the Food Services staff to be present, for which a labor rate would be charged. Approval of every request is contingent upon the availability of staff members.

5. Use of District facilities, grounds, and athletic fields by non-school related organizations or by athletic organizations operating outside their normal season as defined by PIAA will include charges for any special tasks, such as lining the fields, special mowing requirements, special set-up arrangements, etc.
6. Requests made under the claim of being a school related organization will be asked for verification of affiliation with the sponsoring school related organization. This verification is to prevent the use of school related organizations for the sole purpose of avoiding facility rental fees.
7. Applications for Facility Rental forms submitted by a booster club or parent-teacher organization must be signed by the president of the organization and head coach or principal, respectively.
8. The requesting organization, if defined as a non-school related activity or if sponsoring an activity involving residents from outside the Lampeter-Strasburg School District, must assume full responsibility for any injury or liability resulting from the use of school facilities and must secure liability insurance to cover the event. A Certificate of Insurance must be provided to the Student Accounting Office no later than two weeks prior to the date of the event naming Lampeter-Strasburg School District as the insured, with minimum Commercial Liability Limits of \$1,000,000 per occurrence and a \$1,000,000 general aggregate.
9. The requesting organization must be responsible for the conduct of all persons present in the building for the organization's activities. In the event of damage to District facilities, grounds, or equipment, the organization must assume full responsibility for all damage or loss and shall pay for the repair or replacement of all property.
10. Fees incurred for labor or materials to repair damages or to clean up after an organization's use of facilities or grounds will be billed to the requesting organization.
11. The applicant may not assign, sublet, or transfer its rights or privileges to any other individual, group, or organization.
12. Requests for use of school facilities or grounds may be limited from time to time due to the need to clean the facilities or repair the grounds and to allow for altered custodial or maintenance schedules.
13. The requesting organization must end their activities within the facility or grounds by 10:00 p.m.
14. As a rule, the District does not permit the use of the buildings on Sundays.
15. Use of school facilities for each rehearsal prior to an approved performance will be prorated at a percentage of the rental fee.
16. No use of tobacco, alcoholic products or other controlled substance is permitted on school property.
17. Food and/or drink are not permitted in any District gymnasium or auditorium at any time.
18. Gambling, which include any raffles, auctions, small games of chance, lotteries, etc., or other conduct detrimental to the public interest is not permitted in District buildings or on District grounds.
19. The District may require the use of a constable to insure the safety of the participants and the protection of school property depending on the size and nature of the event. In the event of such a requirement, the constable will be secured by the District, and the requestor will be billed for those costs.
20. Special requirements may be mandated by the School District depending upon the facility being utilized and conditions at the time permission is granted.

21. The Superintendent is charged by law with the responsibility for providing, maintaining, and protecting school facilities, reserves the right to deny the use of school facilities when deemed necessary in the public interest. The following guidelines shall be used in interpreting the public interest: (1) the applicant shall conduct orderly meetings, and such gatherings shall not be of a nature to incite others to disorder; (2) the applicant shall conduct meetings which are not abusive of other groups by reason of race, creed, color, national origin or religion.
22. The School Board, at the recommendation of the Superintendent, reserves the right to waive or adjust any or all fees levied under this policy. A request to waive rental fees will be considered by the Superintendent in the event it directly benefits children in the Lampeter-Strasburg School District. Labor related charges are not subject to waiver.
23. The requesting organization must adhere to all District policies and procedures at all times when using District facilities and grounds for any purpose.
24. The Superintendent shall be the delegated authority to revoke permission if, in the superintendent's judgment, proper use is not being made of the school facility as outlined by this policy.

**Approved by Board of School Directors 04/16/12
Supersedes Policies Dated 05/29/07, 12/05/05, 04/02/01, 01/02/96, and 05/04/09**