NO. 707-AR
SCHOOL DISTRICT OF
SPRINGFIELD TOWNSHIP
ADMINISTRATIVE RULE

707-AR. USE OF SCHOOL FACILITIES

The following rules and regulations governing the use of school grounds and buildings for social, recreation and other approved purposes are adopted pursuant to section 775 of the School Code, as amended:

1. Definitions.

As used in these rules and regulations:

a. Board means the Board of School Directors for the School District of Springfield Township, Montgomery County, Pennsylvania.

b. School District means the School District of Springfield Township, Montgomery County, Pennsylvania.

c. School District Organization means any school curricular or co- curricular organization, group, or activity which benefits students directly and has the sanction of the Board.

d. School Related Organization means any group or organization sponsored by or existing by reason of the School District or its programs and which has been so designated by the Board.

e. Springfield Township Organization means any corporation, association, club, council or committee organized on a non-profit basis, whose officers, governing body and members are predominantly (75% or greater) Springfield Township residents, and who meet all of the requirements in the application.

f. Springfield Township Agency means the Commissioners of Springfield Township and any boards, agencies or commissions existing under their authority.

g. Other Organizations means any private, corporate, proprietary or other non- School District, non-township organization which desires to use School District facilities.

h. Unauthorized Use means the use of school facilities by a group that: a) has not registered and filed an application with the Director of Operations for the specific date and time of the use of the facility, and b) has not obtained prior, actual approval for the use by the Director of Operations. Unauthorized use also includes use of the school facilities for thirty minutes beyond the projected time for the use listed in the application.

2. Protection of School District Property.

Proper protection of School District property requires the following:

a. A responsible individual, designated by the Director of Operations, as deemed necessary, shall be on duty at all times when School District buildings and grounds are used by the group. The designated individual shall enforce all School District regulations. Any out of pocket expenses incurred by the district will be reimbursed by the user to the district

b. School District personnel may be required to be on duty to operate or supervise the operation of electrical, mechanical or other specialized equipment, such as stage lighting, sound systems, score boards, PA systems and kitchen equipment.

c. The School District reserves the right to establish standards and ratios of supervision to be employed by users of School District facilities.

d. Any organization that sponsors athletic events or activities or that charges admission fees is required to carry liability insurance. The School District may, at its discretion, require additional insurance coverage dependent upon the nature of the activity. All policies must name the School District of Springfield Township as insured or additional insured. Insurance coverage is required in the following amounts:

$1,000,000 per occurrence (bodily injury and property damage);

$1,000,000 products/completed operations;

$1,000,000 personal/advertising injury; and

$2,000,000 general aggregate.

e. Athletic Fields and Inclement Weather: If, in the discretion of District personnel, weather conditions or excessive use of playing fields could result in damage to the fields, previously scheduled events may be cancelled. Organizations with prior approval for field use will be required to contact the Director of Operations, by 12:00 pm on the day of the event, to inquire as to the condition of the requested fields. All user organizations must abide by the decision of the Director of Operations. Organizations not adhering to this policy may jeopardize their use of District fields.

f. Safety regulations require that roadways, driveways, parking lots, aisles and exits remain clear in accordance with the Fire and Panic Code of the Department of Labor and Industry of the Commonwealth of Pennsylvania.

g. Appropriate gym shoes shall be worn by users of gymnasium floors for all athletic activities.

h. No highly combustible decorations or materials, open flames or spark-producing objects or equipment may be used within District buildings or on school grounds.

i. Non-School District electrical or mechanical equipment shall not be plugged into school receptacles or used on School District property without written permission from the Director of Operations in advance of use.

j. No nails, screws or attachments of any kind shall be applied to walls, ceilings, woodwork, furnishings or other school surfaces. Anything which would mar or deface grounds, buildings and/or their contents is prohibited, including the wearing of cleats, steel clips, or other metal attachments on shoes in school buildings.

k. Building equipment and grounds shall be left in clean and orderly condition. Additional charges will be made for labor, time and materials necessary to return school facilities to proper conditions.

l. Any time an outside group has to contact 911, they must notify the School District of Springfield Township.

3. Activities Prohibited on School District Property.

The following activities are prohibited on School District property:

a. Smoking or use of any tobacco products in school buildings, on school property, or in school or personal vehicles at any time.

b. Possessing, offering or consuming alcoholic beverages or any other controlled substances as defined in School District Policy 227;

c. Driving privately owned motorized carts or vehicles, other than licensed vehicles;

d. Use of golf clubs and golf balls on School District grounds;

e. Use of any District facility or property without prior approval.

f. Weapons of any type as defined under PA Code 13-1317.2 and District Policy 218.1 are defined as follows:

"Weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, fire arm, shotgun, rifle, bb or pellet gun, look-alike weapon, chemical agent, explosive device, and/or any other tool, instrument or implement capable of inflicting bodily injury."

