



Title: **Use of School Facilities**

Code: 707

Book: Policy Manual

Section: 700 Property

Purpose

The Board recognizes that District facilities must be maintained and operated in a condition that is safe for students, staff and visitors.

Authority

The Board may authorize the use of any school facility in the District or may not authorize its use.

Guidelines

General Regulations

1. First priority will be given to School District activities. Central Greene School District groups will have priority over outside groups. Cancellation of a permit may be necessary due to an unscheduled or rescheduled school event.
2. All individuals, groups, or organizations who are not affiliated with the Central Greene School District or whose intended use of a facility is not School District related must provide a certificate of the same liability insurance that the district carries in the minimum amounts of \$1,000,000 per occurrence and a \$2,000,000 aggregate; also property damage to rental Premises insurance in an amount of not less than \$100,000 and Medical Payments to Others with a limit of \$5,000. Such certificates of insurance shall be issued

by an insurance underwriter that is approved by the Pennsylvania Commissioner of Insurance, and shall name Central Greene School District as an additional insured.

3. Any application for use of facilities shall be held as evidence of the applicant's acceptance of responsibility to the Central Greene School District for damage done to a building, an area or equipment during an approved period of use and of the applicant's willingness to assume financial responsibility for repairs and/or replacement.
4. Facility use is restricted to the area described and the times listed on the permit. A listed time use of 8:00 o'clock to 10:00 o'clock, for example, means you arrive at 8:00 o'clock and you are gone at 10:00 o'clock. You do not arrive before 8:00 o'clock for preparation or "warm-up" and you do not begin preparing to leave at 10:00 o'clock.
5. The applicant is responsible for the supervision of the group and for seeing to it that rules, regulations and ordinances are obeyed. Groups may be required to show proof of adequate adult supervision and the School District reserves the right to require police supervision at the expense of the applicant.
6. Permits will not be issued to any profit-making individual or group organization unless the event is of value to the residents of Central Greene School District, or an extension of the district's leasing program, or provides a service or instruction to residents of Central Greene.
7. Alcoholic beverages are not permitted on School District properties and by law, use of tobacco is not permitted anywhere on the school property. [\[1\]](#)[\[2\]](#)[\[3\]](#)
8. Written application on an approved form (attached) must be made at least two (2) weeks prior to the date desired. For auditoriums, the application must be submitted at least four

(4) weeks in advance. Requests are subject to availability of the facility and consideration by the administration. If two (2) parties request the same dates for the same facility, the Superintendent with input from the Athletics/Activities Director and Business Manager will make the final decision on who may use the facility.

Completed application forms should be submitted as noted below:

<u>FACILITY</u>	<u>CONTACT</u>
Waynesburg Elementary	Building Principal
Administration	Business Manager
Long-Term Leases	Business Manager
High School	Building Principal
High School Gymnasium	Athletic Director
Football Stadium/Track	Athletic Director
High School Pool	Athletic Director
H.S. Auditorium	Building Principal
Margaret Bell	Building Principal
Athletic Fields	Athletic Director

BUILDING CAPACITY

Seating Capacity of Auditoriums

High School	1006 Total (back section only - 282)
Margaret Bell School	400

Seating Capacity of Gymnasiums

High School	1040 (bleachers on both sides)
Margaret Bell	100 (seating area only)
Waynesburg Elementary	450 (100 bleachers, 350 folding chairs)

Seating Capacity of Cafeterias

High School	310 – tables and chairs
Margaret Bell	200 – tables and benches
Waynesburg Elementary	336 – tables w/benches

Fees

1. When a custodial or security employee is directed by the School District to perform duties in connection with the use of school facilities by an outside organization, any compensation due the employee shall be paid by the School District. Rental rates include the services of a custodian if the facility use is scheduled when a custodian is working his/her regular shift. Otherwise, custodial costs will be in addition to the rental fee. However, if the rental area must be cleaned after your use, you will be charged for the custodial time and any cleaning materials used even if the custodian was working his/her regular shift. The permit holder shall pay all fees for such services to the Central Greene School District. No such employee shall receive direct payment from an outside organization for performing such services.
2. Before practicing or performing at Waynesburg Central High School Auditorium or using equipment under the care of the Waynesburg Central High School Stage Crew, the following guidelines are to be followed to ensure the health and safety of all those involved.

Behavior –

- a. Any persons found to be outside of their assigned areas without proper authorization will be turned over to School District security personnel. Repeat offender will be dealt with accordingly. Anyone tempering with or misusing stage equipment (microphones, curtain equipment, sound mixer, lighting console, etc.) will be removed from the premises until the conclusion of the final performance. Repeat offenders will be dealt with accordingly.
- b. A stage manager and an adequate number of stage crew members will be assigned by the School District for any non-scholastic activities requiring the use of the penrail, sound mixer, or lighting console.

Fire Alarm –

It is against the law to pull a fire alarm without the evidence of a fire. Several times in the past, the fire alarm has been mistakenly set off and cause panic each time. Fortunately, no one has been hurt and we would like to keep it that way. We kindly ask for everyone to keep children under supervision. If a fire alarm is tripped without evidence of a fire, all fines and liabilities is the sole responsibility of the person requesting use of the auditorium.

Changes –

- a. Absolutely no changes are to be made concerning any piece of equipment in the auditorium without the consent of the School District. Any approved changes will be made by the stage crew and time will be billed.
- b. Any items brought onto the stage for a performance must be removed by 8:00 a.m. the day following the final

performance. Any unclaimed items will become the property of the Central Greene School District and will be dealt with at its discretion.

3. A School District lifeguard must be on duty during any use of the pool. One (1) lifeguard is included in the rental fee. One (1) lifeguard is required for every group of thirty-five (35) people or less (e.g. thirty-six (36) people = two (2) lifeguards), and the hourly rate for each additional lifeguard will be in addition to the rental fee.
4. The rental of a cafeteria does not include cafeteria staff or food. The *Application For Use Of Food Service Facilities* form must be filled out and submitted, along with the standard *Facilities Request* form (also attached), when any food or drink is to be served. At least one (1) member of the cafeteria staff must be present if the district's kitchens are used to prepare food. The rate payable to such individuals will be in addition to the rental fee. If food preparation is desired, arrangements must be made with the Director of Food Service. The phone number is (724) 852-1050.
5. All organizations and groups that operate for the benefit of the School District, e.g., PTA, PTO, Boosters, may have access to certain facilities at no charge. However, when such use causes extra or additional expenses to the School District, e.g., extra lighting, lifeguards, cafeteria help, etc., the group will be assessed an amount equal to those costs. No individual will be permitted to provide private lessons utilizing the School District facilities.
6. A School District scoreboard operator may be required when scoreboards are used. The operator's fee will be in addition to any rental fee.

PLEASE NOTE: The fee schedule has been removed from the policy in order to update as necessary rather than updating the entire policy each time.

Any sponsoring organization that does not abide by the policies governing the Use of School Facilities will not be granted permission to use School District facilities again. The organization will be subject to whatever legal recourse the School District may have.

Adopted: **October 31, 1981**

Last Revised: **July 21, 2015**

Legal References:

- [1. 35 P.S. 1223.5](#)
 - [2. 20 U.S.C. 7182](#)
 - [3. 20 U.S.C. 7183](#)
 - [24 P.S. 511](#)
 - [24 P.S. 775](#)
 - [22 PA Code 12.9](#)
 - [20 U.S.C. 7181 et seq](#)
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