

**SECTION: COMMUNITY RELATIONS**

**TITLE: USE OF FACILITIES**

<p>1. Purpose</p> <p>2. Authority</p>	<p>Recognizing the school as a community agency, the Wilson Area School Board encourages the use of school facilities for community purposes subject to rules and regulations as adopted by the Board of School Directors.</p> <p>The District Superintendent of Schools, or his/her designee may grant the use of school facilities in accordance with this policy without further Board approval, bringing to the Board only those requests that do not fall into the various categories of this policy or those for which additional authority or study is necessary.</p> <p>The School Board reserves the right to deviate from its policy to address special situations and may, at its discretion, waive the requirements of this Policy. Further, the School Board may impose such additional reasonable restrictions or regulations as it shall determine, according to the nature of the proposed use and the nature of the group or organization requesting the use.</p> <p>The use of school facilities is subject to cancellation by the School District based upon inclement weather conditions, when the use under such condition may damage such facilities or pose a safety concern.</p> <p>The application for use of school facilities is subject to submittal of facilities use request as found on District's website.</p> <p>The School Board reserves the right to refuse any applicant, or to refuse an application for any activity, or to revoke a previously approved application which interferes with the conduct and best interest of the school system or when in its judgment proper use is not being made of the school facility.</p> <p>The School District reserves the right to cancel any scheduled event. In the event of scheduling conflicts, District activities shall have priority over other non-school related events regardless of when scheduled.</p>
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<p>3. Delegation of Responsibility</p>	<p>Scheduling preference for use of facilities will be extended to local community recreational organizations, provided the organization submits applications according to the time line set forth in this policy.</p> <p>The District needs time to process each request and notify key personnel. Therefore, all applications must be submitted to the building principal's office following the timeline below showing the final date for submissions:</p> <p>Spring Rental – January 30 Summer Rental – April 30 Fall Rental – June 30 Winter Rental – September 30</p> <p>The organization reserving the school may not sublet, assign, or transfer its rights, responsibilities, or privileges to any other individual or organization.</p> <p>Small games of chance on School District property require a license, a copy of which must be included with the application.</p> <p>Many of the Wilson Area School District facilities and grounds will not be available for several weeks in the summer so that the District can adequately prepare for the start of the upcoming school year.</p> <p>In addition, school facilities will not be available for use on the following holidays -- Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day, New Year's Eve, New Year's Day, Presidents' Day, Good Friday, Easter Sunday, and Memorial Day.</p> <p>School District employees on duty are in charge of the school facilities at all times. At minimum, a school custodian is required to be on duty during the use of any school facility by non-school personnel. School District employees on duty may take any action that is necessary to protect school property, but such action shall not in any way relieve the sponsoring organization of its responsibilities.</p> <p>Each organization shall be responsible for the conduct of persons attending its activities and shall be financially liable for damage to the facilities resulting from participant conduct and shall be responsible to provide appropriate chaperones and supervision.</p>
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Each organization shall agree to exercise due care in the use of the school property and facilities and shall be responsible to maintain school property and equipment in its original condition and shall be liable for damage thereto. Each organization shall ensure that the area used is clean, following use, and that any/all equipment has been properly secured or replaced and to indemnify and hold harmless the School District for any and all damages to school or other property owned by or in the possession of any person or persons attending the affair, and, likewise, to indemnify and hold harmless the School District against liability for any and all damage to any person or persons for injuries, including death.

Each organization agrees to assume all responsibility for damage claims or liability of any kind arising out of or by reason of its use of the school facilities, and further agrees to save and hold the School District harmless from any claims, liabilities, expense or cost in connection with the use of school facilities. The Wilson Area School District requires all outside organizations to have liability insurance with minimum limits of \$1,000,000.00 for bodily injury and property damage listing the School District as an additional insured, and to furnish the School District with a Certificate of Insurance along with the completed application.

