

ADMINISTRATIVE
REGULATION

TURKEYFOOT VALLEY AREA
SCHOOL DISTRICT

USE OF FACILITIES

It is the intent of the Board of School Directors to make school facilities available to residents and organizations with our district and, on a select basis, other individuals and organizations when such usage does not interfere with the educational process of the children of the school district.

A fee schedule has been developed detailing who will be charged, the amount to be charged for each area, and other costs to be covered by the organization (Lessee). This schedule will be reviewed periodically for appropriateness and completeness.

The use of school facilities will be approved on a preferential basis in the following order:

<u>Group Classification</u>	<u>Description</u>
1	School programs and programs supporting school activities sponsored by the PTSO, booster club or recognized student or employee groups.
2	Nonprofit resident community programs serving only school age and/or preschool children.
3	Nonprofit resident community programs serving adults and children.
4	Resident community programs serving school age and/or preschool children.
5	Nonprofit, nonresident community programs serving all ages.
6	Others.

Resident community programs are defined as those programs in which the majority of the participants are residents of the five (5) municipalities which comprise the Turkeyfoot Valley Area School District. Records must be kept by the organization regarding residency of their participants, which may be requested at any time by the school district.

Application Procedures

1. All applications for rental of school facilities must be made at least thirty (30) days prior to the date of the event, on the form provided by the school, and submitted to the principal of the school. If a group is applying for multiple schools, a separate application form must be submitted to each principal.
2. The school district reserves the right to deny an application or revoke a permit if circumstances warrant.
3. All activities shall be of an acceptable, high moral standard.
4. Current Certificate of Insurance forms are required from Groups 2 through 5 and must be attached to the applications when submitted. If the insurance form is not attached, the application will be returned to the organization and may result in loss of election for their program.

The following guidelines must be met for insurance:

- a. Minimum Liability Limits: \$1,000,000 combined single limit.
- b. Products Liability: required if food will be sold or served.
- c. Workers' Compensation: required if organization or individual has employees.
- d. The Certificate of Insurance should include the following clause:

“The Lessee shall indemnify and save harmless the Turkeyfoot Valley Area School District and the Board, its members, the secretary, assistants and all others who may act for the Board of the School District from all suits and actions of every nature and description brought by the use and/or rental of school facilities.”
5. Once reviewed, the application will be returned to the organization indicating the status of approval; and, if approved, will indicate the fees to be charged, if any, and other costs which must be covered by the organization. This application must be in the possession of the Lessee while on school property. This will be the proof needed if questioned about authorization for use of facilities.
6. Permits may not be transferred.
7. If the Lessee cancels an approved event, the Facilities Department must be notified at least forty-eight (48) hours in advance at 814-395-3621. The Lessee will be held responsible for any costs incurred by the district if they fail to give proper notification.
8. If a school program is changed due to an unforeseen occurrence and another organization is scheduled for the rescheduled date required for that school program, the organization's program will be canceled. Every effort will be made to reschedule that organization's program.

9. None of the school facilities or grounds will be used on days which the schools have been closed due to emergencies such as weather conditions, loss of heat or electricity, etc.
10. All activities must conclude on or before 11:00 p.m. unless special approval is obtained from the school administration. Additional charges may be levied.
11. All fees are billed monthly and due upon receipt. Checks are to be made payable to Turkeyfoot Valley Area School District and submitted to the Facilities Department. Organizations with outstanding invoices will not be permitted to use the facilities.

Rules And Regulations

1. A Food Service employee must be present at all times in a supervisory capacity when any organization requests use of the kitchen area. The school district requires the presence of a certified food handler when food (except those commercially packaged) is being served. Charges for this employee beyond normal working hours will be in addition to any rental fees.
2. A custodian **MUST** be on duty for Group 1 when the public is invited. A custodian **MUST** be on duty for Groups 2 through 5 at all times; charges for this employee, beyond normal working hours, will be in addition to any rental fees.
3. Adequate police or security **MUST** be provided at all public assemblies. The requirement for this coverage may be waived by the school district upon request. The Lessee is responsible for the behavior of participants.
4. No food, drinks, or refreshments of any kind may be taken into the gymnasium. No one may be on the gymnasium floor unless wearing sneakers with non-marking soles. No sales of any kind are permitted without authorization by the principal of the school.
5. State law prohibits gambling or the use of tobacco products or alcoholic beverages on school property. This will be strictly enforced. The Lessee shall assume responsibility of making appropriate announcement to all persons in attendance pertaining to these regulations.
6. All federal, state, and local rules and regulations must be observed.
7. Absolutely no parking in designated fire zones.
8. All participants are restricted to the area designated in the application. Proper supervision must be maintained at all times.
9. Use of any equipment be requested and approved in advance. No adjustments or alterations can be made to existing equipment without specific approval of school officials. Organizations will be held responsible for any damage incurred.

10. A designated person may be required for use of school equipment. Charges for this employee will be in addition to any rental fees.
11. No equipment can be installed without specific approval of school officials.
12. Only fire-proof decorations can be used. No decorations can be fastened to walls or ceilings unless approved.
13. The approved application must be in the possession of the Lessee while on school property.
14. For outside activities, a rain date should be selected.

Any violation of this policy or of the Rules and Regulations will result in suspension of privileges.

Adopted: March 18, 2013