4. Limitations on Use of School District Facilities

a. Any School District facility or property may only be used for the purpose for which it was designed or intended.

b. Use of school facilities for non-school activities shall be limited so that no interference with School District programs occurs. Cancellation of any pre-approved use may be necessary at any time in order to meet School District program and facility needs. The School District shall notify the permit holder when such cancellations occur.

c. The School District reserves the right to assign any group to those facilities which will best meet the group's needs.

d. Special equipment may be used only if School District personnel qualified to use the equipment are available to operate it. A fee for the services of those employees will be charged.

e. Parking is permitted only in district parking lots.

f. The High School stadium, track, football field or field house shall only be used for School District events or for special events approved by the Superintendent and or designee. The High School and Middle School athletic tracks are only available for community use during posted hours.

g. Use of School District facilities during non-operational periods may be limited due to the availability of School District personnel or other facility needs.

h. Because of potential health and safety issues, animals are prohibited in school buildings and on school grounds. Written permission must be obtained for special situations, such as service animals, from the Director of Operations.

i. Any group seeking permission to use School District facilities shall register and file an application with the Director of Operations. The application shall follow the procedures of the AR and can be found on the District website.

5. Registration and Application for Use of School Facilities

Application Procedures:

All users and organizations requesting to use District facilities are required to submit an on line request/application for the designated program two weeks in advance of the start date of permit. Applications may not be submitted more than 30 days in advance of the proposed use of District facilities. Some exceptions may apply at the discretion of the District. Upon receipt of an application, the

Director of Operations and or designee shall determine the applicant’s classification and the corresponding fees to be assessed. No individual or organization may apply to use District facilities on behalf of or for the benefit of another individual or organization.

Registration Information:

1) The name and address of the group;
2) Type of organization; a statement of its purposes and activities;
3) The names, residences and titles of the group's officers;
4) Percentage of officers, governing body and members who are Springfield Township residents.
5) Dates requested for use
6) Certificate of Insurance (School District listed as additionally insured)
7) Additional Items Requested: chairs, tables, audio/visual. Etc…
8) Organizations Site Supervisor – responsible contact person while on site
9) Indemnification and Hold Harmless Agreement
10) Turf Agreement (if applicable)
11) Organization Roster; All organizations will be required to produce a current roster during the respective season. Organizations must roster 75% Springfield Township residents. All rosters must include addresses with house numbers, street name, town/city and zip code.
12) COVID-19 Safety Plan or Return to Play Plan (if applicable) All organizations are required to provide a Safety Plan or Return to Play Plan
13) A copy of the approved permit must be held by the organization at all times and presented when ask by a District representative.

6. Criteria for Approval for Use of School Facilities

Field Use Eligibility Requirements:

Eligible applicants including Springfield Township residents and community groups consisting of 75% Springfield Township Residents. Non-Residents and organizations with less than 75% Springfield Township Resident participation are eligible for field permits. All organizations, when applicable, will be required to produce a roster during the respective season.

Permit Priority is defined as follows:

1. Springfield Township School District sports, activities, programs and events.
2. Springfield Township Parks and Recreations sponsored activities, programs and events.
3. Springfield Township Community Service groups and civic organizations.
4. In-Season Springfield Community youth sports providers with 75% Springfield Township resident participation. (Season classifications are in accordance with PIAA Sports.)
5. Out-of-season Springfield community youth sports providers with 75% Springfield Township resident participation. (Season classifications are in accordance with PIAA Sports.)
6. Sports as defined as in-season by the PIAA and School District take first priority for permits. Individual groups will be asked to change their dates and times to accommodate groups that take precedence.
7. Springfield Township residents, groups, agencies, and businesses.
8. Non-Springfield Township organizations and groups.

Permit Seasons:

Organizations shall complete a permit request for each new season.

