CATASAUQUA AREA SCHOOL DISTRICT

No. 708

SECTION: Property

TITLE: Public Use of School Facilities

ADOPTED: April 5, 1993
REVISED: Nov. 14, 2004
REVISED: Nov. 13, 2006
REVISED: September 10, 2007
REVISED: August 11, 2008
REVISED: November 9, 2009
REVISED: June 24, 2013
REVISED: December 5, 2017
REVISED: November 12, 2019
REVISED: November 8, 2022
REVISED: June 9, 2026

708. PUBLIC USE OF SCHOOL FACILITIES

1. Purpose

School Code § 775

The Catasauqua Area School District has developed and maintains high quality, desirable facilities not otherwise available in the community, primarily for the education of the young people residing in the school district. However, it is the desire of the Catasauqua Area School District Board of School Directors to make these facilities available for use by the citizens of the school district and others, when such use will not conflict with the normal school program. This policy, therefore, has been developed to make possible the maximum additional return upon the community investment in school plants and equipment.

The Catasauqua Area School District Board of School Directors holds a high expectation of all groups using the district facilities to treat the facilities with respect. This includes, but is not limited to, securing all facilities, leaving facilities in a clean and safe condition, and contacting school authorities if any damage occurs to the facility during their utilization. Damages that occur during timeframes assigned to particular groups will be charged to the group. Future use of facilities will be dependent upon reconciliation of charges and compliance with all applicable rules and regulations.

All requests for the use of any school facility must be submitted using the appropriate online application form on www.cattysd.org. Such requests must be approved by the Director of Student Activities, in consultation with the Building Principal and the Director of Operations. A requester may appeal any denial or other adverse decision to the Board of School Directors.

The Superintendent shall notify the members of the Board of School Directors of the school facilities use approvals granted under this Policy, including the charges imposed and collected, on a monthly basis.

The following procedures relative to this policy are attached to this policy and incorporated herein by reference:

1. Attachment A: Group Classifications
2. Attachment B: Fee Schedule
3. Attachment C: Rules, Regulations, and Procedures

Attachment A

CATASAUQUA AREA SCHOOL DISTRICT
PUBLIC USE OF SCHOOL FACILITIES

GROUP CLASSIFICATIONS

As requests for use of school facilities are received from school and community organizations, each organization will be classified according to the following definitions. Fees will be assessed according to the classification of the organization and type of facilities requested. A schedule of fees (Attachment B) is included as a component of the Public Use of Facilities policy.

CLASS A

Any group or organization of students sponsored by the Catasauqua Area School District. Examples include, without limitation: Student Council, School Clubs, Class Organizations, School District Athletic Teams, School District Intramural Teams, School District-sponsored co-curricular organizations, etc.

CLASS B

Any group or organization which raises funds or provides services primarily for Catasauqua Area School District-sponsored curricular or extra-curricular activities or for the students participating in such activities in connection with those activities. An admission fee may be charged.

CLASS C

Any group or organization operated exclusively for religious, charitable, educational, recreational, and/or governmental purposes (not including any business, commercial, industrial, or other for-profit organization) which regularly meets within the Catasauqua Area School District, and which is holding a meeting or activity in which a majority of the participants (not including mere spectators or audience members) are residents of the Catasauqua Area School District; or any group or organization with which the School District is affiliated for the purpose of providing curricular or extra-curricular activities for the students of the School District and students of other schools;

provided in both cases that no admission fee is charged.

CLASS D

Any group or organization operated exclusively for religious, charitable, educational, recreational, and/or governmental purposes (not including any business, commercial, industrial, or other for-profit organization) which:

(1) operates a league (or similar arrangement)—

(a) in which at least eighty percent (80%) of the participants on at least one of the teams (or other component units) are students attending the public schools of the Catasauqua Area School District;

(b) which ordinarily conducts all of its games or other activities within the Catasauqua Area School District; and

(c) which is managed by an employee of the School District who is authorized to open and enter School District indoor facilities (and is also so authorized in connection with activities which take place during the school year);

(2) is requesting the use of indoor facilities of the School District during the months of May, June, July, and/or August in the event of inclement weather; and

(3) agrees that the league manager will be present at all times that the group or organization is using School District facilities, unless an alternative individual pre-approved by School District Administration who is also an employee of the School District authorized to open and enter School District indoor facilities (and is also so authorized in connection with activities which take place during the school year) is present,

provided that no admission fee is charged.

