



PROPOSED AGENDA ITEM

MEETING DATE: January 27, 2011

SUBJECT: Policy Revision- 707-Use of School Facilities
Use of School Facilities Request Application with Fee Schedule

SUBMITTED BY: Paul Fritz, Business Manager
Steve Sceiford, Facilities Manager

DESCRIPTION:

1. Policy 707-Use of School Facilities has been revised and updated
 - PSBA policy template.
 - Expanded sections for clarity include:
 - Application process
 - Application evaluation process
 - Limitations of use
 - Prohibited activities
 - Violations
 - Code references
2. The Use of School Facilities Request Application with Fee Schedule has been revised and updated.

	School-related groups	Community Service Individuals and Not-for-profit organizations	For Profit organizations
Classroom	No Charge	\$10 \$25/hour	\$20 \$50/hour
Cafeteria	No Charge	\$10 \$40/hour	\$20 \$80/hour
Corridor	No Charge	\$10 \$10/hour	\$20 \$20/hour
Kitchen	No Charge	NC \$40/hour	\$25 \$80/hour
Laboratory	No Charge	\$10 \$40/hour	\$25 \$80/hour
Grounds	No Charge	NC \$25/hour	\$20 \$50/hour
School employee payroll costs	No Charge	\$25 per hr Actual cost	\$25 per hr Actual cost
Liability Insurance Certificate	N/A	Limit \$1,000,000	Limit \$1,000,000

RECOMMENDATION:

January 27, 2011- First reading of Policy Revision- 707-Use of School Facilities

REVISÉD:

707. USE OF SCHOOL FACILITIES

4. Guidelines	Requests by for-profit individuals and groups are to be evaluated and processed by the School Director and presented to the Joint Operating Committee for consideration. An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the School Director. <u>Application Process</u> An individual or community group requesting permission to use school buildings, facilities or property must submit a written request on the Use of Facilities Request Application form 30 days in advance of the proposed date to the school Facilities Manager. The application must specify the portion of the school facilities including grounds, rooms, furniture, and equipment requested for use; proposed activities; number of individuals participating; and the date, time and duration of the proposed event. Along with the completed Use of Facilities Request Application, the individual or group must submit the following: • Non-school related applicants must provide a Certificate of Insurance as evidence of organizational liability with limits required by school guidelines with the school as an additional named insured. <u>Application Evaluation</u> No application to use school's facilities shall be approved if the proposed activity would result in any of the following: • Conflict with any school-sponsored activity. • Access to facilities closed due to renovations, maintenance, cleaning, the school calendar, or Joint Operating Committee action. • Access to facilities containing equipment or furnishings which if damaged or operated by an unqualified operator would be detrimental to the operation of a school program. • The proposed use would prevent or encumber school personnel from preparing school facilities for their primary purpose, because of the nature or duration of the activity.
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	<u>Limitations</u> When individuals and community groups receive written permission to use school facilities under this policy, such use shall be conditioned upon strict compliance with the following: • Individuals shall not use, access or enter upon any portions of the facilities or their contents not specified in the approved written request form. • Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form. • Approved users will provide adequate supervision to assure proper use and care of the building, grounds, equipment, and furnishings. • When advertising or promotional activities are held at school facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the school. • School equipment used in conjunction with requested facilities shall be identified when the application is submitted. Users of school equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator provided by the school. • The approved user is responsible for setting up, moving, dismantling, and returning furniture, equipment, and supplies to their proper place. • Use of kitchen facilities requires the presence of one school Food Service employee. Payroll costs will be billed to the approved user per the Fee Schedule • Use of facilities on weekends, or when the school would otherwise be closed, requires that a school employee be on site. Payroll costs will be billed to the approved user per the Fee Schedule. • The approved user is responsible for performing all custodial chores necessary to restore the facility and furniture to the condition in which it was found. Payroll costs will be billed to the approved user for any additional services required by school employees for such chores. • Emergency closing of school-When the school facilities are closed for weather or any other reason the applicant's use of facilities will be cancelled.
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	• The school shall be held harmless by the user for any liability that arises from use of facilities by the individual or group. • The approved user shall be financially liable for damages to the facilities <u>Prohibited Activities</u> The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities: Possession, use or distribution of illegal drugs and/or alcoholic beverages. Possession of weapons. Conduct that would alter, damage or be injurious to any school property, equipment or furnishings. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Joint Operating Committee or administration. Use of tobacco products. The Joint Operating Committee may designate specific areas for tobacco use by the public on property owned, leased or controlled by the school that is at least fifty (50) feet from school buildings, stadiums and bleachers. <u>Violations</u> The school reserves the right to remove from school premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures. In the event an individual or community group violates this policy or the terms under which permission was granted to use school facilities, that individual or community group forfeits the right to submit future written requests to use school facilities, unless otherwise decided by the Joint Operating Committee.
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	References: School Code – 24 P.S. Sec. 775, 779, 1850.1 State Board of Education Regulations – 22 PA Code Sec. 403.1 Department of Revenue Regulations – 61 PA Code Sec. 901.1, 901.701 Local Option Small Games of Chance Act – 10 P.S. Sec. 311 et seq. School Tobacco Control – 35 P.S. Sec. 1223.5 Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq. Boy Scouts of America Equal Access Act – 20 U.S.C. Sec. 7905 Joint Operating Committee Policy – 000 Use of School Facilities Request Application - ISO Form Number 3300.00.01
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Use of School Facilities Request Application

