

Twin Valley School District  
4851 N. Twin Valley Road, Elverson, PA 19520

**FEE SCHEDULE (Policy 707)**

| FACILITY   | CATEGORY I       | CATEGORY II        | CATEGORY III                              |
|--|------------------|--------------------|---|
| High School/Middle School Gymnasium                  | No Charge        | \$80               | \$400                                     |
| Elementary Multi-Purpose Room                        | No Charge        | \$60               | \$300                                     |
|  |                  |                    |   |
| *High School/Middle School Auditorium                | No Charge        | \$35 per hour      | \$175 per hour<br>(with cap of \$600/day) |
|  |                  |                    |   |
| High School/Middle School Cafeteria (no kitchen)     | No Charge        | \$40               | \$200                                     |
| Elementary Cafeteria (no kitchen)                    | No Charge        | \$20               | \$100                                     |
|  |                  |                    |   |
| High School/Middle School Cafeteria (with kitchen)   | No Charge        | \$240**            | \$400**                                   |
| Elementary Cafeteria (with kitchen)                  | No Charge        | \$220**            | \$300**                                   |
|  |                  |                    |   |
| Library  | No Charge        | \$20               | \$100                                     |
|  |                  |                    |   |
| Classroom  | No Charge        | \$10               | \$50                                      |
|  |                  |                    |   |
| Computer Room  | No Charge        | \$30               | \$150                                     |
|  |                  |                    |   |
| Stadium Field (no lights)                            | No Charge        | \$160              | \$800                                     |
| Stadium Field (with lights)                          | No Charge        | \$310**            | \$950**                                   |
|  |                  |                    |   |
| Athletic Field (no lights)                           | No Charge        | \$60               | \$300                                     |
| Athletic Field (with lights)                         | No Charge        | \$160**            | \$400**                                   |
| Tennis Courts (clinics, camps, and organized events) | No Charge        | \$40               | \$200                                     |
|  |                  |                    |   |
| <b>Utility Fees</b>                                  |                  |                    |   |
| Internet Access                                      | See SPECIAL NOTE | \$25               | \$25                                      |
| Air Conditioning                                     | See SPECIAL NOTE | \$100/5 hour Block | \$100/5 hour Block                        |
| Stage Equipment (Sound and/or Lighting)              | See SPECIAL NOTE | \$50/hour          | \$50/hour                                 |

\*Auditorium Fee – See ML Scheduler for complete list of items included in rental.

**ADDITIONAL COSTS**

Except for TVSD school sponsored groups, the fees above do not include amounts charged when additional school personnel are required, or for supplemental equipment. Charges for custodians, food service employees and other employees at the discretion of the District will be the average overtime rate, plus fringe benefits, for inside activities held during off-school hours or for activities held during school hours if clean-up is required for categories I, II, III.

**CERTIFICATE OF INSURANCE**

Any organization that is not school sponsored must have an insurance policy of 1 million public liability and \$300,000 property damages. *This policy must be attached at the time of the application.* All "Certificates of Liability" must be issued as follows:

- Certificate holder for ALL activities taking place must be:

TWIN VALLEY SCHOOL DISTRICT  
4851 N. Twin Valley Road  
Elverson, PA 19520

- TWIN VALLEY SCHOOL DISTRICT must be named as ADDITIONAL INSURED on ALL certificates.

|                            |  |
|----------------------------|--|
| <p><b>CATEGORY I</b></p>   | <p>School-Sponsored Groups – Organized, properly supervised and chaperoned TVSD sponsored groups. Which may include but are not limited to: school district plays, dances, parties, student council events, school club activities, school-scheduled events, in which the majority of rostered participants are Twin Valley School District students and/or community members.</p> <p>School-Affiliated Groups – Organized, properly supervised TVSD affiliated groups which may include, but are not limited to: PTO, Band Parents, Parent Booster groups, Alumni Associations, Twin Valley Education Foundation and other similar school oriented organizations whose existence depends upon the Twin Valley School District, and in which the majority of rostered participants are Twin Valley School District students and/or community members. (District reserves the right to request list of participants with addresses and audit list.)</p> <p>Local Nonprofit Student Service Groups – Formally organized groups within TVSD boundaries formed for the purpose of serving the public or mutual benefit of others, and qualify under the Internal Revenue Service rules as nonprofit organization which may include, but are not limited to: 4-H Clubs, Boy Scouts, Girl Scouts, Little League, Youth Soccer, American Legion Athletics. Also, the majority of rostered participants are Twin Valley School District students and/or community members.</p> |
| <p><b>CATEGORY II</b></p>  | <p>Community/Civic/Social Groups - Formally organized groups within TVSD boundaries for the purpose of serving the public or mutual benefit of others which may include but are not limited to: American Legion, Rotary Club, Lions Club, churches, VFW, fire companies.</p>   |
| <p><b>CATEGORY III</b></p> | <p>Groups from outside the Twin Valley School District or commercial groups or organizations within the Twin Valley School District.</p>   |

**SPECIAL NOTE**

\*Category II is 20% of category III except \*\* is 20% plus established cost for kitchen and lights.

Category I Local Nonprofit Student Service Groups are charged for lights and air conditioning.

Annually, the Board, at its discretion, may move a “group” to another category and/or reduce a fee based on a groups’ financial support, equipment donation or other service provided to the school district by the group applying for a facility use request. This review will be July each year.

**Smoking and/or alcohol is prohibited on all school property.**

By signing this application, the person whose signature appears on the front signifies that he/she is aware of the district’s regulations regarding this use, is responsible for the group, will see that the buildings, grounds and equipment are not misused, that groups have proper adult supervision, and that the buildings, grounds and equipment are used in conformity with the rules and regulations of the board of education. It is hereby also understood that school activities have priority for the use of the district facilities. This applies for any school activity that must be rescheduled. *Note:* Ignoring local ordinances, e.g., parking on the grass, road or other non-designated parking areas, may result in municipal fines. Failure to adhere to the above regulations may result in the revocation of facility use privileges.

It is understood that all community groups using outside playing fields will not play (practice or games) on fields during/after excessive rain. Games should be canceled when it is obvious that fields will be damaged. Damage done to fields will be the responsibility of the group in charge. Authority to decide also rests with the school district athletic director, who has a final right to decide whether or not to cancel events during periods of excessive rain.

TWIN VALLEY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY INSTITUTION AND WILL NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX AND HANDICAP IN ITS ACTIVITIES, PROGRAMS OR EMPLOYMENT PRACTICES AS REQUIRED BY TITLE VI, TITLE IX AND SECTION 504. FOR INFORMATION REGARDING CIVIL RIGHTS OR GRIEVANCE PROCEDURES, CONTACT TITLE IX COMPLIANCE OFFICER, SECTION 504 COORDINATOR, TWIN VALLEY SCHOOL DISTRICT, 4851 N. TWIN VALLEY ROAD, ELVERSON, PA 19520-9310, TELEPHONE (610) 286-8550.