CLASS E

Any group or organization described in Class C or D above, which is holding a meeting or activity which would qualify for inclusion in Class C or D except that an admission fee is charged.

CLASS F

Any group or organization which is not described in any of the preceding classes, or which is holding a meeting or activity which is not included within any of the preceding classes.

Attachment B

CATASAUQUA AREA SCHOOL DISTRICT
PUBLIC USE OF SCHOOL FACILITIES

FEE SCHEDULE

Note: Classes A, B, C, and D are not required to pay rental fees under parts A through E, but are required to pay, where appropriate, Additional Charges/Fees under part F.

Class D organizations shall pay a flat rental fee of $187.50 per league per year.

A group or organization with which the School District is affiliated for the purpose of providing curricular or extra-curricular activities for the students of the School District and students of other schools (such as PIAA and PMEA) shall pay a flat rental fee of $300.00 per event when an admission fee is charged. This fee is in lieu of the charges under parts A through E below, and applies without regard to whether students of the School District are participating in the particular event. The group or organization is still required to pay, where appropriate, Additional Charges/Fees under part F.

No rental fee shall be charged to a PIAA District XI school to use Alumni Field or the Catasauqua High School Gymnasium for practice prior to a playoff contest at that location.

The rental fees established in parts A through E below are rates per hour (or fraction) that a facility is used by Class E or Class F organizations except as described above. In addition, the group or organization shall pay, where appropriate, Additional Charges/Fees under part F.

A. AUDITORIUM*

CATASAUQUA HIGH SCHOOL

CATASAUQUA MIDDLE SCHOOL

SHECKLER ELEMENTARY SCHOOL

** No Auditorium will be made available to Class E or Class F groups/organizations, except those with which the School District is affiliated for the purpose of providing curricular or extra-curricular activities. Such organizations are subject to the per-event flat rental fee described above.*

B. GYMNASIUM	**CLASS E**	**CLASS F**
CATASAUQUA HIGH SCHOOL	$75.00	$150.00
CHS VOLLEYBALL COURT	$37.50	$ 75.00
CATASAUQUA MIDDLE SCHOOL	$37.50	$ 75.00
SHECKLER ELEMENTARY SCHOOL	$18.75	$ 37.50

PRIOR ARRANGEMENTS MUST BE MADE WITH THE ATHLETIC DIRECTOR FOR THE USE OF EQUIPMENT INCLUDING MATS, SCOREBOARDS, BLEACHERS, SOUND SYSTEM, ETC.

C. CAFETERIA (without use of Kitchen Facilities)

	CLASS E	**CLASS F**
CATASAUQUA HIGH SCHOOL	$37.50	$75.00
CATASAUQUA HIGH SCHOOL DESIGNATED CONCESSION AREA	$37.50	$75.00
CATASAUQUA MIDDLE SCHOOL	$37.50	$75.00
SHECKLER ELEMENTARY SCHOOL	$37.50	$75.00

D. CLASSROOMS (per classroom)

	CLASS E	**CLASS F**
CATASAUQUA HIGH SCHOOL	$15.00	$30.00
CATASAUQUA MIDDLE SCHOOL	$15.00	$30.00
SHECKLER ELEMENTARY SCHOOL	$15.00	$30.00

E. FIELDS/ TRACK/ GROUNDS

	CLASS E	CLASS F
ALUMNI FIELD (without lights)	$120.00	$120.00
ALUMNI FIELD (with lights)	$150.00	$150.00
THOMAS FIELD	$ 60.00	$ 60.00
SHECKLER BASEBALL FIELD	$ 60.00	$ 60.00
SHECKLER SOFTBALL FIELD	$ 60.00	$ 60.00
CHS PRACTICE FIELDS (per field)	$ 30.00	$ 30.00
FIELD HOUSE AT ALUMNI FIELD	$ 30.00	$ 30.00
OTHER PRACTICE FIELDS OR GROUNDS (per field/ground)	$ 30.00	$ 30.00

PRIOR ARRANGEMENTS MUST BE MADE WITH THE ATHLETIC DIRECTOR FOR THE USE OF EQUIPMENT INCLUDING SCOREBOARDS, SOUND SYSTEM, LIGHTS, ETC.

