

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.

		<u>Section IV</u>			
<u>School</u>	<u>Facility</u>	<u>Category 1</u>	<u>Category 2</u>	<u>Category 3</u>	
High School	Auditorium (Meetings/Performances)		\$50	\$125	
	Auditorium (Practices/Rehearsals)		50	60	
	Lights, Audio-Visual Operators (2 person limit)	\$ 25/hr/person	25/hr/person	25/hr/person	
	Computer Lab	10/person/week (not to exceed \$50/person/semester)			
	Cafeteria		40	80	
	Cafeteria w/Kitchen		50	100	
	Gymnasium (2 hours)	10 (equipment use)	40	125	
	Gymnasium (each additional hour)		20/hr.	65/hr.	
	Football Field (day use)	10 (use)	50	150	
	Football Field (night use-lights)	30 (use/lights)	100	300	
	Scoreboard	20	20	20	
	Custodial Fee	25/hr.	25/hr.	25/hr.	
	Playing Fields (Preparing/Lining)	10 (use)	30	100	
	Middle School	Computer Lab	\$ 10/person/week (not to exceed \$50/person/semester)		
		Cafeteria		\$40	\$ 80
Cafeteria w/Kitchen			50	100	
Gymnasium (2 hours)		10 (equipment use)	40	125	
Gymnasium (each additional hour)			20/hr.	65/hr.	
Pool (2 hours/30 people maximum)		10 (chemical fee)	75	150	
Pool (2 hours/31-50 people)		10 (chemical fee)	100	200	
Pool (each additional hour)			40/hr.	80/hr.	
Elementary School	Computer Lab	\$ 10/person/week (not to exceed \$50/person/semester)			
	Cafeteria		\$40	\$ 80	
	Cafeteria w/kitchen		50	100	
	Gymnasium (2 hours)	10 (equipment use)	40	125	
	Gymnasium (each additional hour)		20/hr.	65/hr.	

- An additional \$25/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 \$25/hr cafeteria staff fee will be charged for overtime beyond regular schedule.

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.

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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 \$25/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 \$25/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 group which conducts education, cultural, civic, or recreational functions.
 - (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.)

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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.

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

- American Legion Baseball (see facility fee)
- ❖ Booster Clubs—School Board Approved
(Band, Jr High Cheerleading, Football, Soccer, Swimming, Wrestling)
- Church sponsored Volleyball/Softball (see facility fee)
- ❖ Columbia Opportunity for Gifted
- ❖ Family Center
- ❖ In-House Staff working with CC Students only
- Law Enforcement
- Little League Baseball/Softball Teams (see facility fee)
- Luzerne County Community College
- Midget Football (see facility fee)
- ❖ PTO (Parent-Teacher Organization)
- ❖ People to People Ambassador
- Scouts, Boy/Girl
- Susquehanna Square Dancers
- Township Supervisors and/or Planning Commissions
- YMCA (see facility fee)
- ❖ Youth Basketball (Central Columbia students only)
- Youth Soccer (AYSO, etc.)
- ❖ Youth Swimming/Diving (see facility fee)

- ❖ Organization falls under the district's insurance coverage.

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

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Section IV

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