

Custodial/ Maintenance
 Athletic Office
 Elementary School
 Middle School
 High School
 Food Service
 Other
P. Fogarty
R. Groshek
S. Seesholtz

USE OF DISTRICT FACILITIES REQUEST FORM

CENTRAL COLUMBIA SCHOOL DISTRICT
 4777 Old Berwick Road • Bloomsburg, PA 17815
 (570)-784-2850 • Fax (570)-387-0192

Changes made are effective July 1, 2016.

See attached procedures before completing -

Information – (Please be specific)

Name of Person Applying _____

Address _____ Telephone _____

Name of Organization _____

Date(s) Desired (Please list specific dates) _____

Arrival Time _____ and Exit Time _____ Number of People Anticipated _____

Type of Activity to be Conducted _____

Facilities Requested At -
 Elementary School
 Middle School
 High School
 Outdoor Facilities

Facilities Needed -

- | | | |
|---|---|---|
| <input type="checkbox"/> Auditorium (check type & quantity) | <input type="checkbox"/> Library | <input type="checkbox"/> Turf Field |
| <input type="checkbox"/> Standing Mics # _____ | <input type="checkbox"/> Cafeteria without Kitchen | <input type="checkbox"/> Grass Soccer Field |
| <input type="checkbox"/> General Lighting | <input type="checkbox"/> Cafeteria w/ Kitchen (check type & quantity) | <input type="checkbox"/> Grass Field Hockey Field |
| <input type="checkbox"/> Scenic Lighting | <input type="checkbox"/> 6' Tables # _____ | <input type="checkbox"/> Baseball/Softball Fields |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Round Tables # _____ | <input type="checkbox"/> Pool |
| <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Cafeteria Tables # _____ | <input type="checkbox"/> Other (please be specific) |
| <input type="checkbox"/> Wrestling Room/Auxiliary Gym | <input type="checkbox"/> Chairs # _____ | _____ |

Comments - Applicant _____

Signature of Person Applying - Date

Approved by Athletics/Buildings & Grounds Office - Date

Auditorium Use Approval - Date

Approved by Principal - Date

Approved by Principal (only for multiple building use) - Date

Approved by Technology - Date

Office of Superintendent - Date

Comments - District _____

Office Use Only – 10-6910
 10-2620-113
 50-3100-113-710
 10-3310-170

Facility Fee _____
 Custodial Personnel _____
 Cafeteria Personnel _____
 Sound & Lights Personnel _____

Certificate of Insurance – Yes N/A

Invoice will be sent after event. Payment due within 30 days of invoice date.

Policy - It shall be the policy of the Board of School Directors to encourage community use of school facilities when such use is in the public interest, does not conflict with school activities, and is not detrimental to the purpose of schools.

Procedure - Read the regulations for use of school facilities. Complete this form and return to the District Office along with "Certificate of Insurance" (liability coverage of at least \$300,000) signifying CCSD as an additional insured. By signing the attached Facilities Request Form you are agreeing to the district's Hold Harmless Clause. **Allow ten (10) working days notice from the time of your request for approval.**

Fee - (See Section IV [below] Community Use of School Buildings) **You will be billed if rental or other charges are indicated.** Make checks payable to the **Central Columbia School District.**
The district will send a bill to all users and renters who are required to pay personnel fees. Do not pay the staff member directly.

The school district encourages the use of facilities by a variety of groups. However, the district discourages groups from reserving facilities and then not using them. This practice restricts other potential users from gaining access. Therefore, the school district will charge **\$25** for each occurrence that a facility is reserved but not used. If the total charge for one school year reaches \$100, the group will be removed from the approved users list (if they are on that list) and may jeopardize future use of facilities. Cancellations will be accepted by calling the superintendent's office up to seven days prior to the event. Cancellations may also be accepted on an emergency basis with prior approval at the superintendent's office. Cancellations due to inclement weather will be considered an emergency.

Facility	Section IV				
	Category 1	Category 2	Category 3	Category 4	
Auditorium (Meetings/Performances)		\$50	\$125	\$50	(\$500 min)
Auditorium (Practices/Rehearsals)		50	60	50	(\$500 min)
Lights, Audio-Visual Operators (limit of 2/event)	(each category group will be billed \$25/hour/person)				
Cafeteria		40	80	40	(\$400 min)
Cafeteria w/ Kitchen		50	100	50	(\$500 min)
Classroom/Conference Room		25	50	25	(\$250 min)
Computer Lab	\$10/person/week (not to exceed \$50/person/semester)				
Gymnasium (2 hours)	10 (equip use)	40	125	40	(\$1,000 min)
Gymnasium (each additional hour)		20/hr.	65/hr.	20	(\$1,000 min)
Large Group Room		25	50	25	(\$250 min)
Library		25	50	25	(\$250 min)
Pool (2 hours/30 people maximum)	10 (chemical fee)	75	150	75	(\$1,875 min)
Pool (2 hours/31-50 people)	10 (chemical fee)	100	200	100	(\$2,500 min)
Pool (each additional hour)		40/hr.	80/hr.		
Stadium (day use)	10 (use)	50	150	50	(\$500 min)
Stadium (night use-lights)	30 (use/lights)	100	300	100	(\$1,000 min)
Scoreboard	20	20	20	20	
Scoreboard Operator (if needed)		30/event	30/event	30/event	
Custodial Fee	30/hr.	30/hr.	30/hr.	30/hr.	
Playing Fields (Preparing/Lining)	10 (game use)	30	100	30	(\$300 min)

- An additional \$30/hr custodial fee will be charged for overtime beyond regular schedule and will include one half-hour before the event and one-half hour after departure of all participants.
- An additional \$30/hr cafeteria staff fee will be charged for overtime beyond regular schedule.

