

Please Attach Hold Harmless Clause  
and Certificate of Insurance

Application # \_\_\_\_\_

**SPRING-FORD AREA SCHOOL DISTRICT**  
**APPLICATION FOR THE USE OF SCHOOL FACILITIES**

Name of Policy \_\_\_\_\_

Policy Number \_\_\_\_\_

**NAME OF SPONSORING ORGANIZATION****DATE OF APPLICATION**

The undersigned hereby makes application for use of school facilities as follows:

Name of Facility: \_\_\_\_\_

Part of Facility: \_\_\_\_\_

Day &amp; Dates Desired: \_\_\_\_\_

Hours Desired: \_\_\_\_\_

Number Expected to Attend: \_\_\_\_\_

Number of Adult Sponsors in Attendance: \_\_\_\_\_

State Specific Purpose of Use - Be Complete: \_\_\_\_\_

☐ Heat/Cool beyond temperature settings \$150 per day check for yes and initial \_\_\_\_\_

Temperature is in energy mode after 4pm &amp; weekends. Temperature is set at 60° (winter) and 80° (summer)

Will An Admission Fee Be Charged? Yes \_\_\_ No \_\_\_

If yes, for what will the proceeds be used? \_\_\_\_\_

Is the membership of the organization limited to residents of the Spring-Ford Area School District? Yes \_\_\_ No \_\_\_

If not, what percentage are Spring-Ford Area School District Residents? \_\_\_\_\_  
(membership roster is to be attached)List Special Arrangements Needed (tables, equipment, scoreboard, cafeteria, kitchen, all-purpose room, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

Signatures and addresses of two responsible officials of your organization who will be present at the time the facilities requested are being used, and who will accept responsibility for adherence to School District regulations. By signing, you also acknowledge that you have read and understand the rules and regulations.

**Applicants' Printed Name and Address****Applicants' Printed Name and Address**

Printed Name (Position)

Printed Name (Position)

Signature

Signature

Email Address

Email Address

Address

Address

City State Zip

City State Zip

Phone: Home Work

Phone: Home Work

**SCHOOL DISTRICT USE ONLY**

Usage Classification \_\_\_\_\_

Building Admin. Approval Date

Rental Fee \_\_\_\_\_

Remarks \_\_\_\_\_

Service Fee (per hr.) \_\_\_\_\_

Athletic Director Approval Date

Food Service Charges (per hr.) \_\_\_\_\_

Remarks \_\_\_\_\_

Other Charges \_\_\_\_\_

District Office Approval Date

Remarks \_\_\_\_\_

Remarks \_\_\_\_\_

SPRING-FORD AREA SCHOOL DISTRICT

COMMUNITY USE OF SCHOOL FACILITIES

CERTIFICATE OF INSURANCE

The Board of School Directors shall reserve the right to require that applicants for the use of school facilities or grounds carry insurance to cover injuries or any damages that occur during the use of by the applicants.

Each application for use will be considered individually with respect to the need for insurance. The preferable form of certification shall be the assignment of Spring-Ford Area School District as an additional insured on the policy certificate.

The administration shall require a certificate of insurance for all activities meeting the following criteria.

Activities requiring insurance shall generally be those that involve physical activity (as sports and recreational exercise), the use of equipment (either powered or mechanical), or the use of certain places (stages, laboratories, and food preparation areas). Activities which will generally be exempt from insurance requirements are those low risk activities normally associated with meetings, classroom instruction or administrative functions of a sedentary nature.

Groups using school district property shall be held responsible for any damages to property resulting from such use.

SPRING-FORD AREA SCHOOL DISTRICT

HOLD HARMLESS CLAUSE

The undersigned agrees to hold harmless, indemnify and release the Spring-Ford Area School District, its administrators, agents, employees and directors for any damage or loss or injury which may occur during the course of the event proposed by the undersigned. The indemnification and release shall include indemnification for all acts or events created by the school district, its agents, employees, servants and directors and shall include, but not be limited to, all costs of the suit, defense or judgment entered against the district.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Organization:\_\_\_\_\_