After an application has been approved, the Administration and/or School Board shall determine the required extent and nature of responsible supervision, custodial and cafeteria services, and security protection.

The sponsoring organizations shall pay for necessary police or school contracted security company protection and parking attendance to:

1. Maintain order.
2. Protect school property.
3. Park cars in authorized areas.

Accidents involving persons and/or property must be promptly reported to the security department.

Any group or organization using a public school facility is expected to:

1. Make necessary arrangements for a representative of the applying group to be present, with the permit, during the time the facility is used. This

<p>4. Exceptions</p>	<p>representative is to make himself known and present the permit to school personnel for verification. He is to be responsible for the use of the facility.</p> <ol style="list-style-type: none"><li>2. Ensure, with the school representative, that:<ol style="list-style-type: none"><li>a. Exit doors are free from obstruction in the area being used.</li><li>b. Exit lights are turned on.</li><li>c. Locations of extinguishers are known.</li><li>d. Fire, police, Board rules and regulations, and school rules and regulations are observed.</li></ol></li><li>3. Supervise children at all times; one supervisor from the organization is to remain on site until all children have vacated the premises.</li></ol> <p>The use of school facilities is limited to groups organized for lawful purposes. Facilities shall not be used for any of the following purposes:</p> <ol style="list-style-type: none"><li>1. Purposes which in any way conflict with the aims and objectives of the School District.</li><li>2. Conducting any unlawful activity or activities, or any activity which is not within the scope of permitted uses as set forth in Section 775 of the Public School Code.</li><li>3. No organization that discriminates on the basis of race, color, creed, national origin, sex, age, or handicap as defined by law shall be allowed to use the District facilities.</li></ol> <p>The use of school facilities shall not interfere or conflict with the regular school instructional, extra-curricular and/or interscholastic programs either during the school day, evenings, or weekends.</p> <p>Organizations shall limit the use of buildings and facilities to the dates and times specified on the approval forms. Functions shall</p>
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<p>5. Guidelines</p>	<p>generally terminate no later than 10:00 p.m. unless a variance is previously granted. Absolutely no function will continue past 11:00 p.m.</p> <p>Persons attending the sponsoring organization's event shall be restricted to the area of the building in which the rented facility is located.</p> <p>Use of any form of tobacco products, including electronic or vapor cigarettes, shall not be permitted on school property.</p> <p>Possession, use, or distribution of illegal drugs and/or alcohol is prohibited on school property.</p> <p>Possession of weapons as defined in 24 P.S. 13-13.17.2 is prohibited on school property.</p> <p>Food and drink is not permitted in the auditorium, classroom or gymnasium of the school.</p> <p>Disorderly conduct or the use of profane language shall be prohibited at all times.</p> <p>Facilities may not be filled beyond capacity.</p> <p>Anything contrary to the Pennsylvania School Code or laws of the Commonwealth of Pennsylvania and the policies of the School Board of the Wilson Area School District shall be prohibited.</p> <p>All apparatus, equipment and devices owned by the school shall be operated by persons designated by school authorities. The sponsoring organization will be responsible for paying for these services and be responsible for any damage in use of such equipment. Equipment shall not be used outside the school premises except with the permission of the building principal. Specifically, the following shall require the use of a School District employee or food-service company designee:</p> <ol style="list-style-type: none"><li>1. Operation of stage lighting, stage equipment, organ, and amplification system.</li><li>2. School owned projection equipment.</li><li>3. Kitchen equipment</li></ol>
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4. Other specialized school-owned equipment

School designated personnel (not necessarily an employee) who are appropriately trained may operate scoreboards. There shall be no installation of equipment, or alterations to existing facilities unless identified on the application and approved.

Decorations, if used, must be fireproof and subject to approval of school officials. Decorations shall not be fastened to walls or ceilings by use of screws, nails or similar fasteners. Decorations must be removed immediately at the conclusion of the event.