**** The Superintendent may waive fees for any group or organization regardless of their Category and will report each instance to the School Board.**

COMMUNITY USE OF SCHOOL FACILITIES

CENTRAL COLUMBIA SCHOOL DISTRICT
4777 Old Berwick Road
Bloomsburg, PA 17815

POLICY STATEMENT

It shall be the policy of the Board of School Directors to encourage community use of school facilities when such use is in the public interest, does not conflict with school activities, and is not detrimental to the purpose of the schools.

The school district encourages the use of facilities by a variety of groups. However, the district discourages groups from reserving facilities and then not using them. This practice restricts other potential users from gaining access. Therefore, the school district will charge \$25 for each occurrence that a facility is reserved but not used. If the total charge for one school year reaches \$100, the group will be removed from the approved users list (if they are on that list) and may jeopardize future use of facilities. Cancellations will be accepted by calling the superintendent's office up to seven days prior to the event. Cancellations may also be accepted on an emergency basis with prior approval at the superintendent's office. Cancellations due to inclement weather will be considered an emergency.

REGULATIONS FOR USE OF SCHOOL FACILITIES

Section I

A. Procedure for Requesting Facilities

1. All requests for the use of facilities by any outside organization shall be made through the superintendent's office. Requests shall be submitted on an application form at least ten days prior to the date the specified facilities are desired.
2. Requests for spring/summer facilities (April 1 – July 31) will be held until March 1 of each year. Requests for summer/fall facilities (August 1 – October 31) will be held until July 1 of each year. Requests for fall/winter facilities (November 1 – March 31) will be held until October 1 of each year. At that time, the school principal and athletic director (for athletic facilities) will determine eligibility.
3. No reservation will be made until the application and Certificate of Insurance are returned and approved by the superintendent or designate.
4. Users will be billed after the event in accordance with the schedule of usage fee or rental charges. **All checks should be made payable to the Central Columbia School District.**
5. Organizations and groups using school facilities must designate one adult member of its group to be in charge of and responsible for the program or activity at the time application for use of the facilities is made. This person shall in turn be responsible to the principal of the school in which the event is taking place.
6. The Central Columbia School District reserves the right to request an organization to arrange for police to be present in the case of large group meetings. Such arrangements must be made with the proper officials in the police departments. The exact number of police required and rates to be paid will be determined by the police department. Fees shall be paid directly to the police/security department.

COMMUNITY USE OF SCHOOL FACILITIES

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B. Restrictions in Use of Facilities

1. No group will be permitted use of school facilities if it interferes with school programs. The building principal may cancel any permits for school use, should conflict with school programs develop. Notification will be given in advance of a cancellation.
2. Smoking is prohibited on all school property.
3. The sale or use of alcoholic beverages is strictly forbidden. If this ruling is violated, the renting organization may be denied the privilege of any further rentals.
4. There will be no eating in the gym, the pool, or in any room not reserved for that purpose.
5. Only gym shoes or sneakers shall be permitted on gym floors when they are used for sports.
6. Only Central Columbia School teams may use game fields for practice sessions.
7. Organizations using the auditorium are not permitted, at any time, to change the electrical or electronic circuits in that facility.
8. When stage facilities or audio-visual equipment is used, the organization will provide stagehands or operators to operate the scenery. However, district personnel must be used to operate lights and the soundboard at a rate of \$25/hour per employee (2 person limit). If district operators are not available, the facility request will be denied.
9. Putting up decorations or scenery, moving pianos or other furniture is prohibited unless special permission is granted by the building principal.
10. Scenery or other property will not be stored in any auditorium or school building without special permission from the building principal.
11. The board of education assumes no responsibility for properties left on the premises by the applicant.
12. The board of education or its representatives must have free access to all school facilities at all times.

C. Responsibilities of the User

1. A **“Certificate of Insurance”** with liability coverage of at least \$300,000 and **naming the Central Columbia School District as an additional insured must accompany all applications.**
2. The user of any school facility must assume full responsibility for personal injury to participants and spectators. Please consider this statement our Hold Harmless Clause. By signing the attached Facilities Request Form you are agreeing to the district’s Hold Harmless Clause.
3. Any group using the facilities of the Central Columbia School District, is required to restore to original conditions any property destroyed or suffering from more than normal wear and tear. The Central Columbia School District shall be the sole judge of destruction of property or excessive wear and tear.