Witness:\_\_\_\_\_

## Facility Rental Fee and Service Charge Schedules

## Facility Rental Fee Schedule

Room Type	Class IA & IB Rate/ 4-Hour Block	Class II Rate/4-Hour Block		Class III Rate/4-Hour Block		Class IV Rate/ 4-Hour Block
		Mon-Fri 6:15p-10p	Sat, Sun Holiday/ Summer	Mon-Fri 6:15p-10p	Sat, Sun Holiday/ Summer	Anytime Rental
<b>Instructional Space*</b>						
Classroom (K-12)	NC	NC		\$15	\$25	\$100
Large Group Instruction Space/Library (K-9)	NC	NC		\$20	\$35	\$150
Library (10-12)	NC	NC		\$25	\$50	\$250
Hurda Center (10-12)	NC	NC		\$25	\$50	\$250
Band/Choral (9)	NC	NC		\$40	\$75	\$400
Band/Choral (10-12)	NC	NC		\$40	\$75	\$400
	* Computer Labs are available but at an additional Fee/Charge					
<b>Cafeteria*</b>						
Cafeteria (K-4)	NC	NC		\$50	\$100	\$300
Cafeteria/Stage (5-7)	NC	NC		\$100	\$200	\$600
Cafeteria (8, 9)	NC	NC		\$50	\$100	\$500
Cafeteria (10-12)	NC	NC		\$50	\$100	\$500
Café w/ Annex (10-12)	NC	NC		\$100	\$200	\$600
	* Fee does not include use of the Kitchen – Additional Fee/Charge for Kitchen Use					
<b>Gymnasium</b>						
Gymnasium (K-4)	NC	NC		\$100	\$200	\$400
Gym w/ LGI (K-4)	NC	NC		\$125	\$250	\$500
Gym - Main (5-7)	NC	NC		\$100	\$400	\$800
Gym - Aux (5-7)	NC	NC		\$75	\$150	\$300
Gym – Main (8, 9)	NC	NC		\$200	\$400	\$800
Gym – Aux (8, 9)	NC	NC		\$75	\$150	\$300
Gym – Main (10-12)	NC	NC		\$150	\$300	\$1,000
Gym – Aux (10-12)	NC	NC		\$125	\$250	\$500
<b>Auditorium*</b>						
Auditorium (8)	NC	NC		\$75	\$150	\$400
Auditorium (9)	NC	NC		\$100	\$200	\$800
Auditorium (10-12)	NC	NC		\$150	\$300	\$1,000
	* Additional charges to use advanced sound and lighting system in Auditorium					
<b>Athletic Fields</b>						
Grass/Ball Fields	NC	NC		\$15/hr	\$15/hr	\$75/hr
Softball or Baseball Stadium	NC	\$250	\$250	\$600	\$600	\$1,000
Tennis Courts	NC	NC		\$15/hr	\$15/hr	\$75/hr
Turf & Track Complex	NC	\$400	\$400	\$800	\$800	\$2,000
Cross Country Course	NC	\$20/hr	\$20/hr	\$35/hr	\$35/hr	\$100/hr
Outdoor Restrooms	NC	\$100/day		\$200/day		\$400/day
Parking Lot Rental for Outdoor Event Usage	NC	\$50/day		\$100/day		\$200/day

## Facility Rental Fee and Service Charge Schedules

**Service Charge Schedule – Only used in 2019-20 for Class 1B and Class II Existing Organizations**

	Class IB Rate/Hour/Employee		Class II Rate/Hour/Employee		Class III Rate/Hour/Employee		Class IV Rate/Hour/Employee
	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
<b>K-4 Facility</b>	NC	\$50	NC	\$50	\$56	\$75	\$75
<b>5-7 Facility</b>	NC	\$50	NC	\$50	\$66	\$85	\$85
<b>8th Grade Center</b>	NC	\$50	NC	\$50	\$60	\$80	\$80
<b>9th Grade Center</b>	NC	\$50	NC	\$50	\$60	\$80	\$80
<b>10<sup>th</sup>- 12<sup>th</sup> Center</b>	NC	\$50	NC	\$50	\$66	\$85	\$85
<b>Outdoor Athletic Facilities</b>	NC	NC	NC	\$10 per facility	\$20 per facility	\$30 per facility	\$62 per facility

