

**RULES AND REGULATIONS FOR
USE OF SCHOOL FACILITIES AND GROUNDS OF THE
CENTER AREA SCHOOL DISTRICT**

All requests for use of school facilities by an outside organization must be made, in writing using the Building Usage Request form that can be obtained in building offices, through the Superintendent of Schools. Once the principal of the building concerned has determined that the facility is available, the request will be presented to the Board of Education for final approval.

The nature of the program or activity for which the request is made must be clearly stated; the Board reserves the right to approve or deny any request.

No reservation shall be considered in effect until official notification is received by the APPLICANT from the Secretary of the Board or the Superintendent of Schools.

1. School buildings, grounds, and equipment may be used by responsible groups with approval by the proper authority. Such activities must be sponsored by, or provide for, substantial participation by residents of the Center Area School District.
2. Application for use of the school facility should be submitted far enough in advance to allow the proper procedures (see above) to be followed for approval or denial.
3. All groups wishing to use the school facilities for fund-raising purposes must state that intent clearly in their letter of application.
4. The use of buildings and/or grounds shall not directly or indirectly interfere with the school program.
5. Smoking is prohibited in the school and on school grounds (refer to smoking policy).
6. There shall be NO ALCOHOLIC BEVERAGES brought to, or consumed in, the building or on the grounds.
7. The applicant is held responsible for the preservation of order.
8. Putting up decorations or scenery or moving pianos or other furniture is prohibited unless special permission is granted. Under no circumstances shall scenery or other property be stored in school areas unless prior approval is granted by the building principal.
9. Nothing shall be sold, given, or exhibited or displayed without permission.
10. The Board of Education does not provide the use of school furniture or other accessories, and the Board assumes NO responsibility for properties left on the premises by the applicant.
11. Use of school-owned electrical equipment shall be in charge and control of the Board of Education or its representative(s).
12. The Board of Education or its representatives must have free access to all rooms at all times.
13. All areas used by the applicant will be examined carefully after use, and the applicant agrees to promptly rectify or make remuneration for any loss or damage occurring during the applicant's use of said room or rooms.

14. Applicant must confine activity to the room or area of the building assigned for use.
15. The right to revoke a permit at any time is reserved by the school authorities and/or Board of Education.
16. A representative of the group using the facility must remain in the building until all persons in attendance have left.
17. Premises are rented with the understanding that “tipping” of custodians or other school personnel is not permitted. Only the Board of Education may pay employees for services involving the use of school facilities.
18. Buildings will not be used without building principal, other administrator, athletic director, or a custodian in attendance.
19. Kitchen facilities shall not be used without prior approval and without supervision of the cafeteria staff.
20. Scheduled charges shall prevail, regardless of the organization involved, where a charge is made for admission. However, some concessions shall be made to organizations working for the welfare of the school and/or community.
21. Groups which are comprised solely of children or groups working as auxiliaries to the school, such as P.T.A., Football Mothers, Girl Scouts, Band Parents, etc., shall be treated as a school group and shall be permitted to use school facilities as meeting places only free of charge.
22. Each applicant must agree to assume responsibility for any legal liability for injury or damage to the person or property of the applicant or others and for any uninsured injury or damages to school personnel or property in connection with use of school facilities; must agree to save the School Board harmless in the event of any injury or damage; and must reimburse the School Board for any damages.
23. AUDITORIUM – At least one stagehand/custodian shall be present for all rehearsals and performances in the high school auditorium. Organizations using the auditorium will be charged, in addition to the rental fee, the costs for stagehand(s)/custodian(s). Custodian charges are based on the contract rate.
24. PAYMENT OF CHARGES – Groups or individuals using school facilities and charging admission for profit shall be required to make an advance payment of the established fee; such advance payment shall be equal to one-half the total charges and shall be paid to the district at least five (5) business days prior to the event. The remainder shall be due within ten (10) calendar days following use of the facility.

Groups or individuals using the facilities on a continuing basis shall be billed on a monthly basis; failure to make payment within seven (7) business days following the date of the bill will result in forfeit of the privilege of using said facilities.

25. SCHEDULE OF CHARGES

FACILITY CONTRACTED FOR USE	GROUP CLASSIFICATION**		
	A	B	C
(HIGH SCHOOL) <u>AUDITORIUM</u> (capacity 640) Performance Rehearsal <u>GYMNASIUM</u>	\$200+* \$ 60+* \$200+*	\$50+* \$25+* \$50+*	\$35 \$20/hour \$10/hour***
(JUNIOR HIGH SCHOOL) <u>GYMNASIUM</u> <u>CAFETORIUM</u> (includes kitchen area; no appliances)	\$150+* \$ 25+*	\$40+*	\$10/hour*** \$20/hour <u>(1½ hr. sessions)</u>
(TODD LANE ELEMENTARY SCHOOL) <u>GYMNASIUM</u>	\$150+*	\$40+*	\$10/hour*** \$20/hour <u>(1½ hr. sessions)</u>

ALL FEES SHALL BE DOUBLED ON SATURDAYS AND SUNDAYS

* plus prevailing custodial hourly rate x number of custodians x number of hours (4 hour minimum)

** Group Classification defined on next page

*** Center Area School District residents only

(Schedules of Charges continued)

GROUP CLASSIFICATION

- A. Groups or individuals using facilities and charging admission for profit.
- B. Groups or individuals using facilities, charging admission, but working for the benefit of the community and school district.
- C. Groups using the various facilities solely as a meeting area or for their own activity or entertainment.
- D. Special Exception Groups – groups or individuals using facilities but working for the benefit of Center Area School District and/or Center Township community and returning a substantial portion of funds to said school district and/or community.

Center Area Board of Education reserves the right to modify or alter any and all rates for any groups/individuals, including Special Exception Groups, at their discretion.

This revision adopted 02/15/01 by Center Area School Board.

RATE MODIFICATION (P.3) ADOPTED 01/13/86 BY CENTER AREA SCHOOL BOARD.