

# SHALER AREA SCHOOL DISTRICT

No: 707

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: JULY 13, 1998

REVISED: DECEMBER 12, 2001; JULY 12, 2004; OCTOBER 14, 2009;

MARCH 19, 2014; SEPTEMBER 19, 2018

## 707. USE OF SCHOOL FACILITIES

1. Purpose  
SC 775

School facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational program of the schools.

2. Authority

The Board will provide for the use of school facilities, beyond the use of school district functions, when permission has been requested in writing and has been approved by authorized district personnel. Priority shall be given to Groups 1, 2, 3, 6 as listed below:

1. School District Activities/Sports (for the purpose of this policy, school district activities shall also include partially-approved or funded activities such as ice hockey.
2. School-Affiliated Organizations include the school district parent-teacher groups, athletic booster groups, band parents and similar groups that are officially recognized by the Board of School Directors. This group also includes clinics and camps run by School District coaches for the students of Shaler Area School District.
3. Community Youth Organizations include, girl scouts, boy scouts, little league, colt, pony, and American Legion baseball programs, soccer associations, aquatic club and other groups providing programs for the youth of Shaler Area School District.
4. Community Clubs, Organizations and Businesses, Private and/or Parochial Schools. Also Youth Organizations that involve a number of children that are less than 65% of Shaler Area Residents (if more than 65% see #3 above). This involves organizations that find their organization's membership falling within the following subcategories. Before one of these organizations can be considered for a permit, they must certify in writing the percentage of members that are Shaler Area residents. The District reserves the right to verify the residency of the participants.
  - A. Organizations in which 65% to 100% of its members are Shaler Area residents unless the organization is a youth organization then refer to Group #3.
  - B. Organizations in which 50% to 64% of its members are Shaler Area residents.
  - C. Organizations in which less than 50% of its members are Shaler Area residents
5. Non-Community Organizations and Private/Parochial Schools Outside the Shaler Area School District: All other organizations are considered to be non-community organizations.
6. WPIAL, PIAA, and Other Public-School Districts when emergency circumstances warrant assistance.

<p>3. Guidelines</p>	<p>7. College, University, or Professional Sports Teams</p> <p>As reflected in the "Use of Facilities Schedule," Groups 2 or 3 essentially have free use of all facilities except Titan Stadium. It should be noted that any group other than Group 1 (School District Activities/Sports) must pay the going rate for field lights and use of scoreboard at both Titan Stadium and the Biles Field. It should also be noted that all groups except those in Group 1 must pay for any additional personnel costs that falls outside our normal work schedule. Costs may include custodial/maintenance, foodservice, stage manager and stage crew, pool manager and lifeguards, and security as deemed necessary by the school district.</p> <p>The use of school facilities shall not be granted for any purpose which is prohibited by law.</p> <p>Under the School Code, the Board is permitted to grant the use of school property for educational, social, recreational or other proper purposes. Also, the Board is charged with responsibility for the protection and maintenance of the school property.</p> <p>It shall be the policy of the Board and its administration to encourage maximum use of school facilities by both students and community groups. The Board and administration sets first priority on using these facilities by our student population and community youth groups. Beyond such student use, the Board and administration encourage community use of school facilities.</p> <p>Rental fees shall be published on a "Use of Facilities" schedule. School affiliated and community youth organizations shall not be required to pay a rental fee unless they are generating revenue that is not directly supporting Shaler Area School District athletics and activities. Rates for community organizations/businesses have been set at the approximate cost to the school district. Those rates shall be higher in instances where the community organization/business engages another organization to conduct plays, dancing classes, etc., collects admission or donations and retains profits from the enterprise or compensates the organization's board members, coaches, or other people within the organizations to perform their jobs.</p>
	<p>Rental fees for non-community organizations/ businesses shall be in the normal rates for like facilities. The rates shall be higher in instances where the non-community organization requires an admission charge in connection with the facility use.</p> <p>A standard written agreement form must be signed by an authorized official representative of the organization. For organizations meeting regularly, one yearly agreement is required.</p> <p>Buildings where custodians are not on duty will not be rented when other appropriate buildings having custodians on duty are available. Buildings must be vacated at least thirty (30) minutes prior to the end of the custodian's shift but not later than 10:00 p.m.</p>