**Service Charge Schedule – In 2019-20 for New Organizations and in 2020-21 and forward for All Organizations**

	Class IB Rate/Hour/Employee		Class II Rate/Hour/Employee		Class III Rate/Hour/Employee		Class IV Rate/Hour/Employee
	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
<b>K-4 Facility</b>	NC	\$65	NC	\$75	\$56	\$75	\$75
<b>5-7 Facility</b>	NC	\$75	NC	\$85	\$66	\$85	\$85
<b>8th Grade Center</b>	NC	\$70	NC	\$80	\$60	\$80	\$80
<b>9th Grade Center</b>	NC	\$70	NC	\$80	\$60	\$80	\$80
<b>10<sup>th</sup>- 12<sup>th</sup> Center</b>	NC	\$75	NC	\$85	\$66	\$85	\$85
<b>Outdoor Athletic Facilities</b>	NC	NC	NC	\$30 per facility	\$20 per facility	\$30 per facility	\$62 per facility

Requests for use of bleachers, additional chairs and tables, equipment movement and similar requests during the Monday-Friday evening rentals **may** require additional costs based upon custodial availability/coverage.

**Potential Additional Service Charges as Requested and/or Required for ALL Classes (Class I included):**

- Additional Custodian (Based Upon Event/Usage) – Additional Service Charge Per Employee
- Event Supervisor (Needed for Stadiums, Track or Special Events/Requests) - \$45.00 per hour.
- Outdoor Lights (Requested for Stadiums, Track, Turf or Fields) - \$40.00 per hour.
- Spring-Ford Area School District Police (or local Police) - \$75.00 per hour / per person.
- Security Officers - \$40.00 per hour / per person.
- Scoreboard with Clock Operator: Indoor or Outdoor Scoreboards - \$45.00 per hour / per person.
- Sound System / Public Address: Indoor or Outdoor rental - \$10.00 per hour.
- Electrician / Maintenance Support (If needed) - \$75.00 per hour / per person.

Facility Rental Fee and Service Charge Schedules

Heating and Air Conditioning (HVAC): For most all Use of Facility rentals, the Spring-Ford Area School District buildings are set in “Unoccupied Mode” with predetermined temperatures between 60° and 80°. If an event has HVAC standards beyond what is listed above, the request must be noted on the use of facilities application for consideration at the time of the request for consideration and possible additional charges.

# SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: March 25, 1991

REVISED: June 24, 2019

	707. USE OF SCHOOL FACILITIES
1. Purpose SC 775	<p>The Board recognizes the needs of parent and community to utilize district facilities for educational, cultural, recreational, civic or social purposes when they are not scheduled for district programs or maintenance.</p> <p>District facilities are intended for use primarily by the schools and district and then by the residents and community groups which are located within the district's boundaries.</p>
2. Authority	<p>District facilities that may be made available under this policy include, but are not limited to, buildings, fields, parking lots and, in certain circumstances, equipment.</p>
3. Delegation of Responsibility SC 775	<p>The Superintendent and/or designee shall develop procedures for the granting of permission to use school facilities and shall develop rules and regulations for such use which shall include the following:</p> <ol style="list-style-type: none"> <li data-bbox="456 1234 1555 1455">1. The use of facilities by the district, schools and the students precludes and supersedes all commitments to other groups. In the event of a conflict where an outside organization requests a facility and then a district, school or student requires the use of the same facility, the outside organization will need to adjust their event and reschedule or cancel to allow the district or school event to take place.</li> <li data-bbox="456 1486 1555 1812">2. Permission to use school buildings and facilities will be based upon an established approval process that prioritizes the use of facilities first to Spring-Ford Area School District sponsored activities and events, followed by tax-exempt organizations located within District boundaries and lastly other outside organizations. Please refer to the classification section later in this policy. For organizations with multiple teams or groups, individual rosters for each team that include each participant's name and permanent address may be requested to be submitted for each request to determine the appropriate classification for the activity.</li> </ol>