- Winter = 11/1 to 2/28
- Spring = 3/1 to 6/15
- Summer = 6/15 to 7/31
- Fall = 8/1 to 10/31

Field Maintenance, Equipment Usage and Lining:

School District of Springfield Township Grounds Department is responsible for ALL maintenance efforts. Maintenance includes but is not limited to mowing, aerating, seeding, treating and all applications. The permit holder is not to complete maintenance to district property. Any maintenance completed by the permit holder will result in immediate termination of the permit. The district only lines and performs maintenance on sports fields that are in accordance with PIAA sports season classification. School District of Springfield Township will not provide equipment nor are they responsible for any materials left behind. Goals or equipment may not be moved to other areas and are to only be used for their intended purposes. Goals will be provided by the school district for in-season PIAA sports only. Out-of-season sport programs are required to supply any, and all, equipment for their practices/games/competitions. These goals, and other equipment, should not impact district programs and must be removed daily if required. Teams must remove all their goals and equipment 3 days from the date of the last contest. If equipment is not collected within 3 days, the organization will jeopardize approval on the next permit submission.

a. The Director of Operations shall approve a group's application for registration based on:
    1) The group is a validly existing non-profit corporation, association, club, council or committee;
    2) Its activities are carried on predominantly for the benefit of Springfield Township residents;
    3) The purposes and activities of the group and the purposes for which the School District buildings or grounds will be used by the group do not violate any laws of the United States, the Commonwealth of Pennsylvania, or the Township of Springfield, or any policies, rules or regulations of the School District.
    4) The group has not violated School Board Policy or Administrative Regulations.
b. Any group which does not meet all of the above criteria shall only be considered for approval on a discretionary basis by the Director of Operations, in consultation with the Superintendent.
c. The Director of Operations shall approve a group's application for a specific use and recommend execution of a contract to the Business Administrator.
d. The Business Administrator shall determine any applicable fee for facility use and execute the contract.
e. The School District reserves the right to negotiate separate agreements for use of School District facilities when it believes such an agreement would be beneficial to the District.

7. Charges for Use of School District Buildings and Grounds

a. No user fee shall be charged to School District Organizations, School Related Organizations, Springfield Township Agencies and Springfield Township Organizations if the activity is free and public attendance is unrestricted, or if the organization is conducting an activity for the benefit of School District programs.

b. All user fees for Classes I, II and III shall be applied according to the rate schedule listed under: RATES FOR USE OF DISTRICT FACILITIES.

c. A schedule of user fees, exclusive of service charges, shall be established for use of School District facilities and approved by the Board of School Directors annually, or as needed, and shall be attached to the application for building use.

d. A charge for other services will be made, as set forth below, whether or not a user fee is charged:

1) The use of kitchens, kitchen equipment, and food services staff: The required number of employees shall be arranged through the office of the Director of Operations one week in advance.

2) Custodial services for each hour of use, subject to a four-hour minimum, and/or the services of other School District personnel needed to support the particular usage, as determined by the School District:

The fee for these services shall be reviewed annually and set so as to recover the personnel costs involved, inclusive of appropriate overtime costs.

3) Traffic control: If traffic control is to be provided by School District personnel in connection with any use, a charge shall be made on the same basis for Maintenance/Grounds services.

8. Safety Equipment

AEDs and other safety equipment must be provided by the outside user groups for their program.

9. Unauthorized Use of School Facilities

a. The unauthorized use of school facilities will be prosecuted to the fullest extent allowed by Pennsylvania law.

Criminal Prosecution Under Pennsylvania law, entering and/or remaining on posted school property without authorization is a misdemeanor of the third degree. Refusing to leave school property after being asked to do so by a school employee, agent or official or a law enforcement official is a misdemeanor of the first degree. 18 Pa. C.S.A. 3503

Civil Prosecution The District may sue trespassers in civil court for any unauthorized use of its facilities for damages equal to or in excess of the fees imposed by this regulation.

b. Individuals or groups engaging in the unauthorized use of school facilities will be responsible for any and all damage that results from the unauthorized use including all replacement and repair costs, and will be responsible for any applicable fines. Unauthorized users who hold permits for other activities, may have their user privileges suspended or permanently revoked.

RATES FOR USE OF DISTRICT FACILITIES

Fees will be charged for use of school facilities when the requesting organization does not qualify for Class 1 use. The following fees do not include amounts charged when extra school personnel are required. Designated school employees must be present whenever special equipment is to be used, and an additional fee for the service of these employees will be

made. These fees do not include rehearsal privileges. A separate charge will be made for rehearsal time, according to the fee schedule. Any use of kitchens requires presence of food service personnel at all times. Kitchen personnel expenses will be charged and billed by the School District. Permits are required for anyone giving instructional lessons of any kind while using tennis courts.

CLASS I — Any school related organization involving Springfield Township students, staff organizations; Parent-Teacher Organizations; chartered, nonprofit community youth groups, based in Springfield Township and/or meeting the needs of the Springfield Township youth including, but not limited to scouting groups, athletic associations (Little League, Soccer, Baseball, Basketball, CYO, etc.) not engaged in fund raising activities; Springfield Township Parks and Recreations Department programs. Membership on these organizations must include at least 75% Springfield Township residents.

