

MANHEIM CENTRAL SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: May 23, 1995

REVISED: May 27, 2003

<p>1. Purpose</p> <p>2. Authority SC 775</p>	<p style="text-align: center;">707. USE OF SCHOOL FACILITIES</p> <p>The primary purposes for all the facilities owned by the Manheim Central School District is to support its educational programs; therefore, priority for the use of all facilities will be given to the education program. School facilities may be rented for community purposes, provided that such use does not interfere with, or otherwise cause alteration, of the educational program.</p> <p>The rental of any and all facilities shall be at the exclusive discretion of the Manheim Central School District Board of School Directors. The School Board expressly reserves the right to approve or deny any rental requests, and/or waive the guidelines for rentals from time to time as may be in the public interest.</p> <p>The School Board prohibits the use of school facilities for the following activities:</p> <ol style="list-style-type: none"> 1. Partisan political activity; 2. Private social functions; 3. Advocacy or promotion of a philosophy which would provide a threat to the health, safety or welfare of students or staff, or if such use could endanger school facilities; or 4. Any purpose which is prohibited by law. <p>In the event of any approved rental, the determination of the applicable charges and fees as well as the facilities that may be made available for use to an individual or organization will depend upon their classification under this policy. All classification determinations shall be exclusively and finally made by the School Board.</p> <p>The School Board will determine any necessary custodial and/or other personnel services required as part of any rental.</p>
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<p>3. Guidelines</p>	<p>The following guidelines shall govern the rental of school facilities:</p> <ol style="list-style-type: none">1. All facilities shall be rented for a basic four (4) hour period. Any additional hour(s) will be charged at a rate determined by dividing the stated rental fee by 4. The School Board may decide in its sole discretion to limit the use of any facility to a maximum period of four hours. Without exception, all facilities must be vacated by 11:00 p.m. or an earlier time if designated as part of a rental approval.2. Rental fees and charges for wages shall be payable within ten (10) days after date shown on invoice. Checks shall be made payable to “Manheim Central School District” and shall be mailed to 71 N. Hazel Street, Manheim, PA 17545.3. School district officials will determine the number of district personnel (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. School district officials reserve the right to supervise any event held on school property. The school district may require the sponsors to provide evidence of adequate police protection and/or supervision for any event.5. Custodians, electricians, cooks, police, etc. shall not be expected to assist in any work not normally considered to be a part of their duties.6. 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 individuals to ensure district equipment and facilities is not damaged, abused or stolen.7. District equipment may not be moved outside the building. Equipment may be relocated within the building only after authorization of the building principal.8. Buildings, grounds, equipment, etc. must be left in a reasonably clean and orderly condition after use. Failure to do so may result in an extra charge necessary to return the building to a proper condition. The sponsoring individuals or organization will be responsible for the cost of replacing or repairing any broken equipment or items.9. No food or beverages shall be sold or served in connection with any activity except in cafeterias or all-purpose rooms.
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20 U.S.C.
Sec. 7181 et seq
35 P.S. 1223.5

10. Smoking and/or the use of tobacco products in any form shall be prohibited in all buildings and on all school property.
11. Possession or drinking of alcoholic beverages is prohibited within school buildings or on school grounds.
12. 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.
13. Groups or individuals who are not school related shall obtain liability insurance in the amount of \$1,000,000 combined single limit bodily injury/property damage naming the Manheim Central School District as an additional insured and submit evidence of such insurance with a certificate of insurance from the agent and/or company within two (2) weeks prior to the rental date.
14. Any sponsoring individual and any sponsoring organization, its or their subrogees, heirs, representatives, successor or assigns, expressly agrees to waive its right to sue or seek any form of recovery against the school district, its directors, officers, employees, or agents, for any loss or damage to property on the premises to the extent caused by fire or other casualty covered against loss in any insurance contract maintained by the party.
15. The Manheim Central School District will not be liable or responsible to any person or persons engaging in the activities or employed by the renting organizations in connection therewith, or any person or persons attending, or entering or leaving the premises (rented facility grounds). It is understood that the renting organization assumes all responsibility and liability for accidents or injuries which may occur or any claim which may arise out of the use of the premises and does further agree to hold harmless the Manheim Central School District, its agents, directors and employees from any and all claims whatsoever that may arise from this rental.