<p>35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7182, 7183</p> <p>10 P.S. Sec. 311 et seq Title 61 Sec. 901.701</p> <p>SC 511 Pol. 218.1</p>	<p>3. Requests for Use of Facility permits will be accepted only for the current school year (July 1 – June 30). Requests for permits for Summer Facility Usage (July and August) will be reviewed no earlier than the previous March 1<sup>st</sup>. The term of the permit cannot exceed one (1) year.</p> <p>4. Use of Facility applications must be received thirty (30) days in advance for single events and sixty (60) days in advance for long-term events or activities. Applications received less than thirty (30) days from the event could be denied and/or delayed for review due to the short time-frame, staffing restrictions and availability.</p> <p>5. Groups may not schedule any event which would include animal rides, mechanical rides, hot air balloons, fireworks or bonfires or any other event which may create a danger or risk because of the inherent nature of the activity. The District reserves the right to check with its insurance company and legal counsel to obtain direction on events that might be of this nature and the District may increase the insurance coverage requirements based upon the nature of the activities. In addition, Class II, III and IV organizations may not use an open flame, charcoal, canned-heat source (Sterno), and/or wax candles in District facilities and on District property. Outdoor gas grills are prohibited as well except for Class IA, Class IB and Class II groups that make a specific request and provide required information about the event and the gas grill specifications.</p> <p>6. All events and activities must conclude on or before 9:30 p.m. on weekdays and 10:30 p.m. on weekends, unless special approval is obtained prior to the event from the Superintendent or designee.</p> <p>7. Smoking, vaping and any use of tobacco products by any persons is prohibited in school buildings and on school grounds. Groups that fail to follow this provision may lose the privilege to use District facilities for up to one (1) year.</p> <p>8. Gambling, games of chance, lotteries, raffles, or other activities require a Pennsylvania Small Games License attached to the Use of School Facilities application. This requirement will be strictly enforced in school buildings and on school grounds. Groups are responsible for contacting the Montgomery County Treasurer Office (610-278-3066), and attach license to “Use of School Facilities” application.</p> <p>9. Possession, use or distribution of illegal drugs and/or alcoholic beverages is strictly prohibited in school buildings and on school grounds. Violators will be reported to the local police for prosecution and escorted off school property.</p> <p>10. Possession of weapons or replica of weapons as defined in Policy 218.1 - Weapons are strictly prohibited in school buildings and on school grounds.</p>
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	<p>Violators will be reported to the local police for prosecution and escorted off school property.</p> <p>11. Conduct that would alter, damage, or be injurious to any district property, equipment or furnishings is strictly prohibited in school buildings and on school grounds. Violators will be reported to the local police for prosecution and escorted off school property.</p> <p>12. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations is strictly prohibited in school buildings and on school grounds. Violators will be reported to the local police for prosecution and escorted off school property.</p> <p>13. All safety rules and regulations of the Department of Labor and Industry or any other applicable agency shall be observed.</p> <p>14. If insurance is required, the user shall present evidence of the purchase of organizational liability insurance during the approval process to the limit prescribed by district rules (see Addendum 707a).</p> <p>15. The Board and School District employees shall be indemnified and held harmless by the group/organization/user of any facility for any liability that arises from the use of school facilities by any nonschool related organization, individual or activity. The lessee assumes responsibility for using only those areas in the facility designated on the Use of Facility application permit (see Addendum 707b). The facility must be returned to the same or better condition than when it was initially occupied. Before the Use of Facility application will be processed, a current Insurance Certificate and Hold Harmless agreement must be attached to the application.</p> <p>16. No group or person receiving a Use of Facility permit shall assign their rights under said contract to another group or person. Use of facility permits may not be transferred. Transferring the permit or allowing another team, group or organization to use the facility puts the entire organization losing the privilege to use District facilities for up to one (1) year.</p> <p>17. Users shall be financially liable for damage to the facilities and for proper supervision of all attendees to events and locations on the permit. If police or security officers are required for an event, official school police or security officers shall be employed and the cost of such services shall be borne by the organization using the facilities.</p> <p>18. All payments for Rentals Fees and Services Charges are to be made by check, payable to Spring-Ford Area School District. No payments are to be made</p>
