

CENTRAL YORK SCHOOL DISTRICT  
CHARGES AND CONDITIONS FOR USE OF SCHOOL FACILITIES

School district facilities are available for use by outside organizations and for special events and activities approved by the Board. The Board shall determine whether the use is subject to a rental fee, along with the amount of said fee. The Board reserves the right to reject any or all requests and to suspend the charges and conditions for use of facilities in specific instances as they deem necessary. Any group or organization which utilizes district facilities shall be financially responsible and will be required to pay for any damages to the district's equipment, supplies, buildings, or grounds as a result of the activity. Requests for the use of any facility must be submitted, in writing, to the district at least forty-five (45) days prior to the anticipated date of use.

General Conditions

1. All facilities are rented for a basic four (4) hour period. Any additional hour(s) will accrue at a prorated hourly rate. All facilities must be vacated by 11:00 p.m., unless otherwise approved by the administration.
2. Rental fees and charges for wages are payable within ten (10) days after the date shown on the invoice. Checks shall be made payable to Central York School District and shall be mailed to 775 Marion Road, York, PA 17406.
3. School district officials will determine the number of district personnel (supervisors, custodians, electricians, cooks, etc.) to be assigned. The wages of district personnel utilized will be billed directly, along with the rental fee, to the sponsoring individual or organization.
4. Supervisors, custodians, electricians, cooks, etc., shall not be expected to assist in any work not normally considered to be a part of their duties.
5. School district officials reserve the right to monitor any activity held on school district property to determine that it is conducted as specified in the approval.
6. Sponsoring organizations are responsible to ensure that any organization, individuals or activities they sponsor comply with all district policies including the accuracy of information required for qualifying for the waiver of rental fees.
7. Sponsoring individuals or organizations will be held responsible for the conduct of their members and guests who are in attendance. Sponsors shall exercise reasonable care and supervision of district equipment and facilities.
8. District equipment may not be moved outside the building. Equipment may be relocated within the building only after authorization of the building administration.
9. Buildings, grounds, equipment, etc., must be left in a reasonably clean and orderly condition. Failure to do so may result in an extra charge necessary to return the building to a proper condition.

10. No food or beverages shall be sold or served in connection with any activity except in cafeterias or all-purpose rooms with prior approval by the school administration.
11. Use of tobacco products, including smoking, within the buildings and grounds is prohibited. It is the responsibility of the sponsoring organization to abide by this prohibition.
12. Possession, use or distribution of illegal drugs and/or alcoholic beverages is prohibited within school buildings or on school grounds. It is the responsibility of the sponsoring organization to abide by this prohibition.
13. Sponsoring organizations shall be required to comply with the Board's policy on the use of school facilities, which outlines all prohibited activities and consequences for violations of the policy.
14. All decorations, stage scenery, etc., must comply with the fire laws and regulations of the state and municipality. Decorations, stage scenery, etc., may not be attached to walls, furniture, etc., so as to mar any surface. Equipment, decorations, stage scenery, etc., provided by the organization utilizing the facility must be removed immediately after the meeting or performance.
15. Organizations utilizing facilities shall establish contact with the appropriate building administrator at least three (3) work days prior to the rental date in order to complete detailed arrangements.
16. Sponsoring individuals and/or organizations are required to fully comply with the Child Protective Services Law (23 Pa.C.S. 6301 et seq) to the extent applicable. For more information see [keepkidssafe.pa.gov](http://keepkidssafe.pa.gov). The individual and/or organization acknowledges and agrees that all adults in direct contact with children possess current clearances to the extent required by law and that such clearances have been reviewed to determine eligibility for service. This includes the Pennsylvania State Police criminal history record information; child abuse certification from the Department of Human Services; and FBI federal criminal history record information (unless exempt). The individual and/or organization will further ensure that such clearances are renewed at least every three years as required by the law. The individual and/or organization will maintain copies of all clearances and will provide copies to the District if requested.
17. The individual and/or organization acknowledges and agrees that it will fully comply with the provisions of the Child Protective Services Law regarding mandated reporting of child abuse to the extent applicable. For more information see [keepkidssafe.pa.gov](http://keepkidssafe.pa.gov) and District Policy 806, Child Abuse.

### Classifications

1. Classification A – Includes local city, county and government entities operating within the Central York School District boundaries and nonprofits including local nonprofit organizations serving youth such as 4-H, youth athletic organizations, Boy Scouts, Brownies, etc., who have as a primary purpose serving students of the Central York School District as

well as the activities of other government and educational organizations recommended by the school district administration and approved by the Board.

