

**NO. 707-AR
SCHOOL DISTRICT OF
SPRINGFIELD TOWNSHIP
ADMINISTRATIVE RULE**

707-AR. USE OF SCHOOL FACILITIES

The following rules and regulations governing the use of school grounds and buildings for social, recreation and other approved purposes are adopted pursuant to section 775 of the School Code, as amended:

1. Definitions.

As used in these rules and regulations:

- a. **Board** means the Board of School Directors for the School District of Springfield Township, Montgomery County, Pennsylvania.
- b. **School District** means the School District of Springfield Township, Montgomery County, Pennsylvania.
- c. **School District Organization** means any school curricular or co-curricular organization, group, or activity which benefits students directly and has the sanction of the Board.
- d. **School Related Organization** means any group or organization sponsored by or existing by reason of the School District or its programs and which has been so designated by the Board.
- e. **Springfield Township Organization** means any corporation, association, club, council or committee organized on a non-profit basis, whose officers, governing body and members are predominantly (75% or greater) Springfield Township residents, and who meet all of the requirements in the application.
- f. **Springfield Township Agency** means the Commissioners of Springfield Township and any boards, agencies or commissions existing under their authority.

- g. **Other Organizations** means any private, corporate, proprietary or other non-School District, non-township organization which desires to use School District facilities.
- h. **Unauthorized Use** means the use of school facilities by a group that a) has not registered and filed an application with the Director of Facilities for the specific date and time of the use of the facility, and b) has not obtained prior, actual approval for the use by the Director of Facilities. Unauthorized use also includes use of the school facilities for thirty minutes beyond the projected time for the use listed in the application.

2. **Protection of School District Property.**

Proper protection of School District property requires the following:

- a. A responsible individual designated the Director of Facilities shall be on duty at all times when School District buildings are used by the group. The designated individual shall enforce all School District regulations.
- b. School District personnel may be required to be on duty to operate or supervise the operation of electrical, mechanical or other specialized equipment, such as stage lighting, sound systems and kitchen equipment.
- c. The School District reserves the right to establish standards and ratios of supervision to be employed by users of School District facilities.
- d. Any organization that sponsors athletic events or physical activities or that charges admission fees is required to carry liability insurance. The School District may, at its discretion, require additional insurance coverage dependent upon the nature of the activity. All policies must name the School District of Springfield Township as insured or additional insured. Insurance coverage is required in the following amounts:
\$1,000,000 per occurrence (bodily injury and property damage);
\$1,000,000 products/completed operations;
\$1,000,000 personal/advertising injury; and
\$2,000,000 general aggregate.
- e. Athletic Fields and Inclement Weather: If, in the discretion of District personnel, weather conditions or excessive use of playing fields could result in damage to the fields, previously scheduled events may be cancelled. Organizations with prior approval for field use will be required to contact the Director of Facilities to inquire as to the condition of the requested fields. All user organizations must abide by the decision of the Director of Facilities. Organizations not adhering to this policy may jeopardize their use of District fields.

- f. Safety regulations require that aisles and exits remain clear in accordance with the Fire and Panic Code of the Department of Labor and Industry of the Commonwealth of Pennsylvania.
- g. Gym shoes shall be worn by users of gymnasium floors for all athletic activities.
- h. No highly combustible decorations or materials, open flames or spark-producing objects or equipment may be used within District buildings.
- i. Non-School District electrical or mechanical equipment shall not be plugged into school receptacles or used on School District property without written permission from the Director of Facilities in advance of use.
- j. No nails, screws or attachments of any kind shall be applied to walls, ceilings, woodwork, furnishings or other school surfaces. Anything which would mar or deface grounds, buildings and/or their contents is prohibited, including the wearing of cleats, steel clips, or other metal attachments on shoes in school buildings.
- k. Building equipment and grounds shall be left in clean and orderly condition. Additional charges will be made for labor, time and materials necessary to return school facilities to proper conditions.

3. Activities Prohibited on School District Property.

The following activities are prohibited on School District property:

- a. Smoking or use of any tobacco products in school buildings, on school property, or in school vehicles at any time.
- b. Possessing, offering or consuming alcoholic beverages or any other controlled substances as defined in School District Policy 227;
- c. Driving privately owned motorized carts or vehicles, other than licensed vehicles;
- d. Use of golf clubs and golf balls on School District grounds;
- e. Use of any District facility or property without prior approval.
- f. Weapons of any type as defined under PA Code 13-1317.2 and District Policy 218.1 are defined as follows:

"Weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, fire arm, shotgun, rifle, bb or pellet gun, look-alike weapon, chemical agent, explosive device, and/or any other tool, instrument or implement capable of inflicting bodily injury."