F. ADDITIONAL CHARGES/ FEES (where such services are required or requested)

CUSTODIAL CHARGE	$50.00 PER HOUR
SITE MANAGER	$50.00 PER HOUR
CAFETERIA STAFF, DIRECTOR OF STUDENT ACTIVITIES, NETWORK MANAGER, AND ANY OTHER SCHOOL DISTRICT PERSONNEL	PREVAILING HOURLY/ OVERTIME RATE FOR THE EMPLOYEES PROVIDED, INCLUDING COMPENSATION, BENEFITS, AND TAXES PAID BY THE SCHOOL DISTRICT
SUPPLIES CHARGE	$50.00 CHARGE WILL BE BILLED ON DAYS OF EVENTS WHEN ADMISSION IS CHARGED. THERE IS NO CHARGE ON DAYS OF PRACTICES, ETC. NOTE: ALL CLASSES MAY BE SUBJECT TO SUPPLIES CHARGE.
SECURITY PERSONNEL OR OTHER OUTSIDE PERSONNEL	PREVAILING COST TO THE DISTRICT FOR SUCH SERVICES

CENTER STAGE	THE SCHOOL DISTRICT HAS A CONTRACT WITH CENTER STAGE LIGHTING AND RIGGING, INC. (CSLR) TO WORK AS AN AGENT FOR CASD TO ENSURE THAT ALL THEATRICAL SYSTEMS WILL BE USED SAFELY AND PROPERLY BY OUTSIDE GROUPS. ALL OUTSIDE GROUPS USING THE CHS AUDITORIUM ARE REQUIRED TO USE CSLR AND PAY CSLR DIRECTLY BASED ON THE CURRENT AGREEMENT BETWEEN CASD AND CSLR.

Attachment C

CATASAUQUA AREA SCHOOL DISTRICT
PUBLIC USE OF SCHOOL FACILITIES

RULES, REGULATIONS, AND PROCEDURES

1. Requests for the use of school district facilities and/or grounds must be submitted using the Use of Facilities online application on www.cattysd.org.

2. Applications must be submitted each year. The application event year extends from July 1 through the following June 30. Prior approved permits cannot be carried over from year to year.

3. Applications for an event year which are received prior to the beginning of the event year (July 1st) will be considered for approval in the following order of priority: Class A, Class B, Class C, Class D, Class E, Class F. Within a given class, priority will be given based on the date the application is submitted. Applications will be approved if the requested facility is not scheduled for use by the school district or an organization with higher priority, and if the requesting organization has complied with all school district requirements when utilizing school district facilities in the past. After the beginning of the event year (July 1st), applications will be considered on a first-come, first-served basis, and will be approved if the requested facility is not already scheduled for use by the school district or another organization, and if the requesting organization has complied with all school district requirements when utilizing school district facilities in the past.

4. An application shall be reviewed by the Athletic Director, in consultation with the Building Principal and the Director of Operations (or their delegates), and if found acceptable, the Athletic Director shall grant final approval.

5. The Athletic Director will communicate to the prospective user any instructions and/or prior arrangements.

6. The Coach, Advisor, or other designated responsible individual of the approved organization must schedule a meeting with the Athletic Director to be held prior to the event in order to review expectations and complete required forms. The Athletic Director is authorized and directed to promulgate and require the use and completion of such forms, permits, and other documents which he/she deems necessary or convenient to implement and enforce this policy, subject to the approval of the Superintendent.

7. The Athletic Director, the Director of Operations, the Food Service Supervisor, and/or the Network Manager will arrange for all services including custodians, food service, site manager, security, police coverage, etc.

8. At the conclusion of the approved facility use time, the applicant will complete a "Use of Facilities Checklist".

9. After the event, the Athletic Director or his/her designate will forward a list of all costs associated with the event(s) to the business office. Such items shall include, but not be limited to: approved time sheets, listing of damages, rental fees, additional charges, etc.

