

COMMUNITY USE OF SCHOOL FACILITIES

TROY AREA SCHOOL DISTRICT
30 TAYLOR ST.
TROY, PA 16947

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 no longer be approved for using the district facilities. Cancellations will be accepted by calling the business office up to seven days prior to the event. Cancellations may also be accepted on an emergency basis with prior approval at the business 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 **ALL** groups/organizations shall be made through the principal's office. Requests shall be submitted on the district application **form at least fourteen days prior to the date the specified facilities are desired.**
2. Requests shall then be forwarded to the business office for processing. Final approval with fees will be provided to the organization once eligibility is determined.
3. No reservation will be made until the application and **certificate of insurance (see Section C)** are returned and approved by the business manager 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 Troy Area 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 Troy Area District reserves the right to request an organization to arrange for security persons to be present in the case of large group meetings. Such arrangements must be made with the proper officials in the district or police departments. The exact number of security personnel required and rates to be paid will be determined by the organization providing them. Fees shall be paid directly to that organization.

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. Notification will be given in advance of a cancellation.
2. Smoking and tobacco products are prohibited on all school property (indoor or outdoors). Organizations **will be held accountable for these prohibited actions and individuals may be ticketed and potentially assessed a fine if smoking or tobacco use occurs at events.**

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, 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 Troy Area 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 **\$22/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 \$1,000,000 and naming the Troy Area School District as an additional insured must accompany 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 Troy Area School District, is required to restore to original conditions any property destroyed or suffering from more than normal wear and tear. The Troy Area School District shall be the sole judge of destruction of property or excessive wear and tear.

D. Use of Custodial, Cafeteria or Technology 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 **\$22/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 food service director/cafeteria manager. A member of the cafeteria staff must be on duty at all times and will be billed at **overtime rate**.
3. When using stage facilities or audio-visual equipment the user will be billed a rate of **\$22/hour** (2 person limit) for **technology** staff.
4. 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

Fees for the use of school facilities shall be governed by the classification of the requests listed below:

CLASS A—Responsible school organizations that are either directly connected with the school or are generally concerned with the welfare of the school. The groups include, but are not limited to, all student clubs and activities, PTO, booster clubs, band parents, alumni groups, the foundation and employee groups.

CLASS B—Any civic or community group or organization offering to present non-fundraising activity that is instructive and beneficial to the school or community. The groups include but are not limited to, the Boy/Girl Scouts, YMCA, local churches, local government agencies, and local charity organizations.

CLASS C—Any civic, community group or organization offering to present a program, instructive and beneficial to the participants that involves fundraising and/or admission fee.

CLASS D—Any non-civic group or organization that meets board policy.

Use of School Facilities: Fees and Insurance

	Rental Charge	Security Deposit	Certificate of Insurance	Custodian	Security
Class A	No	No	No	Yes	Yes
Class B	No	Yes	Yes	Yes	Yes
Class C	Yes	Yes	Yes	Yes	Yes
Class D	Yes	Yes	Yes	Yes	Yes

Use of School Facilities: Rental Fees and Deposits

Facility	Class A	Class B	Class C	Class D	Security Deposit
Computer labs	\$0	\$0	\$25/use	\$50/use	\$25
Cafeteria (Middle and High Schools)	\$0	\$0	\$50/use	\$100/use	\$50
Classrooms	\$0	\$0	\$10/use	\$25/use	\$0
Library	\$0	\$0	\$50/use	\$75/use	\$50
Gymnasium (Middle School)	\$0	\$0	\$125/use	\$250/ use	\$100
All-purpose room (Elementary Schools)	\$0	\$0	\$50/use	\$100/use	\$50
Wrestling Room	\$0	\$0	\$25/use	\$50/use	\$25
Softball Field	\$0	\$0	\$50/use	\$100/use	\$50
Baseball Field	\$0	\$0	\$50/use	\$100/use	\$50
Concession Stand	\$0	\$0	\$25/hour	\$50/hour	\$50
Memorial Auditorium (Meetings/Performances)	\$0	\$0	\$75/use	\$250/use	\$100
Memorial Auditorium (Practices/Rehearsals)	\$0	\$0	\$50/use	\$150/use	\$100
Memorial Auditorium (Audio-Visual System)	\$22/hr/person	\$22/hr/person	\$22/hr/person	\$22/hr/person	\$0
Custodial Fee	\$22/hr/person	\$22/hr/person	\$22/hr/person	\$22/hr/person	\$0
Kitchen	Overtime rate	Overtime rate	Overtime rate	Overtime rate	\$0

Excess garbage fees will be assessed based on usage.

Note that Troy Area School District functions take precedence over all other uses.