Classes of Groups

Groups desiring to use school facilities shall be divided into the following classes:

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| Class I | School Groups – P.T.O.; class organizations, athletic groups; music groups; dramatic groups; alumni. |
| Class II | School activities sponsored by non-school groups. |

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| | <p>Class III Non-commercial community groups who make no charge for admission; accredited colleges and universities.</p> <p>Class IV Non-commercial community groups who charge admission but plan to use proceeds for the benefit of the community.</p> <p>Class V Commercial community groups using the facilities for personal interests and who are selling tickets and/or charging admission.</p> <p>Class VI Groups from outside the Manheim Central Area</p> |
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Fees

The following shall be the fees charged for the use of school facilities:

High School, Junior High School and H.C. Burgard Auditorium

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| Class I | N/C |
| Class II | Custodial charge only |
| Class III | \$ 90.00 plus applicable personnel charges |
| Class IV | \$115.00 plus applicable personnel charges |
| Class V | \$300.00 plus applicable personnel charges |
| Class VI | \$375.00 plus applicable personnel charges |

Senior and Junior High Gymnasium (Including Use of Showers)

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| Class I | N/C |
| Class II | Custodial charge only |
| Class III | \$ 65.00 plus applicable personnel charges |
| Class IV | \$ 80.00 plus applicable personnel charges |
| Class V | \$250.00 plus applicable personnel charges |
| Class VI | \$325.00 plus applicable personnel charges |

Senior and Junior High School Cafeteria

Class I, II C (cafeteria staff costs)

Class III, IV Dining room \$75.00 w/kitchen
\$150.00 plus applicable personnel charges

Class V, VI Not available for rental

Individual Meeting Rooms

Class I N/C

Class II Custodial charge only

Class III, IV \$ 40.00 per room plus applicable personnel charges
Computer Labs (\$100.00) (\$25.00 per hour)
Science Labs (\$100.00) (\$25.00 per hour)

Class V, VI Not available for rental

Rettew Stadium with light and/or lavs*

Class I, II, III, IV Labor, utility and supplies cost

Class V, VI Not available for rental

* The condition of the fields will determine availability.

Baron Field and Rettew Stadium without lights or lavs*

Class I, II, III, IV No charge

Class V, VI Not available for rental

Expenses for lining fields, special arrangements, mowing, security, etc. will be paid by the renting organization.

* The condition of the fields will determine availability

The school district will require a refundable deposit, from which damages may be recovered. (Class V and VI only).

These rates will also apply to similar elementary facilities to the extent those facilities might be made available for rental, and such rental is approved by the school district.

PIAA requests to rent athletic facilities will be considered on an individual basis.

Use of Rifle Range

The following rules are for the use of the rifle range:

1. Use of the range will be restricted to pupils enrolled in Manheim Central Schools and members of Manheim Sportsmen's Association and approved guests of the pupils or Sportsmen's association.
2. All eligible persons must sign the register before each shooting period.
3. No shooting will be allowed at any time unless a certified National Rifle Association Instructor is present for the entire shooting period.
4. Senior club members over eighteen (18) years of age may shoot after school hours. No one under eighteen (18) years of age may shoot unless accompanied by a parent or adult club member.
5. Shooting hours must be observed as posted – Monday through Saturday only. No shooting will be allowed on Sunday.
6. No intoxicating beverages, tobacco products, drugs, or pets, will be allowed on the range at any time.
7. Disorderly or unsafe conduct, unsportsmanlike behavior, or objectionable language will not be tolerated on the rifle range at any time. Violation of this rule could result in the loss of all range privileges.
8. After each shooting period by any instructor's group, that particular group will be responsible for cleaning the range, rifles and equipment.
9. The Board of Directors of the Manheim Sportsmen's Association may withdraw shooting privileges from anyone who disobeys an instructor, engages in unsafe behavior or otherwise violates these rules.
10. Guests will be permitted to shoot only during periods designated by the Manheim Sportsmen's Association.

11. Matches, if any, will be scheduled by the Board of Directors of the Manheim Sportsmen's Association.
12. A First Aid Kit must be readily available and easily accessible at all times.
13. The Senior Club will provide for its own insurance.
14. The range will be inspected monthly by the Executive Committee of the Manheim Sportsmen's Association.
15. In accordance with the recommendations of the National Rifle Association, no firearms may be used on the range except .22 caliber rifles and .22 through .38 caliber pistols.
16. The Board of Directors of the Manheim Sportsmen's Association shall be responsible for compliance with, and enforcement of, these rules and regulations.
17. The Board of Directors of the Manheim Central School District shall have final authority to modify the rules regarding the use of the rifle range at any time.