10. The business office will prepare and send all invoices relating to the use of all facilities, including, without limitation, charges for rentals, custodial staff, cafeteria staff, site manager, security services, and damage to school district property. Invoices are due fifteen (15) calendar days after mailing. No organization shall be permitted to utilize any school district facilities until all past due invoices are paid in full.

11. The organization utilizing school district facilities must assume full liability and responsibility for, and shall indemnify and hold harmless the Catasauqua Area School District and its employees from and against, all liability, injuries and expense incurred, by reason of any and all claims that may arise out of the organization's use of school district facilities.

12. Any individual or group granted a permit for use of school facilities must furnish a certificate providing evidence of insurance coverage with limits no lower than $1,000,000 combined single limit. This certificate must be filed with the business office no later than three (3) business days prior to the event.

13. The pavilion at Sheckler Elementary School may not be utilized by any outside organizations.

14. Food and drink will not be permitted in the auditorium or gymnasium at any time.

15. Whenever an event is scheduled for the gymnasium or auditorium, the sponsoring organization must provide responsible individuals at each entrance to the gymnasium or auditorium at all times when persons may be admitted to insure that no food or beverages are brought into the gymnasium or auditorium.

16. No organization may use any of the following facilities: computer labs; STEM/STEAM labs; high school or middle school music and/or band rooms.

17. No organization may use any school district kitchen facilities, and no cafeteria rental shall include use of kitchen facilities. Organizations may make arrangements with the Director of Operations and the Food Services Supervisor

for the school district to provide catering services for an event on school property using school district cafeteria staff and kitchen facilities.

18. No school equipment may be used except under the supervision and approval of authorized school personnel, unless a responsible individual who has been trained in the operation of the equipment by school district personnel and to their satisfaction is present and in charge of the equipment at all times

19. No School District equipment may be removed from school premises at any time for any reason.

20. All fees for the Athletic Director, Director of Operations, Network Manager, Food Services Supervisor, custodial workers, site manager, cafeteria personnel, and other school district employees, and for security and police coverage, shall be paid to the school district in addition to applicable rental fees and deposits.

21. Any organization requesting athletic fields for sporting or activity events must submit a schedule and roster of players, upon request of the School District.

22. All organizations which desire to assert status as a Class C organization must submit a list of the actual participants (not including mere spectators or audience members) in each event upon the conclusion of the event to prove that the event satisfies the participation requirements for Class C status. All organizations which desire to assert status as a Class D organization must submit a list of the actual participants on at least one team (or other component unit) prior to the first use of school district facilities each year to prove that the league (or similar arrangement) satisfies the participation requirements for Class D status.

23. The use of building and/or grounds shall be restricted to the legitimate purpose for which it was requested and the School District reserves the right to restrict and so supervise its use.

24. Grounds and facilities must be left in a clean and neat condition. The school district may require the use of custodial services at an event or activity, to be provided by the school district and paid for by the organization. A "Use of Facilities Checklist" or similar form shall be submitted after each use of any School District facilities. Any damages must be reported immediately to the custodian or site manager working the event. If no custodian or site manager is working the event, the Athletic Director must be contacted no later than the morning after the event. Charges related to repair of damaged areas or items will be invoiced to the organization.

25. Organizations using school district facilities must comply with all applicable laws, regulations, and ordinances, and all rules of the local police and fire departments.

26. Police and/or security services are required for activities when 200 or more persons are estimated to attend, whenever prior experience with the organization indicates the need for such services, whenever the organization has reason to believe such services are necessary to maintain order and protect property, and whenever otherwise requested by the organization. These services will be secured by the School District, and paid for by the sponsoring organization.

27. Permission must be obtained from the Athletic Director for deliveries, set-up, and any other arrangements that may affect the operation of the school or school equipment.

28. Any deviation from this policy, applicable rules and regulations, and/or specific conditions set forth in any permit to use school facilities may result in the immediate termination of the permit.

29. Permits, once issued, may not be transferred to any other person, entity, or organization.

30. Alcoholic beverages, illegal drugs, and the use of tobacco products shall not be permitted in any school building or on any school property at any time.

