

# SPRING-FORD AREA SCHOOL DISTRICT USE OF FACILITIES POLICY UPDATE

Presentation - Monday April 23, 2018

Dr. Allyn Roche





















# SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: March 25, 1991

REVISED: May 24, 2010

707. USE OF SCHOOL FACILITIES	
1. Purpose	The facilities of the Spring-Ford Area School District are financed and maintained by its citizens for the housing and promotion of the various curricular and extracurricular activities comprising or related to the educational program of the school district. No use by others shall be permitted to interfere with or restrict this primary purpose.
SC 775	The Spring-Ford Area School District is an integral part of the community. The members of the Board of School Directors restate their belief that, because the school buildings and facilities belong to the people of the community, they should be made available for community purposes, provided that such use does not interfere with the educational programs of the schools. The facilities of the schools should be used by the community to foster the educational, cultural and civic growth of all residents. Groups will be denied meeting facilities if they advocate or promote a philosophy which would produce a threat to the health, safety or welfare of students or staff, or if such use could bring damages to school facilities. Allowing the use of school district facilities does not represent an endorsement of program or philosophy by the district.
2. Authority	The school district will, through appropriate administrative procedures, make available to the community the various facilities when permission has been

# POLICY # 707 - USE OF FACILITIES

- ▶ **PURPOSE:** The facilities of the Spring-Ford Area School District are financed and maintained by its citizens for the housing and promotion of the various curricular and extracurricular activities comprising or related to the educational program of the school district. No use by others shall be permitted to interfere with or restrict this primary purpose.
- ▶ Policy Includes:
  - ▶ Procedures for Granting Permission to Use School Facilities (27)
  - ▶ Activity Classification Groupings (6)
    - ▶ School Related Groups, Youth/Adult Activity Groups Run by Volunteers, Community Services Organizations that Charge Fees, Religious/Residential Groups, "Not-For-Profit" and Commercial Organizations
  - ▶ Rental Charges and Service Fees
  - ▶ Application Approval Procedures and Guidelines
  - ▶ Insurance Requirements for Facility Usage



# POLICY # 707 - USE OF FACILITIES

- ▶ Current Policy Adopted – March, 25, 1991
- ▶ Current Policy Last Revised – May 24, 2010
  - ▶ Added Addendum 707c – Addressing Custodial Charges for PTAs, H&S Associations, Athletic Booster Club, SFMA and Spring-Ford Educational Foundation
- ▶ FYI – Three Policies in the 707 Series:
  - ▶ 707 – Use of Facilities
  - ▶ 707.1 – Community Use of School Grounds and Playgrounds (1/18)
  - ▶ 707.2 – Use of the All-Weather Track by District Residents (1/18)

# POLICY # 707 - USE OF FACILITIES

## ► Review of Policy # 707 - Timeline

- April 11, 2016 – Policy 707 listed on Policy Committee Agenda
  - Committee Members – Mrs. Spletzer (chair), Mrs. Heine and Mrs. Zasowski
- May 12, 2016 – Policy 707 was deferred to June
- June 13, 2016 – Dr. Roche asked to review policy with District Administration and report back to the committee in September 2016
- September 12, 2016 - Committee reviewed pages 1-4 and began conversations about Group Classifications and Fee Structures
- November 14, 2016 – Continued committee conversations and Dr. Roche asked to review updates with District Administration– bring back in January 2017



# POLICY # 707 – USE OF FACILITIES

- ▶ Review of Policy # 707 – Timeline (continued)
  - ▶ January 2017 – New Committee Chair with the same consistent members
    - ▶ Committee Members – Mrs. Zasowski (chair), Mrs. Heine and Mrs. Spletzer
  - ▶ March 2017 – Updated Draft reviewed with discussion about the overall fee structure that may impact some organizations financially. Committee asked for feedback from Business Office and Facilities Department on costs
  - ▶ April 2017 – Updated Draft reviewed, Committee discussed a change to the Fee Structure – clarifying the terms of **Rental Charge** and **Service Fee**
    - ▶ **Rental charges** are defined as fixed charges for the use of the facilities.
    - ▶ **Service fees** are defined as additional charges for the use of facilities based upon specific date/time requests, length of facility usage, scope of the facility usage (charging admission, fundraising, high profile events, etc.), personnel costs including overtime costs and the need for technology or the use of specialized equipment.