	<p>WPIAL, PIAA, or other non-community organizations permitted the use of athletic fields, gyms, or other facilities for playoff or championship play will be charged expenses incurred for hosting the event. A permit shall not be issued to non-community organizations without prior approval by the Superintendent or their designee. The school district will determine the number of workers needed for each event based on the application filed. The applicant shall be notified of all estimated charges prior to the permit being issued.</p> <p>Any group wanting to be considered for pricing outside of the Board approved rental rates must be approved by the Board of School Directors prior to the agreement.</p>
	<p><u>Terms and Conditions</u></p> <p>An issued permit is subject to cancellation at any time upon a determination by the school district that the permitted facility is needed for a School District Activity.</p> <p>Only facilities and items specifically indicated on the issued permit shall be available to the use of the permitted organization.</p> <p>72-hour notice must be given by the permit holder when cancelling a permitted event. Permit holders cancelling an event with less than 72 hours notice may be assessed a cancellation fee and loss of future permits.</p> <p>Groups found to be requesting permits and not using them will have their permit revoked and could be denied future permit requests.</p> <p>Permits are only to be used by the organization requesting and receiving permit. Permits are non-transferable to other organizations. Any organization that engages in such activity could have their permit revoked.</p> <p>The permitted organization, as well as its individual members, shall be liable to the school district for any damage to a school district facility, or any school district property, furniture, or equipment arising from the use of the school district facility.</p> <p>If any person shall willfully or maliciously break into, enter, deface or mark, or place any obscene or improper matter upon any public school building or other building used for school purposes, or other purposes provided for in this act, or shall deface, injure, damage or destroy any school furniture, books, paper, maps, charts, apparatus, or other property contained in any public school building, or other building used and occupied for school purposes, or other purposes provided for in this act; or shall injure, damage, or destroy any shade trees, shrubbery, fences, or any other property of any kind, upon any public grounds, or upon any public school playground, such person shall be referred to the authorities for prosecution.</p> <p>The permitted organization shall indemnify, hold harmless, and defend the district from and against any and all costs, expenses (including reasonable counsel fees), liabilities, losses, damages, suits, actions, fines, penalties, claims, or demands of any kind asserted by or on behalf of any person or governmental authority of the permitted facility. The district shall not be liable to the organization on account of:</p>

1. Any failure by the organization to perform any of the terms or conditions to be performed by the organization.
2. Any failure by the organization to comply with any statutes, ordinances, regulations, or orders of any governmental authority.
3. Any accident, death, or personal injury or damage to or loss of theft of property which shall occur in or about the permitted facility, except as the same may be the legal responsibility of the school district, its employees, or agents.

Organizations must at all times, and especially at non-adult activities, provide adequate and competent adult supervision. It is the responsibility of the user organization to ensure the limits as to the number of spectators reported on the application agreement and that they not be exceeded.

Non-Profit Community Organizations/Businesses and Non-Community Organizations - Prior to the issuance of a permit, the applicant shall furnish a certificate of insurance, satisfactory to the district, evidencing existence of the following minimum coverage on and related to the permitted use of the facility:

<u>General Liability Insurance</u>	<u>Minimum Coverage</u>
1. General Aggregate	\$1 Million
2. Products & Completed Operations Aggregate	\$1 Million
3. Personal & Advertising Injury	\$1 Million
4. Each Occurrence	\$1 Million
5. Medical Expenses	\$5,000
6. Other	_____

The Shaler Area School District shall specifically be named as an additional insured on the policy. Furthermore, the policy shall specifically require the insuring company to give the school district thirty (30) days written notice of cancellation of any provisions of the policy.

For Profit Community Organizations/Business and Non-Community Organization – In addition to the requirements listed above must also provide evidence of the existence of the following minimum coverage on and related to the permitted use of the facility:

7. Auto Liability	\$1 Million
8. Umbrella Liability	
9. Workers Compensation & Employer Liability	

The school district reserves the right to reject any and all applications.

The school district will issue no permits on dates when school is officially closed.