All bulletin boards in the schools shall be restricted in use to such matters as are relevant to the concerns of the education, health, safety and welfare of pupils and employees. If there is any question regarding the appropriateness of any bulletin board item, the building principal shall have authority to make necessary decisions consistent with School District policies.

Persons or groups on school grounds may not utilize school property to exhibit posters or notices, or to otherwise disseminate information intended to further a cause unless approved by the Superintendent of Schools or designee.

The Board and its authorized representatives shall have full and free access to the premises at all times.

**Certified** lifeguards must be on duty when the swimming pool is being used, and pool regulations regarding dress, cleanliness, and safety must be strictly adhered to. The number of lifeguards required will be contingent upon the anticipated number of swimmers.

Sponsoring organizations will conduct orderly meetings and such gatherings are not to incite others to disorder.

The gymnasiums will not be used for dances without special provisions and permission. Unauthorized use of gymnasium apparatus is strictly forbidden.

No programs are to be held without adequate supervision. There must be a proper number of chaperones to insure safety and behavior of attendees. There should be at least one male and one female adult over 18 with a mixed group of participants under the age of 18. One adult chaperone is required for every 25 students.

<p style="text-align: center;"><b>Fees</b></p> <p style="text-align: center;"><u>Use by School Related Organizations</u></p> <p style="text-align: center;"><u>(Group I)</u></p> <p style="text-align: center;"><u>Use by Civic and Service Groups Without Admission Charge</u></p> <p style="text-align: center;"><u>(Group II)</u></p>	<p>The organization must provide a roster of names and phone numbers of all adults responsible for supervision at the time of the requested facility use and a total number of participants in that activity.</p> <p>An organization must provide, in writing on their application, the request for use of an outside vendor during their event. The vendor must possess updated Pennsylvania and local safety and health licenses/certification. The District retains the right to approve or deny the request for an outside vendor on school property.</p> <p>Normal permitted use of a facility is not to exceed four (4) hours from the time of entry to the building closing. Any additional time for set-up, preparation, or extended hours will be charged at prevailing rates for extra personnel services and space uses.</p> <p>Custodial service charges will be incurred when there is exceptional demand necessitating extra custodial help, or beyond normal custodial work hours.</p> <p>Custodial services include opening and closing the building, operating room lights (no theatrical lighting), heating, operating ventilation equipment, and normal clean-up. Custodians may not help load or unload non-school equipment.</p> <p>There shall be no rental charge for buildings or facilities when used by school-related groups and organizations. Service charges* will not be assessed if the organization uses the building within normal custodial work hours, does not require specialized equipment or personnel, or does not require additional custodial work. Service charges will be assessed if custodians are required during other than normal custodial hours.</p> <p>The facilities of the school may be used by community, civic and service groups within the boundary of the Wilson Area School District by paying only the service charges* required for the specific occasion but without the payment of a rental fee when</p> <ul style="list-style-type: none"> <li>(a) no admission is charged or offering solicited</li> <li>(b) meetings are open to the general public, and</li> <li>(c) the renting group is nonsectarian, nonprofit, and working for the welfare of the community and/or society in general.</li> </ul> <p>Note: Williams and Wilson Borough Recreation Boards and</p>
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<p><u>Use by Community Groups Who Charge Admission or Solicit Donations (Group III)</u></p>	<p>their Associations will be considered Group II.</p> <p>*Service charges refer to custodial fees (for additional or overtime custodial work), special personnel, and equipment needed to conduct the program.</p> <p>Facilities of the school may be used by community, civic, educational and service groups by paying the rental fee and the service charges required for the specific occasion, when an admission fee or an offering is solicited. First priority shall be given to those groups within the School District, second priority shall be given to those groups within Northampton County, and third priority shall be given to those groups outside Northampton County.</p>
<p><u>Use by a Private Organization or Private Individuals (Group IV)</u></p>	<p>Facilities of the School District may be used by private organizations or a private individual, which charge an admission fee or solicit an offering, such as donations, raffles, or prior purchase of tickets. Such groups must pay the appropriate rental fees and service charges, (as per Group III), and in addition, residents must pay to the District 25% of such admission fees or offerings. Non-residents must pay 35% of such admission fees or offerings. Appropriate verification must be made to the Business Manager of the District and funds must be paid to the District within one week following the collection of such fees.</p>
<p><u>Use by a Private Organization or Private Individual with no Admission Charge (Group V)</u></p>	<p>Facilities of the school district may be used by private organizations or a private individual for personal events (birthday parties, family reunions, etc.) provided that the individuals pay the required fees and service charges and present an insurance rider. Appropriate verification must be made to the Business Manager of the district and funds must be paid to the district within one week prior to the event.</p> <p>Rental fees as listed in the attachment of this policy  Service charges as defined within this policy. Additional 25% (residents) or 35% (non-residents) above the listed rental fees for administration.</p> <p>The District will require a non-refundable deposit fee equivalent to 10% of the total rental fee, upon application approval. The deposit must be received within 10 working days or the approval is revoked.</p>