# POLICY # 707 – USE OF FACILITIES

- ▶ Review of Policy # 707 – Timeline (continued)
  - ▶ November 2017 – Mrs. Zasowski updated the Policy committee after attending both Property and Finance Committees. She shared the progress from the Policy Committee with those committees and shared her feedback in talking with Mr. Cooper
  - ▶ January 2018 – Policy Committee reviewed the cost analysis from Mr. Fink, in consultation with Mr. Cooper, based upon the one (1) employee equivalency at one facility per hour as well as other costs to the district (utilities & other)
    - ▶ Committee Members – Mrs. Zasowski (chair), Mrs. Heine and Mr. Dehnert
  - ▶ February 2018 – Mr. Fink attended the Policy Committee meeting to review and further explain the cost analysis that was shared in January 2018
    - ▶ **Redefined Service Fee** - cost that covers an employees compensation with all taxes and retirement fees, as well as the costs for electricity, water, sewer and cleaning costs.



# POLICY # 707 – USE OF FACILITIES

## ► Review of Policy # 707 – Timeline (continued)

- March 2018 – Mrs. Zasowski shared her “homework” with the committee – a draft of the Rental Charges based upon the current policy and previous discussions at the committee level
- April 2018 – Committee asked Dr. Roche to present an update to the School Board on the progress to date on Policy 707
- May 14, 2018 – Policy Meeting with be focused on Use of Facilities and a representative from each organization that uses the facilities will be invited to participate in the committee meeting. Information will be sent by end of April 2018
  - Monday May 14, 2018 – Hurda Center in the 10-12 Center
    - 6:00pm – Extra-Curricular Committee Meeting
    - 7:00pm – Policy Committee Meeting – Non-Use of Facilities Policy Items
    - 7:30pm – Policy Committee Meeting – Use of Facilities Discussion

# LOCAL DISTRICT COMPARISONS

- ▶ **Pottsgrove** – Fees for Class II and III if fundraiser, Service Fees Apply, if not normal working hours
- ▶ **Central Bucks** – Non-Profit Groups – Gym Rental - \$20/night weeknights and \$55 hour weekend, Classroom - \$10/night weekdays and \$55 hour weekend.
- ▶ **Boyertown** – Class 2 – Gymnasium - \$250/day, Classroom \$50/day, LGI or Elementary Multi-purpose Room - \$100/day
- ▶ **Downingtown** – Rental Fee plus Labor Fee (\$35/hour) – Type 2 Rental Fees include Secondary Main Gym - \$20/hour, Elementary Gym - \$15/hour, Classroom - \$5/hour, Grass Fields - \$5/hour
- ▶ **Owen J. Roberts** – Rental Fee plus Labor Fee – Rental Fees include HS/MS Gym - \$150/season or \$10/use, Aux Gym - \$100 season or \$5/use
- ▶ **Perkiomen Valley** – Rental Charge plus Service Fee (per hour per employee) – Rental Charges include MS Gym - \$50/use, HS Gym - \$50/use, Classroom - \$25/use
- ▶ **Methacton** - Rental Fee plus Custodial Fee (\$47/hour) – Rental fee per 12 week season, not per use – Class 2 – HS Gym - \$50, Classroom - \$25



# POLICY REVISION RECOMMENDATIONS

## ► **Applications for Rental:**

- Change to 60 days notice (from 30 days) and use of on-line application process (School Dude)
- Clarify Time Frame for Organizations to Submit Applications for Rental
- Establishing set dates that all facilities are closed for rentals - January 1st, Spring Break Thursday – Sunday), Memorial Day, July 4th, Labor Day, Thanksgiving Break (Thursday – Sunday) and Winter Break.

## ► **Appropriate Use of Facilities**

- Clarify No Use of Open Flame, Canned Heat, Gas Grills, Candles in facilities
- Adjusted End Time for Facility Use – 10:00pm weekdays and 11:00pm weekends
  - Previously 11:00pm on weekdays and 12:00am on weekends
- Clarify Implications for Facility Misuse – Loss of Privilege for the Organization
  - Examples include transferring or sharing permits, signing up non-affiliated groups that do not meet the specific Classification criteria, violations of established building safety & security protocols

# POLICY REVISION RECOMMENDATIONS

- ▶ Fees Established By Business Office:
  - ▶ Current Policy – Two topics - YMCA and Summer Camps
  - ▶ Revision to include two more topics in this area:
    - ▶ **Long-Term Facility Rental Agreements** - Organizations that request to use Spring-Ford Area School District facilities for an entire “season” or on a routine or reoccurring basis can request to meet with the Business Office to discuss the specific requests to develop and mutually agreeable cost for the entire season or reoccurring request.
    - ▶ **PIAA Post-Season Use of Facility Requests**