	<p>No group shall be granted a permit to conduct any partisan political activities.</p> <p>Concession stands are available for use by community or non-community groups, only when authorized by the administration and/or the Board of School Directors. Booster/parent groups will have priority in the use of concession stands.</p> <p>Alcoholic beverages, smoking, drugs, and weapons are strictly prohibited on school district property. Violators will be prosecuted. It is the responsibility of the permitted organization to enforce these and any other posted regulation at all times. Violations of these rules and regulations will result in loss of permit.</p> <p>The cost of any additional personnel provided by the district beyond that provided by its regular duty schedule at the permitted facility shall be borne by the permitted organization, unless waived (in writing) by the district. An estimate of what these charges will be shall be provided at the time of application and before the permit is issued.</p>
<p>School Code 511, 775</p> <p>PA Code Title 22 Sec. 12.9</p>	<p>The Shaler Area School District continues its policy of nondiscrimination on the basis of race, age, sex, religion, color, national origin, handicap, or disability, as applicable in its educational programs, activities, or employment policies, as required by Section 504 regulations or the Rehabilitation Act of 1972, the Americans with Disabilities Act and all other applicable state, federal, and local laws and ordinances.</p>

SHALER AREA SCHOOL DISTRICT

**Use of Facilities Schedule**

Revised:

*To qualify as an organization, a group must have:*

- *regular meetings.*
  - *duly-elected representatives.*
  - *evidence of liability insurance, as required.*
- (See Policy #707)*

	Group #1 (SD Activities/Sports) Group #2 (School Affiliated) Group #3 (Community Youth Org) Group #4A (65-100% Shaler Area) -(Non-Revenue Generating)	Group #4B (50-64% Shaler Area) (Revenue Generating)	Group #4B (50-64% Shaler Area) - (Non-Revenue Generating) Group #4A (65-100% Shaler Area) - (Revenue Generating)	Group #4C (less than 50% Shaler), #5 (Non-community Organizations) OR #7 (College, University, or Prof Sports Teams) (Revenue Generating)	Group #4C (less than 50% Shaler), #5 (Non-community Organizations) OR #7 (College, University, or Prof Sports Teams) (Non-Revenue Generating)	Group #6
SAHS Auditorium (Seats 850)	Free	\$30/hr not to exceed \$150/day	\$20/hr not to exceed \$100/day	\$80/hr	\$50/hr not to exceed \$250/day	X
SAES Auditorium (Seats 800)	Free	\$20/hr not to exceed \$100/day	\$10/hr not to exceed \$50/day	\$60/hr	\$30/hr not to exceed \$150/day	X
SAMS Auditorium (Seats 850)	Free	\$25/hr not to exceed \$125/day	\$15/hr not to exceed \$75/day	\$70/hr	\$60/hr not to exceed \$200/day	X
All-Purpose Rooms – Primary Schools	Free	\$25/hr not to exceed \$125/day	\$20/hr not to exceed \$100/day	\$40/hr not to exceed \$200/day	\$30/hr not to exceed \$150/day	X
SAHS Gym A (Seats 1600)	Free	\$50/hr not to exceed \$250/day	\$30/hr not to exceed \$150/day	\$127.50/hr not to exceed \$637.50/day	\$70/hr not to exceed \$350/day	Free
SAHS Gym B (Seats 100)	Free	\$25/hr not to exceed \$125/day	\$20/hr not to exceed \$100/day	\$100/hr not to exceed \$500/day	\$50/hr not to exceed \$250/day	Free
SAES Gym (Seats 800)	Free	\$30/hr not to exceed \$150/day	\$25/hr not to exceed \$125/day	\$110/hr not to exceed \$550/day	\$55/hr not to exceed \$275/day	Free
SAMS Gym A (Seats 850)	Free	\$50/hr not to exceed \$250/day	\$30/hr not to exceed \$150/day	\$127.50/hr not to exceed \$637.50/day	\$70/hr not to exceed \$350/day	Free
SAMS Gym B (No Seating)	Free	\$25/hr not to exceed \$125/day	\$20/hr not to exceed \$100/day	\$100/hr not to exceed \$500 per day	\$50/hr not to exceed \$250/day	Free

*To qualify as an organization, a group must have:*

- *regular meetings.*
- *duly-elected representatives.*
- *evidence of liability insurance, as required.*