These Class I organizations may use the facilities without a user charge. Expenses are charged for custodial, maintenance, technical, or grounds personnel if extra service is needed or if the event is scheduled to take place on Saturday, Sunday, holidays, or during other non-scheduled working hours.

CLASS II — All civic and service organizations; adult community groups and service organizations engaged in fund raising activities.

These Class II organizations may use the facilities with user charges listed for Class II, plus out-of-pocket expenses for extra personnel as needed. If the event takes place during non-scheduled working hours, charges will be applied as per Class I.

CLASS III — All other organizations not included above will be required to pay user fees listed for Class III, plus expenses for extra personnel as needed.

RATES FOR USE OF SCHOOL DISTRICT FACILITIES

August 2026

Annual Access Fee

Fee	Amount
Annual Non-Refundable Access Fee	$150.00

Paid once per year prior to first use.

High School

Facility	Class 1	Class 2	Class 3
Auditorium Event	N.C.	$480.00	$1,800.00
Auditorium Event Rehearsal	N.C.	$180.00	$360.00
Gymnasium Day	N.C.	$480.00	$1,140.00
Gymnasium Day (including locker rooms)	N.C.	$690.00	$1,800.00
Cafeteria (kitchen not included)	N.C.	$330.00	$660.00
Cafeteria (including kitchen)	N.C.	$480.00	$960.00
Swimming Pool (including locker rooms)	N.C.	$600.00	$1,800.00
Little Theatre	N.C.	$150.00	$240.00
Classroom/Conference Room (each)	N.C.	$90.00	$180.00
Library	N.C.	$240.00	$480.00
L.G.I. Room	N.C.	$360.00	$600.00
J. Freeze Lobby	N.C.	$240.00	$480.00
Computer Lab	N.C.	$300.00	$480.00
Weight Room/Fitness Center/Batting Cage	N.C.	$240.00	$480.00

Middle School

Facility	Class 1	Class 2	Class 3
Auditorium Event	N.C.	$480.00	$1,800.00
Auditorium Event Rehearsal	N.C.	$180.00	$360.00
Gymnasium	N.C.	$360.00	$960.00
Fitness Center	N.C.	$240.00	$480.00
Cafeteria (kitchen not included)	N.C.	$180.00	$600.00
Cafeteria (including kitchen)	N.C.	$300.00	$720.00
Library	N.C.	$180.00	$360.00
Classroom/Conference Room (each)	N.C.	$90.00	$180.00

Facility Use Rates Continued

Erdenheim Elementary

Facility	Class 1	Class 2	Class 3
Gymnasium	N.C.	$360.00	$960.00
Gymnasium (including stage)	N.C.	$430.00	$1,030.00
Cafeteria (kitchen not included)	N.C.	$180.00	$420.00
Cafeteria (including kitchen)	N.C.	$330.00	$900.00
Library	N.C.	$180.00	$360.00
Classroom/Conference Room (each)	N.C.	$90.00	$180.00

Enfield Elementary

Facility	Class 1	Class 2	Class 3
Gymnasium	N.C.	$360.00	$960.00
Gymnasium (including stage)	N.C.	$430.00	$1,030.00
Cafeteria (kitchen not included)	N.C.	$180.00	$420.00
Cafeteria (including kitchen)	N.C.	$330.00	$900.00
Library	N.C.	$180.00	$360.00
Classroom/Conference Room (each)	N.C.	$90.00	$180.00

Outdoor Facilities

Facility	Class 1	Class 2	Class 3
Athletic Field (grass field, per usage)	N.C.	$150.00	$240.00
Tennis Courts (8 at Admin. Bldg.) — Per Court	N.C.	$40.00	$80.00
Basketball Court (1 at Middle School, Outdoor)	N.C.	$60.00	$120.00
Tennis Courts (5 at High School) — Per Court	N.C.	$40.00	$80.00
Athletic Turf Fields — Per Hour District security required for all events	N.C.	$150.00	$450.00
Stadium Athletic Track — Per Hour District security required for all events	N.C.	$150.00	$450.00
Middle School Athletic Track — Per Hour	N.C.	$150.00	$450.00
Turf Field Lighting — Per Field	$55.00	$155.00	$455.00

Additional Facility Use Charges

Out of Pocket Expenses

Service	Per Hour
Custodial	$30.00
Security (minimum 4 hours)	$40.00
Maintenance/Grounds	$56.00
Technical Support	$87.00
Student Technical Services Personnel	$20.00
Pool Supervisor	$29.00
Lifeguard	$22.00

Technical Equipment Rates

Equipment	4 hrs / 8 hrs
Auditorium Projector	$200 / $400
Classroom Projector	$50 / $100
PA System (district operator required)	$50 / $100
Scoreboards (district operator required)	$50 / $100