4. Limitations on Use of School District Facilities.

- a. Any School District facility or property may only be used for the purpose for which it was designed or intended.
- b. Use of school facilities for non-school activities shall be limited so that no interference with School District programs occurs. Cancellation of any pre-approved use may be necessary at any time in order to meet School District program and facility needs. The School District shall notify the permit holder when such cancellations occur. The School District will operate an answering device to provide information about cancellations.
- c. The School District reserves the right to assign any group to those facilities which will best meet the group's needs.
- d. Special equipment may be used only if School District personnel qualified to use the equipment are available to operate it. A fee for the services of those employees will be charged.
- e. Parking is permitted only in district parking lots.
- f. The High School stadium, track, football field or field house shall only be used for School District events or for special events approved by the Superintendent. **The track is available for community use during the posted hours.**
- g. Use of School District facilities during non-operational periods may be limited due to the availability of School District personnel or other facility needs.
- h. Because of potential health and safety issues, animals are prohibited in school buildings and on school grounds.
- i. Any group seeking permission to use School District facilities shall register and file an application with the Director of Facilities. The application shall follow the procedures of the AR.

5. Registration and Application for Use of School Facilities

Registration Information:

- 1) The name and address of the group;
- 2) Type of organization;

- 3) A statement of its purposes and activities;
- 4) The names, residences and titles of the group's officers;
- 5) Percentage of officers, governing body and members who are Springfield Township residents.

6. Criteria for Approval for Use of School Facilities

- a. The Director of Facilities shall approve a group's application for registration based on:
 - 1) The group is a validly-existing non-profit corporation, association, club, council or committee;
 - 2) Its activities are carried on predominantly for the benefit of Springfield Township residents;
 - 3) The purposes and activities of the group and the purposes for which the School District buildings or grounds will be used by the group do not violate any laws of the United States, the Commonwealth of Pennsylvania, or the Township of Springfield, or any policies, rules or regulations of the School District.
 - 4) The group has not violated School Board Policy or Administrative Regulations.
- b. Any group which does not meet all of the above criteria shall only be considered for approval on a discretionary basis by the Director of Facilities, in consultation with the Superintendent.
- c. The Director of Facilities shall approve a group's application for a specific use and recommend execution of a contract to the Business Administrator.
- d. The Business Administrator shall determine any applicable fee for facility use and execute the contract.
- e. The School District reserves the right to negotiate separate agreements for use of School District facilities when it believes such an agreement would be beneficial to the District.

7. Charges for Use of School District Buildings and Grounds

- a. No user fee shall be charged to School District Organizations, School Related Organizations, Springfield Township Agencies and Springfield Township Organizations if the activity is free and public attendance is unrestricted, or if the organization is conducting an activity for the benefit of School District programs.

- a All user fees for Classes I, II and III shall be applied according to the rate schedule listed under RATES FOR USE OF DISTRICT FACILITIES.
- a A schedule of user fees, exclusive of service charges, shall be established for use of School District facilities and approved by the Board of School Directors annually and shall be attached to the application for building use.
- d. A charge for other services will be made, as set forth below, whether or not a user fee is charged:
 - 1) The use of kitchens, kitchen equipment, and food services staff: The required number of employees shall be arranged through the office of the Director of Facilities one week in advance.
 - 2) Custodial services for each hour of use, subject to a four-hour minimum, and/or the services of other School District personnel needed to support the particular usage, as determined by the School District:

The fee for these services shall be reviewed annually and set so as to recover the personnel costs involved, inclusive of appropriate overtime costs.
 - 3) Traffic control:

If traffic control is to be provided by School District personnel in connection with any use, a charge shall be made on the same basis for custodial services.

8. Forms

The Superintendent is authorized to prescribe such forms as may be necessary to execute and administer these rules and regulations.

9. Unauthorized Use of School Facilities

- a. The unauthorized use of school facilities will be prosecuted to the fullest extent allowed by Pennsylvania law.

Criminal Prosecution

Under Pennsylvania law, entering and/or remaining on posted school property without authorization is a misdemeanor of the third degree. Refusing to leave school property after being asked to do so by a school employee, agent or official or a law enforcement official is a misdemeanor of the first degree. 18 Pa. C.S.A. 3503

Civil Prosecution

The District may sue trespassers in civil court for any unauthorized use of

its facilities for damages equal to or in excess of the fees imposed by this regulation.

b. Individuals or groups engaging in the unauthorized use of school facilities will be responsible for any and all damage that results from the unauthorized use including all replacement and repair costs, and will be responsible for any applicable fines. Unauthorized users who hold permits for other activities, may have their user privileges suspended or permanently revoked.