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	<p>directly to employees or service personnel. Prepayment of rental fees is required from all Class IV rentals.</p> <p>19. School equipment such as stage lighting, kitchen equipment, public address system, technology labs, and any other specialized equipment must be operated by and under the direction of authorized school district personnel or approved instructor knowledgeable about the equipment. Groups that use school equipment without written permission or listed specifically in the permit may lose the privilege to use District facilities for up to one (1) year. Damage to any school equipment must be reported and remediated immediately and the organization may not be able to use any facility in the District until the damaged equipment is properly inspected and approved by the Superintendent or designee. Charges for the service must be paid to the school district by the organization utilizing the facilities.</p> <p>20. In general, indoor and outdoor facilities will be available for requests to use on most days during the school year (September-early June) with limited availability on Sundays. Indoor facilities will have limited availability during the summer and are not available on the weekends in the summer (mid-June – end of August). Outdoor facility rentals will also have limited availability during the summer and requests for summer weekend usage will be approved on a case-by-case basis.</p> <p>21. Facility requests to use multiple indoor and/or outdoor locations or fields for the purpose of a tournament or showcase type of event may be subject to additional requirements and charges. These types of requests need to be pre-approved and the request must include the specific list of items needed for that particular event.</p> <p>22. In addition, all indoor and outdoor facilities are closed for rental for Classes II, III and IV on the following days each year: January 1<sup>st</sup>, Spring Break (Thursday-Monday), Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Break (Thursday-Sunday) and Winter Break. As of the approval date of this policy, groups with long-term established contracts on Sundays or any of these holidays will be “grandfathered” under this provision and will continue to have access on Sundays and the previously scheduled specific holidays but not add on new holidays.</p> <p>23. The Spring-Ford Area School District School Board reserves the right to deny the use of a building or a facility if district-provided (custodial, event supervisor, electrician/maintenance) is not available.</p> <p>24. Regardless of the user’s classification and payment, additional service charges may be applied if the organization does not adequately clean up after the activity or changes the hours (arrive early or stay late) or needs (requesting additional rooms or locations) that are not listed on the permit.</p>
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<p>4. Guidelines</p>	<p>25. Political forums such as Meet the Candidates' night are permitted as a bi-partisan or non-partisan effort.</p> <p>26. No food, drinks, or refreshments of any kind are to be served, sold or consumed without specific permission granted in advance and included in the permit.</p> <p>27. Any organization that uses approved school facilities is responsible for monitoring and supervising the conduct of participants and spectators. All organizations shall have adults assigned to monitor the traffic flow, ensure supervision of the activity, and see that the group(s) activity is restricted to the part of the building requested for the activity. Doors may not be propped open for any reason and the main entrance area cannot be unattended at any time. Failure to follow this required safety precaution may result in the organization losing the privilege to use District facility. First offense will result in a First Warning Letter to the organization. Second offense will result in a Final Warning Letter to the organization. Third offense will result in loss of District facility privileges for up to one (1) month – seven (7) day minimum. Additional offenses by the same organization in the same school year will result in the loss of facility privileges for a minimum of one (1) month for each incident.</p> <p>28. The Business Office may request supporting information from any applicant at any time, and from time to time, to verify the applicant's classification.</p> <p><b><u>CLASSIFICATIONS:</u></b></p> <p>All users of district facilities (Class I, II and III) must be groups that are open to district residents without restriction to race, creed, national origin, or political affiliation, and may not have a charter or admission policy that violates state, county and federal statutes and regulations. Class IV organizations may originate outside the Spring-Ford Community and not be open to Spring-Ford community members but must have a charter or admission policy that does not violate state, county and federal statutes and regulations. Political campaigning on district property, other than at designated polling areas on Election Day, is prohibited. All users of district facilities will fall into one (1) of the following types (Classes) as defined below:</p> <p><b>Class IA</b> – Spring-Ford Area School District school, building and district sponsored activities and events (including all school district activities, academic programs, and interscholastic and intramural athletic programs). Rental Fees or Service Charges will not be assessed to any Class IA activity unless the event is a fundraiser where 100% of the activities' profits are not 100% used to benefit a SFASD school or program. In this case, one half of the Service Charges for the specific activity will need to be covered prior to the fundraised profits leaving the district.</p>
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**Class IB** - Spring-Ford Area School District associated not-for-profit groups which are 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. Examples of not-for-profit groups include Parent Teacher Associations, Home and School Leagues, Home and School Associations, Music Association, Booster Club, Spring-Ford Educational Foundation and Students Need an Alternative Party (SNAP) – all of which have achieved a 501(c)3 status. No Rental Fees will be assessed for any Class IB organization. Service Charges will apply for any Class IB activity including fundraisers based upon the established Service Charge schedule (subject to usage on weekends to cover the costs to the District). Fundraisers by Class IB organizations that are held in SFASD facilities where the proceeds from the event are not 100% used to benefit a SFASD school or program, may be considered Class II for the fundraising event and may be charged as a Class II organization for the specific event. Each Class IB organization shall be granted four (4) events each school year in which the service charge will not be charged to the organization. Security and specialists (sound systems person, special lightning, etc.) costs are the responsibility of the group. The kitchen is not included and will be billed separately, if requested for use.