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D. Use of Custodial, Cafeteria, Audio-Visual Staff or Pool Staff

1. Whenever the service of any off-duty custodian is required, or if one is required to remain after the normal workday, the user will be billed at \$30/hour for overtime including additional time for opening and closing the building (one half-hour before the event and one-half hour after departure of all participants).
2. Use of school cafeterias with kitchens for functions requiring catering service will be under the general supervision of the building principal and cafeteria manager. A member of the cafeteria staff must be on duty at all times and will be billed at \$30/hour for overtime.
3. When using stage facilities or audio-visual equipment the user will be billed a rate of \$25/hour (2 person limit) for audio-visual staff.
4. A certified pool supervisor and certified lifeguard are required to be present during all activities conducted at the pool. The fee for such individual(s) is included in the pool rental costs.
5. Payment for overtime will be made by the school district. The school district will then bill the organization for reimbursement. At no time is an organization to pay the employee directly.

Section II

A. Classification of Groups for Rental Purposes

1. Fees for the use of school facilities shall be governed by the classification of the requests listed below:
 - a. Category 1:
 - (1) The group or organization has been approved by the superintendent of schools as an "approved user."
 - (a) The superintendent shall establish an approved users list of organizations or groups that qualify for the use of school buildings and facilities. In order to qualify, the group must meet the following criteria: be a recognized local school district-based group which conducts education, cultural, civic, or recreational functions and a majority of their participants are residents of the Central Columbia School District (team rosters may be required to verify this category).
 - (2) A minimal rental fee may be required.
 - (3) The group using school facilities provides adequate supervision of the activity.
 - (4) The facilities used are scheduled for the hours the school is normally open and covered by custodial staff.
 - (5) No admission is charged, or collection taken, no materials or merchandise are sold, given away, or exhibited, or any other attempts made to raise money. (This will not apply to

school organizations or PTO functions approved by the superintendent of schools.)

COMMUNITY USE OF SCHOOL FACILITIES

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Classification of Groups for Rental Purposes (Continued)

(6) The group using the facility will leave it ready for school use. (The custodian on duty is not required to clean up after any group using district facilities, but only to care for them according to established school policies. Custodians have their regular duties to perform. Users of school facilities must leave the building in the condition in which they found it.)

(7) The school will not be obligated to provide equipment for use by the group.

b. Category 2:

(1) Any group not listed in Category I that does not collect a fee for private gain.

(2) Usage fee as listed in Section IV.

(3) Personnel fees may be assessed if any expense is incurred by the school district.

c. Category 3:

A rental fee and payment of personnel fees will be required when any group or individual organization requests use of any facility for private gain.

d. Category 4:

(1) Any users who fall under Category 3 and who during one (1) school year reserve a facility at least 10 times and a minimum of 50 hours.

(2) These users will be billed for use as per category four (4) (Section IV) but will be billed a minimum of 10 uses or 50 hours, whichever applies as per the Category 4 fees.

(3) Personnel fees may be assessed if any expense is incurred by the school district.

B. Priority of Building Use and Approved Users Criteria

Priority for use of school facilities will be as follows:

- a. Public school purpose
- b. Public school related organizations
- c. Approved users (See Section III)
- d. Non-profit organizations within the district
- e. Other groups

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Section III

List of Approved Users Meeting Criteria Under Category 1

Bloomsburg American Legion Baseball (see facility use contract)

*Booster Clubs—School Board Approved (fees waived)

(Band, Jr High Cheerleading, Football, Soccer, Swimming, Wrestling)

Local Church sponsored Volleyball/Softball

*Columbia Opportunity for Gifted (fees waived)

*Family Center

*In-House Staff working with CC Students only (fees waived)

Law Enforcement (fees waived)

Local Little League Baseball/Softball Teams (see facility use contract)

Midget Football (see facility use contract)

*PTO (Parent-Teacher Organization) (fees waived)

*People to People Ambassador (fees waived)

Local Scouts, Boy/Girl

Susquehanna Square Dancers

Township Supervisors and/or Planning Commissions (fees waived)

Federal/State Government (fees waived)

YMCA

Local Youth Basketball

Local Youth Soccer

*Central Columbia Aquatics Club (fees waived)

*Central Columbia Sponsored Youth Sports/Academic Camps (fees waived)

*Organization falls under the district's insurance coverage.

(Additional groups will be added to this list as they are identified and approved)

COMMUNITY USE OF SCHOOL FACILITIES

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Section IV

Facility	Category 1	Category 2	Category 3	Category 4	
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Scoreboard Operator (if needed)		30/event	30/event	30/event	
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Playing Fields (Preparing/Lining)	10 (game use)	30	100	30	(\$300 min)

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Section V

Persons and/or groups approved for use of the stadium will communicate and enforce the following rules:

- No wheeled vehicles on the track
- Joggers/Walkers are to use the outside three lanes only
- No roller blades, roller skates or skateboards are permitted
- No metal cleats are permitted
- No food or non-clear drinks allowed on the playing surface
- No gums, seeds, chewing tobacco, etc. allowed inside the track fence
- Dispose of all trash (tape, bottles, cups, etc.) after each event
- All nets and goals are to be carried, not dragged
- No animals of any kind inside the track fence
- No signs or posters are to be hanged on the track fence
- No hitting, kicking or throwing any balls against the fence