RATES FOR USE OF DISTRICT FACILITIES

Fees will be charged for use of school facilities when the requesting organization does not qualify for free use. The following fees do not include amounts 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 will be made. The following fees are based upon use of our facilities for a maximum of six hours; an additional charge may be made if use of facility extends beyond six hours. These fees do not include rehearsal privileges. A separate charge will be made for rehearsal time, according to the fee schedule. Any use of kitchen requires presence of food service personnel at all times. Kitchen personnel expenses will be charged and billed by the School District.

CLASS I Any school related organization involving Springfield Township students, staff organizations; Parent-Teacher Organizations; chartered, nonprofit community youth groups, based in Springfield Township and/or meeting the needs of the Springfield Township youth including, but not limited to scouting groups, athletic associations (Little League, Soccer, Baseball, Basketball, CYO, etc.) not engaged in fund raising activities; Springfield Township Parks and Recreations Department programs. Membership on these organizations must include at least 75% Springfield Township residents.

These Class I organizations may use the facilities without user charge. Expenses are charged for custodial, maintenance, technical, or grounds personnel if extra service is needed or if the event is scheduled to take place on Saturday, Sunday, holidays, 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 charges listed for Class II, plus out-of-pocket expenses for extra personnel as needed. If the event takes place during non-scheduled working hours charges will be applied as per Class I.

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

RATES FOR USE OF SCHOOL DISTRICT FACILITIES (September 2011)

	<i>Class 1</i>	<i>Class 2</i>	<i>Class 3</i>
<i>High School</i>			
Auditorium Event	N.C.	\$400.00	\$1,500.00
Auditorium Event Rehearsal	N.C.	\$150.00	\$300.00
Gymnasium Day	N.C.	\$400.00	\$950.00
Gymnasium Day (including locker rooms)	N.C.	\$575.00	\$1,500.00
Cafeteria (kitchen not included)	N.C.	\$275.00	\$550.00
Cafeteria (including kitchen)	N.C.	\$400.00	\$800.00
Swimming Pool (including locker rooms)	N.C.	\$500.00	\$1,500.00
Little Theatre	N.C.	\$125.00	\$200.00
Classroom/Conference Room (each)	N.C.	\$75.00	\$150.00
Library	N.C.	\$200.00	\$400.00
L.G.I. Room	N.C.	\$300.00	\$500.00
"D" Wing Lobby	N.C.	\$200.00	\$400.00
Computer Lab	N.C.	\$250.00	\$400.00
<i>Middle School</i>			
Audion Event	N.C.	\$125.00	\$300.00
Audion Event (including stage area)	N.C.	\$275.00	\$600.00
Gymnasium	N.C.	\$300.00	\$800.00
Cafeteria (kitchen not included)	N.C.	\$150.00	\$500.00
Cafeteria (including kitchen)	N.C.	\$250.00	\$600.00
Library	N.C.	\$150.00	\$300.00
Classroom/Conference Room (each)	N.C.	\$75.00	\$150.00
<i>Erdenheim Elementary</i>			
Multipurpose Room	N.C.	\$200.00	\$350.00
Multipurpose Room (including stage)	N.C.	\$275.00	\$750.00
Cafeteria (kitchen not included)	N.C.	\$150.00	\$350.00
Cafeteria (including Kitchen)	N.C.	\$275.00	\$750.00
Library	N.C.	\$150.00	\$300.00
Classroom/Conference Room (each)	N.C.	\$75.00	\$150.00

Enfield Elementary

Gymnasium	N.C.	\$150.00	\$275.00
Gymnasium (including stage)	N.C.	\$175.00	\$750.00
Cafeteria (kitchen not included)	N.C.	\$100.00	\$350.00
Cafeteria (including kitchen)	N.C.	\$150.00	\$750.00
Library	N.C.	\$100.00	\$200.00

Outdoor Facilities

Athletic Field (per field, except stadium)	N.C.	\$75.00	\$150.00
Tennis Courts (8 at Admin. Bldg.)	N.C.	\$150.00	\$300.00
Tennis Courts (2 at Middle School)	N.C.	\$50.00	\$100.00
Tennis Courts (4 at High School)	N.C.	\$75.00	\$125.00

Long Term Use of Facility

Athletic Field	N.C.	\$250.00	\$500.00
Gymnasium	N.C.	\$400.00	\$800.00
Classroom	N.C.	\$200.00	\$400.00

Out of Pocket Expenses**Per Hour**

Custodial	\$38.00
Maintenance/Grounds	\$50.00
Technical Support	\$50.00
Student Technical Services Personnel	\$27.00
Pool Supervisor	\$23.00
Lifeguard	\$26.00

Technical Equipment Rates**4 hrs/8 hrs**

Auditorium Projector	\$200/\$400
Classroom Projector	\$50/\$100
PA System	\$50/\$100