31. Organizations utilizing school facilities shall be responsible for the conduct of all persons present. Each organization shall designate a responsible individual to be in charge of each particular meeting, activity, or event utilizing school facilities, and primarily responsible for all actions at that particular meeting, activity, or event.

32. The organization shall confine its activities to the portion of the facility that has been assigned to the organization.

33. No equipment, scenery, etc. may be brought into a school building by the organization unless approved by the Athletic Director as not interfering with the school program and other approved activities, and all such equipment, scenery, etc. must be placed in position according to a schedule approved by the Athletic Director taking into consideration any possible interference with the school program and other approved activities. No equipment may be brought on to any outdoor school facilities unless approved by the Athletic Director as not interfering with the school program and other approved activities, and all such equipment must be placed in position according to a schedule approved by the Athletic Director taking into consideration any possible interference with the school program and other approved activities. All such equipment, scenery, etc. must be removed from the building or other facility no later than one day following the activity, unless the Athletic Director requires earlier removal or permits later removal in extraordinary situations, taking into consideration any possible interference with the school program and other approved activities.

34. No form of gambling will be permitted at any time on school property, except that raffles may be permitted on school property with the approval of the Athletic Director, *provided* that: (a) the organization conducting the raffle obtains the required permit for small games of chance and complies with the requirements of the permit; (b) no raffles are conducted in a municipality where small games of chance have not been approved; (c) no students are engaged in the selling of raffle tickets; and (d) no alcoholic beverages or tobacco products may be included among the prizes for the raffle. An organization desiring to conduct a raffle shall submit a written request to the Athletic Director including the date and location of the raffle, a description of the raffle, the reason this type of fundraising is necessary, and the use of the proceeds. No student organization may conduct a raffle or participate in small games of chance. The Superintendent shall establish rules and regulations for raffles which shall specify times and places in which funds may be collected, permitted methods of solicitation which do not place undue pressure on students or patrons, and limit the kind and amount of advertising for solicitation.

35. All organizations must provide adequate adult supervision of minors at all times, including at least one adult for every twenty-five (25) persons under the age of eighteen (18) years.

36. An organization granted the right to use school facilities does *not* have the right to utilize concession stands or areas, or otherwise sell food or beverages at an event, *unless* neither the School District nor any Class A or Class B organization desires to operate concession stands selling food and/or beverages at the event.

37. Each organization using the Catasauqua High School Rotunda for concession stands, displays, vendors, etc. shall comply with all applicable School District rules, regulations, and conditions governing where tables can be set up and ensuring proper egress from the building. Approval must be received before any organization may use the CHS Rotunda for any purpose.

38. Each organization permitted to operate any concession stand or area or otherwise sell food or beverages at an event shall comply with all applicable school district rules, regulations, and conditions governing the types and sources of food and beverages which may be sold.

39. The Catasauqua High School Rotunda may be used to operate a concession stand where cold food and drinks are sold, and no electricity is used. Groups who wish to cook or prepare any items using electricity must rent the CHS Cafeteria or the Designated Concession Area of the CHS Cafeteria for their concession stand.

40. No school auditorium will be made available to any Class E or Class F group or organization, except one with which the School District is affiliated for the purpose of providing curricular or extra-curricular activities for the students of the School District and students of other schools (such as PIAA, PMEA, etc.).

41. A site manager may be required by the Athletic Director for any event, under nondiscriminatory rules adopted and revised from time to time by the Athletic Director and taking into consideration matters such as, but not limited to, the number of persons estimated to attend, whether a raffle is being conducted, whether fees are being collected or sales are being made at the event, the number of entrances and exits, size, utilization, and configuration of the facility, any school district equipment or other property being used for the event or present at the event, any other equipment or property being brought onto school district property in connection with the event, and identifiable issues from past experience with the organization or the type of event which indicate the need for site manager services to protect the interests of the school district. The site manager will be provided by the school district, and paid for by the sponsoring organization. If a site manager is present at an event, the organization's use of school district facilities is subject to any and all directions of the site manager, whether made in advance or on the spot.

42. The Board of School Directors of the Catasauqua Area School District reserves the right to amend, change, or cancel all rules and regulations as herein set forth.