*(See Policy #707)*

	<b>Group #1</b> (SD Activities/Sports) <b>Group #2</b> (School Affiliated) <b>Group #3</b> (Community Youth Org) <b>Group #4A</b> (65-100% Shaler Area) <b>.(Non-Revenue Generating)</b>	<b>Group #4B</b> (50-64% Shaler Area) <b>(Revenue Generating)</b>	<b>Group #4B</b> (50-64% Shaler Area) - <b>(Non-Revenue Generating)</b> <b>Group #4A</b> (65-100% Shaler Area) <b>.(Revenue Generating)</b>	<b>Group #4C</b> (less than 50% Shaler), <b>#5</b> (Non-community Organizations) <b>OR</b> <b>#7</b> (College, University, or Prof Sports Teams) <b>(Revenue Generating)</b>	<b>Group #4C</b> (less than 50% Shaler), <b>#5</b> (Non-community Organizations) <b>OR</b> <b>#7</b> (College, University, or Prof Sports Teams) <b>(Non-Revenue Generating)</b>	<b>Group #6</b>
Scott Primary Gym (Seats 300) Additional fee to cover custodial/maintenance overtime will be charged to all groups using this facility on Saturday or Sunday	Free	\$50/hr not to exceed \$250/day	\$30/hr not to exceed \$150/day	\$127.50/hr not to exceed \$637.50/day	\$70/hr not to exceed \$350/day	Free
Swimming Pool	Free	N/A	\$50/hr not to exceed \$250/day.	N/A	N/A	Free
Classrooms - Single	Free	\$15/hr. not to exceed \$75/day	\$10/hr. not to exceed \$50/day	\$30/hr. not to exceed \$150/day	\$20/hr. not to exceed \$100/day	X
Classrooms - Double or LGI	Free	\$25/hr. not to exceed \$125/day	\$20/hr. not to exceed \$100/day	\$40/hr. not to exceed \$200/day	\$30/hr. not to exceed \$150/day	X
Stadium Athletic Field-Lou Martig Field at Titan Stadium - Artificial Turf(Seats 4000) (Clock, PA, Lights are in addition to rental fees (current x no. hours)	Free (Except for Clocks, PA, Lights)	\$125/hr not to exceed \$625/day	\$100/hr not to exceed \$500/day	\$175/hr not to exceed \$875/day	\$125/hr not to exceed \$625/day	Free
Biles Athletic Field Artificial Surface (Seats 1000) (Clock, PA, Lights are in addition to rental fee - current x no. hours)	Free (Except for Clocks, PA, Lights)	\$100/hr not to exceed \$500/day	\$75/hr not to exceed \$375/day	\$150/hr not to exceed \$750/day	\$100/hr not to exceed \$500/day.	Free
SAMS Track or SAES Track	Free	\$100/hr not to exceed \$500/day	\$75/hr not to exceed \$375/day	\$150/hr. not to exceed \$750/day	\$75/hr. not to exceed \$500/day	Free
Other Athletic Field	Free	\$35/hr not to exceed \$175/day	\$30/hr not to exceed \$150/day	\$50/hr not to exceed \$250/day	\$40/hr not to exceed \$200/day	Free
SAHS Cafeteria (Seats 500)	Free	\$30/hr not to exceed \$150/day	\$20/hr to exceed \$100/day	\$60/hr not to exceed \$300/day	\$30/hr not to exceed \$150 per day	X

SAES Cafeteria (Seats 400)	Free	\$20/hr not to exceed \$100/day	\$10/hr to exceed \$50/day	\$40/hr not to exceed \$200/day	\$20/hr not to exceed \$100/day	X
SAMS Cafeteria (Seats 450)	Free	\$30/hr not to exceed \$150/day	\$20/hr not to exceed \$100/day	\$60/hr not to exceed \$300/day	\$30/hr not to exceed \$150/day	X
Scott Primary Cafeteria (Seats ????)	Free	\$20/hr not to exceed \$75/day	\$10/hr not to exceed \$100/day	\$40/hr not to exceed \$200/day	\$20/hr not to exceed \$100/day	
Kitchen (A kitchen staff member must be present whenever the kitchen is being used. All groups are responsible for the cost of this employee.)	Free	Free w/café rental	Free w/café rental	\$25/hr not to exceed \$125/day	\$20/hr not to exceed \$100/day	X

SAHS Tennis courts and SAES outdoor basketball courts are open during daylight hours to residents of Shaler Area School District when not being used by school programs. Residents may use for one-hour period. Please change on the hour.

X Not available for use by these groups.

**Saturday and Sunday rentals or whenever custodians/maintenance are not assigned -- additional fee to cover overtime costs at prevailing wage rate will be charged to any group except those in Group 1. This applies to revenue generating or non-revenue generating work.**

**All groups interested in using school district facilities should contact the Buildings and Grounds Department, 1660 Butler Plank Road, Glenshaw, PA 15116-1730. Phone: 412-492-1200 x 82903 or Fax: 412-492-1233 or make a request via the school district webpage, [www.sasd.k12.pa.us](http://www.sasd.k12.pa.us).**