GOVERNOR MIFFLIN SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Updated Summer, 2024
for addition of Fee Schedule

707-AR-0. USE OF SCHOOL FACILITIES

The district recognizes that the school buildings and grounds serve as the center of the community and are a valuable public resource. The district is committed to making district buildings, facilities and property available to the community as much as possible under established and appropriate conditions when such use does not conflict with school activities and functions.

The Director of Operations will be responsible for receiving and approving requests from recognized groups for use of school facilities, for educational, recreational, civic and other approved purposes, in accordance with Board policy and administrative regulations.

Use of school facilities will be allocated according to the following priorities, with efforts made to adjust schedules for mutual convenience and maximum usage:

1. School functions and activities under the direction of district staff.

2. Meetings and programs sponsored by the Board, PTAs/PTOs, recreation organizations, local governmental agencies, and local nonprofit agencies, such as recognized youth groups, scouts, athletic organizations, 4H groups, etc.

3. Other nonprofit community groups composed of local residents.

4. For-profit organizations.

School facilities may not be used for private social functions; however, certain exceptions may be granted at the discretion of the Board.

The district reserves the right to reject any request for use of school facilities.

Application/Approval Procedure

1. Applications are submitted online, through the district website, using an electronic request system.

2. The requestor must provide a Certificate of Insurance naming the school district as an Additional Insured, with minimum liability coverage of $1,000,000 bodily injury and damage combined.

3. The application, Certificate of Insurance and a deposit for any applicable rental fee must be submitted at least thirty (30) days before the requested date of use.

4. The Director of Operations will review all applications to ensure they meet district guidelines, and will either grant approval, grant approval with stipulations, or issue a denial, as necessary.

5. Applicants will be notified of approval or denial via email communication, which will include confirmation of any total calculated rental and/or additional fees.

6. All appropriate internal district departments will be notified of approved/scheduled requests.

Organizations and groups requesting use of district facilities on an ongoing basis, from year to year, must reapply annually.

The district reserves the right to revoke any use of facilities agreement at any time.

Fees

Fees for facility use will be charged in accordance with the established fee schedule authorized by the Board.

FEE SCHEDULE CATEGORIES

Category I	**School-Affiliated Groups** - Organized, properly supervised Governor Mifflin School District affiliated groups which may include, but are not limited to: PTO, Music Association, Booster groups, Alumni Associations, Governor Mifflin Education Foundation, and other similar school-oriented organizations whose existence depends upon the Governor Mifflin School District, and in which the majority of rostered participants are Governor Mifflin School District students and/or community members. (District reserves the right to request a list of participants with addresses and audit list) **Local Nonprofit Student Services Groups** – Formally organized groups within Governor Mifflin School District 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: Boy Scouts, Girl Scouts, GMSD Youth Programs, American Legion Athletics. Also, the majority of rostered participants are Governor Mifflin School District students and/or community members. (District reserves the right to request a list of participants with addresses and audit list)
Category II	**Community/Civic/Social Groups** – Formally organized groups within the Governor Mifflin School District 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, and fire companies.
Category III	Groups from outside the Governor Mifflin School District or commercial groups or organizations within the Governor Mifflin School District.

FEE SCHEDULE
2024-2025

Facility	Category I	Category II	Category III Hourly/Event
GMACC Gymnasium	No Charge	$100/hr.	$200/hr. $2,000/event
Middle School Gymnasium	No Charge	$60/hr.	$125/hr. $800/event
High School Gymnasium	No Charge	$75/hr.	$200/hr. $1,500/event
High School Auxiliary Gymnasium	No Charge	$60/hr.	$125/hr. $800/event
Intermediate School Gymnasium	No Charge	$75/hr.	$200/hr. $1,500/event
Additional Gym Spaces	No Charge	$60/hr.	$125/hr. $800/event
GMACC	No Charge	$250/hr.	$500/hr. $5,000/event
Intermediate School Pool	No Charge	$100/hr.	$200/hr. $1,500/event
Tennis Courts	No Charge	$60/hr.	$100/hr. $1,000/event
Stadium	No Charge	$100/hr.	$200/hr. $1,500/event
Multipurpose Field	No Charge	$100/hr.	$150/hr. $1,000/event
Athletic Fields (natural turf)	No Charge	$60/hr.	$80/hr. $700/event
High School Auditorium ***Base Rental:*** Use of one (1) studio piano in the pit Use of sound system and (2) microphones on stands Use of curtains and drops currently in place Use of light board Use of (2) follow spots in booth Use of lectern	No Charge	$150/hr. $1,000/event	$200/hr. $1,500/event
High School Auditorium ***A/V Package Upgrade*** Use of projector and screen w/ HDMI connection Use of overhead mics Use of wireless mics (up to 16)	No Charge	$50/hr.	$75/hr.

High School Auditorium ***Performance Package Upgrade*** Use of risers-Pit risers include (9) 4 tier sections and stage risers include (7) 3 tier sections w/ rear safety rails 4'x8' Platform risers include (4) 8" height, (4) 16" height, and (4) 24" height Grand Piano Full stage track-mounted scrim	No Charge	$75/hr.	$125/hr.
Building Lobby Area	No Charge	$30/hr.	$60/hr.
Cafeteria w/Kitchen	No Charge	$80/hr.	$100/hr.
Cafeteria w/out Kitchen	No Charge	$60/hr.	$80/hr.
Concession Stand	No Charge	$30/hr.	$60/hr.
School Grounds	No Charge	$40/hr.	$60/hr.
Classroom	No Charge	$25/hr.	$50/hr.
LGI Room	No Charge	$50/hr.	$75/hr. $500/event
Additional Staffing Charges			
Support Staff (Food Service, Custodial)	No Charge	$40/hr. ($60/hr. for Sunday)	$40/hr. ($60/hr. for Sunday)
Stage Hands	No Charge	$10/hr.	$10/hr.
Stage Manager	No Charge	$40/hr.	$40/hr.