2. Classification B – Civic organizations, nonprofits, etc.: includes local nonprofit organizations serving adults and nonprofit organizations charging fees or generating revenue including amateur or youth sports organizations conducting invitational tournaments.
3. Classification C – Commercial groups and other organizations: includes colleges and universities offering courses in Central York School District, religious organizations conducting religious activities on school property and other organizations.
4. Rental Fee Waiver – The school district can waive the rental fee for organizations in Classification A, based upon but not limited to the following factors:
  - a. Two-thirds (66.6 %) or more of the total number of participants in the organization reside within the Central York School District.
  - b. The organization’s intended use of the facility engages participants in an activity that generally occurs annually and extends over multiple months.
  - c. The organization applying for the rental fee waiver enjoys a nonprofit tax status.
  - d. The cost impact of the rental fees on the organization’s budget, the financial projection for the specific activity or the impact of the waiver in reducing the fees charged by the organization to participants in the activity.
5. Membership registration information for the organization can be used to establish the residency requirement. In the event of a question about an organization’s eligibility for the waiver, Central York School District reserves the right to request and review the organization’s membership registration information.

Rental Rate Schedule

The Rental Rate Schedule for all district facilities will be established and approved annually by the Board and will be made available through the district business office and on the district’s web site.

<u>AUDITORIUMS</u> (ALL RATES ARE FOR A BASIC 4 HOUR PERIOD)	A	B	C
Central York High School	\$237	\$622	\$1,227
Central York Middle School	\$154	\$457	\$897
Black Box Theatre	\$44	\$143	\$281
<u>Plus</u> services of custodian(s)	*	*	*

<u>Plus</u> services of electrician if stage lights and/or sound system is used	*	*	*
<u>Plus</u> required supervision	*	*	*

<u>COMMUNITY NATATORIUM</u> (ALL RATES ARE FOR A BASIC 4 HOUR PERIOD)	A	B	C
Central York High School Pool	\$347	\$732	\$1,227
<u>Plus</u> services of lifeguard(s)	*	*	*
<u>Plus</u> services of pool facility operator	*	*	*

<u>GYMNASIUMS WITH 1 SET OF LOCKER ROOMS</u> (ALL RATES ARE FOR A BASIC 4 HOUR PERIOD)	A	B	C
Central York High School with locker rooms	\$292	\$622	\$1,227
Central York High School without locker rooms	\$182		
Central York Middle School with locker rooms	\$182	\$347	\$622
Central York Middle School without locker rooms	\$99		
Central York High School Fitness Center	\$127	\$182	\$347
Central York High School Wrestling/Aerobics	\$127	\$182	\$347
North Hills without locker rooms	\$127	\$182	\$347
Sinking Springs without locker rooms	\$127	\$182	\$347
<u>Plus</u> services of custodian(s)	*	*	*
<u>Plus</u> services of supervisor(s)	*	*	*
<u>Plus</u> services of electrician if sound system and/or scoreboard is used	*	*	*

<u>CAFETERIAS, ALL-PURPOSE ROOMS</u> (ALL RATES ARE FOR A BASIC 4 HOUR PERIOD)	(1) A (1)	(2) A (2)	(1) B (1)	(2) B (2)	(1) C (1)	(2) C (2)
Central York High School	\$127	\$99	\$347	\$292	\$677	\$567
Central York Middle School	\$99	\$72	\$319	\$264	\$567	\$457
North Hills	\$88	\$61	\$308	\$182	\$512	\$402
Sinking Springs	\$88	\$61	\$308	\$182	\$512	\$402
Hayshire All-Purpose	\$72	\$44	\$237	\$127	\$457	\$347
Roundtown All-Purpose	\$72	\$44	\$237	\$127	\$457	\$347
Stony Brook All-Purpose	\$72	\$44	\$237	\$127	\$457	\$347
<u>Plus</u> services of custodian(s)	*	*	*	*	*	*
<u>Plus</u> services cook(s)	*	*	*	*	*	*

(1) = with use of kitchen    (2) = without use of kitchen

<u>CLASSROOMS/OTHER</u> (ALL RATES ARE FOR A BASIC 4 HOUR PERIOD)	A	B	C
All Schools - Classrooms	\$44	\$72	\$127
High School Media Center (HUB)	\$61	\$83	\$138
Middle School Media Center (HUB)	\$61	\$83	\$138
High School Large Group Room	\$44	\$72	\$127
High School Culinary Arts Room	\$61	\$171	\$281
<u>Plus</u> services of custodian(s)	*	*	*

*Multiple Use Discount –*

For Classification A, the rates shown for use of auditoriums, the community natatorium, and gymnasiums will be discounted as follows per dates of use:

DATES USED	
2-3	27.5%
4-5	30%
6-7	32.5%
8-9	35%
10-11	37.5%
12-13	40%
14-15	42.5%
16-17	45%
18-19	47.5%
20 OR MORE	50%

*Wage Schedule –*

Services of all district personnel are required for any use of school facilities and will be charged at the appropriate overtime rate with a two-hour minimum. These rates are adopted each year by the Board and are included in the contract or Wage and Salary Guide.