Individual or Organization Name: _____

Address: _____

Telephone: _____ Fax: _____

Representative's Name: _____

Address: _____

Telephone: _____ Fax: _____

Date(s) of Event: _____

Time Schedule of Event: _____

Description of Event: _____

Sections of Buildings or Grounds to be used:

Furniture and/or equipment needed (Tables/chairs, etc.) please itemize:

ISO Form Number: 3300.00.01	Revision Date: November, 2010
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It is understood that the facility user applicant has read, understands and will comply with Joint Operating Committee Policy 707: Use of School Facilities

Please Note:

- The school shall be held harmless by the user for any liability that arises from use of facilities by the individual or group.
- The approved user shall be financially liable for damages to the facilities.
- Non-school related applicants must provide a Certificate of Insurance as evidence of organizational liability with limits required by school guidelines with the school as an additional named insured.
- The approved user is responsible for setting up, moving, dismantling, and returning furniture, equipment, and supplies to their proper place.
- The approved user is responsible for performing all custodial chores necessary to restore the facility and furniture to the condition in which it was found. Payroll costs will be billed to the approved user for any additional services required by school employees for such chores.

Fee Schedule

	School-related groups	Individuals and Non-profit organizations	For Profit organizations
Classroom	No Charge	\$25/hour	\$50/hour
Cafeteria	No Charge	\$40/hour	\$80/hour
Corridor	No Charge	\$10/hour	\$20/hour
Kitchen	No Charge	\$40/hour	\$80/hour
Laboratory	No Charge	\$40/hour	\$80/hour
Grounds	No Charge	\$25/hour	\$50/hour
School employee payroll costs	No Charge	Actual cost	Actual cost
Liability Insurance Certificate	N/A	Limit \$1,000,000	Limit \$1,000,000

Other Charges: _____

Applicant's Signature: _____ **Date:** _____

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Use of School Facilities Request Application: **Approved**_____ **Denied:** _____

Total Estimated* Amount Due: _____

*Actual amount will be invoiced after the event and payment is due within 30 days of the invoice date

Director's Signature: _____ Date: _____

Joint Operating Committee approval date (if required) _____

ERIE COUNTY TECHNICAL SCHOOL

SECTION: PROPERTY

TITLE: USE OF SCHOOL
FACILITIES

ADOPTED: December 19, 1996

REVISED:

	707. USE OF SCHOOL FACILITIES	1
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1. Purpose	School facilities should be made available for community	3
SC 775	purposes, provided that such use does not interfere with the educational	4
	program of the school.	5
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2. Authority	Requests by school related, non-sectarian, non-profit, charitable,	8
SC 511	or community organizations are to be evaluated and processed by the	9
Title 22	Director.	10
Sec. 12.9 (g)		11
	Requests by profit making organizations are to be processed by	12
	the Director and action by the Operating Committee is required on such	13
	requests presented for their consideration.	14
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	Organizations wishing to use the buildings or grounds of the Erie	16
	County Technical School must submit their request on the "Use of	17
	Buildings or Grounds Request Form."	18
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	Applicable fees for such use, if any, must be paid in full prior to	20
	the scheduled date for such use.	21
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SC 775	The Operating Committee shall establish annually a schedule of	23
	fees for the use of school facilities.	24
		25
3. Delegation of	The Director shall develop procedures for the granting of	26
Responsibility	permission to use school facilities and shall promulgate rules and	27
	regulations for such use.	28
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4. Guidelines	Users shall present evidence of the purchase of organizational	30
	liability insurance to the limit prescribed by school rules, when required by	31
	the school.	32
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School Code
511, 775

PA Codes
Title 22
Sec. 12.9

Any school equipment that is to be used in conjunction with requested facilities shall be identified at the time that the request for use of facilities is made. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator

The Operating Committee shall be held harmless by the user for any liability that arises from the use of school facilities by any nonschool related organization, individual or activity.

Users shall be financially liable for damage to the facilities and for proper chaperonage.

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Erie County Technical School
Buildings and Grounds Use Request Form

Organization Making Request:

Organization's Event:

Description of Event:

Date(s) of Event:

Time Schedule of Event:

Sections of Buildings or Grounds to be used:

It is understood that the responsibility and liability of the organization making this request includes, but is not limited to the following considerations:

1. Use of the buildings and grounds on Saturdays or Sundays, while not prohibited, is discouraged. If use of the facility is granted for a Saturday or Sunday, there will be costs in addition to any rental fee that will be assessed at an additional rate of \$25.00 per hour. (to cover payroll costs of ECTC employees that will be required on site)
2. All facility use fees and other charges for such use must be paid in full.
3. **School-related** and **Community Service organizations** will normally not be required to provide proof of liability insurance, but they will be requested to sign an Indemnification and Waiver of Liability form. **Non-profit organizations** are required to present proof of public liability coverage with limits of \$300,000 per accident. **Profit-making organizations** are required to present proof of public liability coverage with limits of \$500,000 per accident. The school's Operating Committee, through the recommendation of the school Director, may require higher limits of liability insurance for specific and/or unique situations.
4. Understand that the Erie County Technical School will not be held liable for injuries or illness incurred on school property by individuals directly or indirectly associated with the event taking place.
5. Provide adequate supervision to assure proper use and care of the building, grounds, equipment, and furnishings.
6. The organization is responsible for setting up, moving, dismantling, and returning furniture, equipment, and supplies to their proper place. Use of kitchen facilities requires the presence of an ECTS Food Service employee. Payroll costs for the ECTS employee(s) will be billed to the organization, in addition to any applicable usage fees per the Fee Schedule.
7. The organization is responsible for performing all custodial chores necessary to restore the facility and furniture to the condition in which it was found. A fee will be charged for special or additional set-up services required prior to or after scheduled use.

8. To work cooperatively with the staff member(s) on duty and understand that granting of this request is limited to the facilities and equipment listed on this request form.
9. Bringing on to school property and/or consuming alcoholic beverages or other controlled substances is specifically prohibited.

Fee Schedule

Area	Organization Type			
	School-related	Community Service	Non-profit	For Profit
Classroom	No Charge	No Charge	\$10/hour	\$20/hour
Cafeteria	No Charge	No Charge	\$10/hour	\$20/hour
Corridor	No Charge	No Charge	\$10/hour	\$20/hour
Kitchen	No Charge	No Charge	No Charge	\$25/hour
Laboratory	No Charge	\$10/hour	\$15/hour	\$25/hour
Grounds	No Charge	No Charge	No Charge	\$20/hour
Maintenance Fee (Weekend Use)	No Charge	\$25/hour	\$25/hour	\$25/hour

Other Charges:

Total Amount Due:

Organization Name:

Address:

Telephone:

Representative's Name:

Address:

Telephone:

Representative's Signature: _____

Request Approved:

Approved

Director's Signature: _____

ISO Form Number: 3300.00.01	Revision Date: October 29, 2007
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