**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. An organization that has at least 50% residents but is sponsored and organized by paid coaches or advisors would be considered Class III. Class II organizations include community recreation leagues, community theater groups, community service organizations, Scout Programs and Fire Companies). Class II organizations can charge membership fees which benefit the continuation of the program developed by the organization. Class II also includes elected officials of Federal, State or local government or local civic groups when conducting community or official business. Standing school board agreements and subsequent renewals for Spring City American Legion Baseball Committee and Spring-Ford Rams Youth Football will remain in effect and will not be impacted by adjusted Rental Fee and Service Charge schedules governed by this policy.

**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. Class III organizations can charge membership fees which benefit the continuation of the program developed by the organization. An organization that has less than 50% residents but is sponsored and organized by paid coaches or advisors would be considered Class IV.

	<p><b>Class IV</b> – Other organizations 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.</p> <p><u>Fees/Charges Established By Business Office</u></p> <ol style="list-style-type: none"> <li>1. <i>Before and After School Child Care Delivered on Spring-Ford Area School District Property</i> –  The Business Office may establish annually the usage and fee schedule for the service provider who operates the before and after school child care program that provides this service to our Spring-Ford families for Spring-Ford Area School District students on Spring-Ford Area School District property.</li> <li>2. <i>Activities of Spring-Ford Area School District Athletic Camps and Summer Enrichment Programs (including Cool School and Summer Music Lessons)</i> –  These activities are sponsored by the Spring-Ford Area School District that provide athletic or educational programs primarily for the benefit of Spring-Ford Area School District residents. The Business Office will establish annually all fees, expenses and compensations for such activities; provided however that non-resident participants shall be charged a higher compensatory fee than Spring-Ford Area School District resident participants. A portion of each participant’s fee will be paid to the District to help offset the use of facilities costs for each school year camp and summer camp sponsored by the District or one of the District’s teams/organizations. Proceeds from the District Summer Camps, after all expenses are paid, will be distributed to the team account of the specific team hosting the camp. The Business Office will process all revenue and expenditures. The District Athletic Camps are developmental programs that will enhance the established athletic programs by providing training to younger students and support the team as these opportunities are considered fundraisers.  Non-District summer camp Use of Facility requests will be negotiated and fees determined by the Business Office. These requests are “for-profit” and should be consistent with the Rental Fee and Service Charge schedule for Class IV organizations.</li> <li>3. <i>PIAA Post-Season Use of Facility Requests</i> - Spring-Ford Area School District facilities are often requested to host PIAA league, district, regional and/or state post-season games, tournaments, competitions or other similar events. Based upon the request to use Spring-Ford facilities for these types of events, the administration has the ability to work with the PIAA officials to negotiate an appropriate user fee for each separate game, tournament, competition or similar</li> </ol>
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<p>SC 775</p>	<p>event.</p> <p style="text-align: center;"><b>RENTAL CHARGES AND SERVICE FEES</b></p> <p>The Board shall establish a schedule of Rental Fees and Service Charges for the use of school facilities based upon listed group classifications. (See Addendum 707c) Rental fees are defined as fixed charges for the use of the facilities. Service Charges are defined as the combined cost of a custodial employee rate and benefits and the cost for utilities (electricity, water, and sewer) supplies and cleaning costs for one (1) hour of time. Each organization is responsible for paying both the Rental Fee and Service Charge for every use of facility. If a facility usage for a single event exceeds the capacity of a single custodial employee, additional Service Charges may be added to the rental agreement.</p> <p>Special events as determined by the Spring-Ford Area School District on weekends, over multiple days, or unique requests may have additional charges for on-site supervision, additional custodial needs, security and services according to the established Service Charge schedule. Potential charges must be addressed at the time of the facility request to be included in the permit and negotiated prior to approval.</p> <p>Organizations in all classes, including Class IB, are responsible for the cost of additional services required beyond the normal operation of a school district and shall pay the cost of additional services required for the event. Additional service charges can include cafeteria, kitchen, stage crew, security, police, set-up and clean-up services and additional custodial support, if needed.</p> <p>Each school year, the Rental Fee and Service Charge Schedule for the following school year will be approved by the School Board no later than March 31<sup>st</sup>.</p> <p>See Addendum 707a – Facility Rental Fee and Service Charge Schedules (including additional service charges, as required and/or requested).</p> <p><u>Additional Information:</u></p> <ul style="list-style-type: none"> <li>• Rubber soled sneakers or gym shoes must be worn when gyms are used for any athletic event.</li> <li>• No food drinks, or refreshments of any kind are to be served or consumed without specific permission granted in advance.</li> </ul>
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Application Approval/Usage Permit Guidelines/Procedures

