

Twin Valley Facility Usage - Special Notes

Additional Fees

- Except for TVSD school sponsored groups, the fees listed 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 where additional clean-up is required for categories I, II, III.
- * Additional fees will be added when requesting use of the kitchen. A food service worker must be present to use the kitchen.
- ** Additional light fee will be added if lights are turned on
- Custodial fee will be added per custodian needed if event takes place during off hours or if custodian is required to assist the group
- IT staff fee will be added if the event requires internet connection or technology set up
- Air conditioning fee will be added if air conditioning is requested during off school hours
- Groups requesting the use of stage equipment will be charged for use of the stage equipment (categories II and III) as well as an additional fee for a stage manager to run the event. In the event the group has their own stage manager to run the event, the person running the event must be approved from the Twin Valley Stage Manager and no additional personnel fee will be added.

Athletic Field Usage

- The public may not use the athletic fields without prior approval from the Department of Athletics & School Involvement
- Smoking and/or use of alcohol and tobacco products is strictly prohibited
- Motorized vehicles, bicycles, scooters, and skateboards are not permitted
- No animals are allowed, except trained service animals
- Weapons are prohibited
- All District and Facility Use policies must be followed at all times
- Note... Facilities may be under video surveillance

General Facility Use

- All facility requests must be submitted no less than 3 days prior to the event.
- For facilities that have a set block of use (i.e. 5 hours of use), any additional hours will be charged for an additional 5 hour time slot.
- Groups or individuals may not bring in outside companies or vendors to sublease the facility.
- Signs/Advertisements- Individuals and groups renting District facilities may not display signs, banners, placards, or similar items that affix to District walls and doors, for the purpose of thanking or promoting or acknowledging sponsors, donors, or other businesses.
- Cancellation- If a group or individual books a District facility but cancels it's booking with less than seven (7) days' notice before the scheduled event, the District will assess a cancellation fee equal to 50% of the reservation fee.
- Change of Time- If a group or individual books a District facility and needs to make a time change to an event, they must let the Director of Athletics and School Involvement know no less than 48 hours before the scheduled event or the group will be charged the full amount
- Groups or individuals that use Twin Valley facilities must follow Twin Valley field rules, dress code and lightning procedures. Outside groups are encouraged to follow heat/cold weather guidelines as well as listed in the athletic training policies and procedures handbook.

- Groups or individuals must follow local noise ordinances.

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 submitted at the time of facility request submission.
- All "Certificates of Liability" must be issued for Twin Valley School District, 4851 North Twin Valley Road, Elverson, PA 19520.
- Twin Valley School District must be named as an ADDITIONAL INSURED on all certificates

Categories

Category I	<p>School-Affiliated Groups- Organized, properly supervised TVSD affiliated groups which may include but are not limited to: PTO, Band Parents, 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 a 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 a nonprofit organization which may include, but are not limited to: 4-H Clubs, Boys Scouts, Girl Scouts, Little League, Twin Valley Youth programs, American Legion Athletics. Also, the majority of rostered participants are Twin Valley School District students and/or community members.</p>
Category II	Community/Civic/Social Groups- Formally organized groups within the 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.
Category III	Groups from outside the Twin Valley School District or commercial groups or organizations within the Twin Valley School District.