# POLICY REVISION: ON GOING DISCUSSIONS

## ▶ **Building & Door Security During Rentals**

- ▶ Current - Any organization that uses approved school facilities is responsible for monitoring the admittance and supervising the conduct of participants and spectators.
  - ▶ Open Doors? Free Access to Facility? Propped Doors?
- ▶ What is realistic for organizations, enforceable by the District and protects the students, families, community and building?
- ▶ AGENDA ITEM ON MAY 14<sup>th</sup> POLICY COMMITTEE MEETING

## ▶ **Organization Classifications**

## ▶ **Rental Charge and Service Fees**

# ORGANIZATION CLASSIFICATIONS

- ▶ **Class I** – Spring-Ford Area School District sponsored activities and events as well as not-for-profit groups, organized solely for the purposes of supporting and enhancing the mission of the school for which it is formed, and 100% of the group's proceeds from the facility use benefit Spring-Ford Area District schools and programs. Fundraisers that are held on SFASD facilities where the proceeds from the event are not 100% used to benefit a SFASD school or program will be considered Class II for the fundraising event and may be charged Class II facilities rates. Class I also includes elected officials of Federal, State or local government or local civic groups when conducting community or official business. **Services fees may apply to certain rentals based upon usage on weekends.**
- ▶ **Examples** –Spring-Ford Area School District Parent Teacher Associations, Home and School Leagues, Home and School Associations, school-sponsored academic programs, school-sponsored interscholastic and intramural athletic programs, Music Association, Booster Club, Spring-Ford Educational Foundation, Spring-Ford Area School District community education programs, and school-sponsored recreation programs.

# ORGANIZATION CLASSIFICATIONS

- ▶ **Class II** – Organizations that are tax-exempt and are located within the Spring-Ford Area School District boundaries and have a membership comprised of at least 50% residents. Class II organizations must have a primary purpose on the betterment of the community and are providing the services to the residents whose sponsors and organizers are volunteers, in general. Class II organizations can charge membership fees which benefit the continuation of the program developed by the organization. **For certain events and facility usage, Class II groups that charge admission to certain contests, events and/or tournaments or conduct a fundraiser by selling items or food/snacks in a SFASD facility may be considered Class III for these events and will be charged accordingly.**
- ▶ **Examples** – Cub Scouts, Boy Scouts, Girls Scouts, Fire Companies, Community Recreation Leagues, Community Theater, and Community Service Organizations



# ORGANIZATION CLASSIFICATIONS

- ▶ **Class III** – Organizations that are tax-exempt and are located within the Spring-Ford Area School District boundaries and have a membership comprised less than 50% residents. Class III organizations must have a primary purpose on the betterment of the community and are providing the services to the residents whose sponsors and organizers are volunteers, in general. Class III organizations can charge membership fees which benefit the continuation of the program developed by the organization. An organization that has at least 50% residents but is sponsored and organized by paid coaches or advisors would be considered Class III. **For certain events and facility usage, Class III groups that charge admission to certain contests, events and/or tournaments or conduct a fundraiser by selling items or food/snacks in a SFASD facility may be considered Class IV for these events and will be charged accordingly.**
- ▶ **Examples – AAU Basketball Team**
- ▶ **Class IV** - Other organization not defined in Class I, II or III including religious and residential groups, “not-for-profit and commercial organizations, colleges and universities as well as other groups that serve the community but do not originate in the community.

# RENTAL CHARGES AND SERVICE FEES

## ► Rental Charges and Service Fees:

- Class I – No Rental Charges but some Service Fees may apply
- Class II – Rental Charges and Service Fees based upon separate Rental Charge and Service Fee schedule
- Class III – Rental Charges and Service Fees based upon separate Rental Charge and Service Fee schedule
- Class IV – Rental Charges and Service Fees based upon separate Rental Charge and Service Fee schedule

## Current Rental Charges – Based upon Block of Time (6 hrs. max)

Room Type	Class I & II	Class III	Class IV	Class V & VI
Classroom	\$0.00	\$25.00	\$50.00	\$100.00
Auditorium – 10-12	\$0.00	\$300.00	\$500.00	\$1,000.00
Gymnasium – 10-12	\$0.00	\$300.00	\$500.00	\$1,000.00
Gymnasium – 5 <sup>th</sup> -7 <sup>th</sup>	\$0.00	\$200.00	\$400.00	\$800.00
K-4 Gymnasium w/ All Purpose Room	\$0.00	\$200.00	\$400.00	\$500.00
Cafeteria 9 <sup>th</sup> Grade	\$0.00	\$100.00	\$300.00	\$500.00
Cafeteria – 5 <sup>th</sup> – 7 <sup>th</sup>	\$0.00	\$200.00	\$400.00	\$600.00