1. Application for facility usage must be completed on the district application form (see Addendum 707d) available on the district webpage and/or in the office of the Director of Athletics. All application forms are submitted to the Athletic Director's Office for initial consideration and review. If necessary, the Athletic Director's Office will work with the Business Office for estimated Rental Fees and Service Charges as well as insurance paperwork. Approvals/Denials for all use of facility requests will be communicated from the Athletic Director's office to the applicant.
2. Application forms must be submitted at least thirty (30) days in advance for single events and sixty (60) days in advance for long-term events or activities. The Director of Athletics or designee will be responsible for notifying the building principal and maintenance staff of potential use of the facility and will work to resolve any conflicts and concerns.
3. Rental fees for Class IV organizations are due ten (10) days prior to the event or activity. Rental Fees for Class II and III organizations and Service Charges for all Classes (IB, II, III and IV) will be invoiced following the event and are due ten (10) days after the date of the invoice. All payments are to be submitted to the Business Office and checks/money orders made payable to Spring-Ford Area School District.
4. Annually, the Athletic Director's Office will send a copy of Policy #707: Use of School Facilities to all organizations utilizing district facilities, if changes are made to the policy. Preference for Use of Facilities will be given to Class IA and IB groups followed by Class II and III groups, respectively. In Class I, priority will be given to Class IA (school-sponsored, academic, athletic and band programs) and then Class IB groups.
5. If district schools are closed or dismissed early because of inclement weather or other emergencies, all Class II, III and IV functions that were previously scheduled on that day are automatically cancelled for that day. The Superintendent and/or designee will evaluate the situation for events scheduled for Class IA and IB organizations on days when district schools are closed for inclement weather or other emergencies and make appropriate notifications.
6. If inclement weather or an emergency occurs on a weekend, the office of the Director of Athletics or designee will be responsible for canceling events and activities, if necessary, and notifying the appropriate sponsors.

	<p><u>Required Insurance</u></p> <table> <tr> <td>1. Comprehensive</td><td>General Liability</td></tr> <tr> <td>\$1,000,000</td><td>Per Occurrence</td></tr> <tr> <td>\$2,000,000</td><td>General Aggregate</td></tr> <tr> <td>\$1,000,000</td><td>Products/Completed</td></tr> <tr> <td></td><td>Operations/Aggregate</td></tr> <tr> <td>\$1,000,000</td><td>Personal/Advertising</td></tr> <tr> <td>\$ 50,000</td><td>Fire Damage Liability</td></tr> <tr> <td>\$ 5,000</td><td>Medical Payments</td></tr> </table> <p>2. Products Liability – Only required if food will be sold and/or prepared and served.</p> <p>3. Automobile Liability – Only required if vehicles will be used as part of the event.</p> <p>4. Workers Compensation – Only required if organization or individuals utilizing the facility has an employee(s).</p> <p>Liability insurance carried by the Spring-Ford Area School District protects only the school district and its employees and named insured. No insurance protection is provided by the district to other groups or organizations using school facilities.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 511, 775, 779</p> <p>State Board of Education Regulations – 22 PA Code Sec. 403.1</p> <p>Department of Revenue Regulations – 61 PA Code Sec. 901.1, 901.701</p> <p>Local Option Small Games of Chance Act – 10 P.S. Sec. 311 et seq.</p> <p>School Tobacco Control – 35 P.S. Sec. 1223.5</p> <p>Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.</p> <p>Boy Scouts of America Equal Access Act – 20 U.S.C. Sec. 7905</p>	1. Comprehensive	General Liability	\$1,000,000	Per Occurrence	\$2,000,000	General Aggregate	\$1,000,000	Products/Completed		Operations/Aggregate	\$1,000,000	Personal/Advertising	\$ 50,000	Fire Damage Liability	\$ 5,000	Medical Payments
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