Fifty percent (50%) of the rental fee is payable in advance. The remainder is payable within ten (10) days of final billing.

The granting of a permit for the use of one part of a building or grounds confers no privileges for the use of any facilities other than those stated in the permit. It does not include any other time or times for preparation or rehearsal, unless specifically permitted.

A use permit is not transferable. If the event is to be canceled, the applicant should notify the principal's office at least forty-eight (48) hours in advance of the date reserved. Failure to provide adequate notice of cancellation could result in loss of deposit.

Violation by a permit-holder of any of the regulations governing the use of school buildings or grounds may be cause for the cancellation of all existing permits and the denial of any permits in the future.

**School Code**  
**511,775**

**PA Code**  
**Title 22**  
**Sec. 12.9**

**SCHEDULE OF RENTAL FEES**

	<u><b>Group I</b></u>	<u><b>Group II</b></u>	<u><b>Group III</b></u>
<b>HIGH SCHOOL</b>			
Auditorium	No charge	Services only	\$1200 plus services
Rehearsal charges	No charge	Services only	600 plus services
Gymnasium	No charge	Services only	1200 plus services
<b>HIGH SCHOOL CAFETERIA</b>			
Dining Room only	No charge	Services only	500 plus services
Dining Room & Kitchen	No charge	Services only	750 plus services
<b>STADIUM</b>	No charge	Services only	2500 plus services
<b>ATHLETIC FIELDS</b>	No charge	Services only	500 plus services
<b>CLASSROOMS (High School, Intermediate School, or Elementary Schools)</b>			
Computer Rooms	Services only	Services only	200 plus services
Home Ec/Art	No charge	Services only	150 plus services
Regular Classrooms	No charge	Services only	100 plus services
<b>INTERMEDIATE SCHOOL</b>			
Gymnasium	No charge	Services only	750 plus services
Swimming Pool	No charge	Services only	Hourly Rate
<b>INTERMEDIATE SCHOOL ALL PURPOSE ROOM</b>			
All Purpose Room only	No charge	Services only	500 plus services
All Purpose Room & Kitchen	No charge	Services only	750 plus services
<b>ELEMENTARY SCHOOLS</b>			
Avona Multi/Gym Room	No charge	Services only	500 plus services
Williams Township All-Purpose	No charge	Services only	200 plus services
Wilson Borough All-Purpose	No charge	Services only	200 plus services
Williams Township Gymnasium	No charge	Services only	500 plus services

**Photography dark room and science laboratories - Not Available**

**A program jointly operated by a no-fee entity and a fee-paying entity shall be governed by the requirement and fees for the fee-paying entity.**

**Group IV Fees - Group III +25% (residents) or 35% (non-residents) of admission fees or offerings**

**Group V Fees – Group IV Fees + 25% (residents) or 35% (non-residents)**