## Example of Rental Charge Schedule – 4 hour block

Room Type	Class I	Class II Rates		Class III Rate		Class IV Rate/Hourly
		Mon-Fri 6:15p-10p	Sat, Sun Holiday/ Summer	Mon-Fri 6:15p-10p (per night)	Sat, Sun Holiday/ Summer (hourly)	Anytime Rental
Classroom	\$0.00	\$0.00	\$10.00	\$10.00	\$25.00	\$100.00
Auditorium – 10-12	\$0.00	\$10.00	\$15.00	\$25.00	\$300.00	\$1,000.00
Gymnasium – 10-12	\$0.00	\$10.00	\$15.00	\$25.00	\$300.00	\$1,000.00
Gymnasium – 5 <sup>th</sup> -7 <sup>th</sup>	\$0.00	\$10.00	\$15.00	\$20.00	\$200.00	\$800.00
K-4 Gymnasium w/ All Purpose Room	\$0.00	\$5.00	\$10.00	\$15.00	\$200.00	\$500.00
Cafeteria 9 <sup>th</sup> Grade	\$0.00	\$10.00	\$15.00	\$20.00	\$100.00	\$500.00
Cafeteria – 5 <sup>th</sup> – 7 <sup>th</sup>	\$0.00	\$10.00	\$15.00	\$25.00	\$200.00	\$600.00

# SERVICE FEES

▶ **Service Fees include hourly rates for:**

- ▶ Labor (wages, taxes, PSERS) for one (1) employee equivalency
- ▶ Electricity Usage for the Specific Location
- ▶ Water, Sewer, Trash Collection and Consumables (soap, paper, etc.)
- ▶ Cleaning Supplies
- ▶ Line Painting for Outdoor Fields, if applicable
- ▶ Does NOT include Equipment/Facility Depreciation Fees

Example of Service Fee Schedule							
	Class I Rate/Hour		Class II Rates/Hour		Class III Rate/Hour		Class IV Rate/Hour
	Mon-Fri 6:15p-10p	Sat, Sun Holiday/ Summer	Mon-Fri 6:15p-10p	Sat, Sun Holiday/ Summer	Mon-Fri 6:15p-10p	Sat, Sun Holiday/ Summer	Anytime Rental
Classrooms	\$0.00	\$59.00	\$40.00	\$59.00	\$40.00	\$59.00	TBD
LGI Classrooms	\$0.00	\$61.00	\$42.00	\$61.00	\$42.00	\$61.00	TBD
Cafeterias	\$0.00	78.00	\$60.00	78.00	\$60.00	\$78.00	TBD
5 <sup>th</sup> – 12 <sup>th</sup> Main Gyms	\$0.00	\$84.00	\$65.00	\$84.00	\$65.00	\$84.00	TBD
AUX Gyms & K-4 Gyms	\$0.00	\$75.00	\$56.00	\$75.00	\$56.00	\$75.00	TBD
9 <sup>th</sup> & 10-12 <sup>th</sup> Auditoriums	\$0.00	\$78.00	\$60.00	\$78.00	\$60.00	\$78.00	TBD
8 <sup>th</sup> GC Auditorium	\$0.00	\$69.00	\$50.00	\$69.00	\$50.00	\$69.00	TBD
Fields - Outdoor	\$0.00	\$62.00	\$43.00	\$62.00	\$43.00	\$62.00	Includes personnel



# SERVICE FEES

- ▶ On-Going Conversation at Policy Committee
  - ▶ Service Fee – Should the renting organization cover the true costs of the District?
    - ▶ Committee discussion over the true costs of the rental
  - ▶ Service Fee includes costs beyond custodial salary
  - ▶ Should there be Service Fees when School Personnel are “On the Clock?”
    - ▶ For example on Monday – Friday when the school has evening custodians cleaning the schools, should Class II and III rental groups have to pay the Service Fee?
    - ▶ Weekends typically do not have school personnel scheduled so currently the service fee (just the cost of the custodial compensation) is charged to all Classes (Class I – VI)
    - ▶ Could School Personnel be utilized in other areas of the District to assist with preventative projects and areas not tied to the main areas of the facilities.
    - ▶ According to the Facilities Department, many organizations using the facilities often have specific needs that require personnel both before and after the rental taking time away from current responsibilities (set-up, bleachers in or out, locker rooms, scoreboards, additional tables and chairs)
      - ▶ Not as simple as opening the front door and let the organization into the facility

# NEXT STEPS

- ▶ Next Policy Committee Meeting:
  - ▶ Monday May 14<sup>th</sup> – 7:30pm
  - ▶ Hurda Leaning Center -10-12 Grade Center
- ▶ Invitations will be sent out to Organizations that current use the facility to send one representative to participate in the meeting