

Book	Policy Manual
Section	600 Finances
Title	Credit Cards
Number	625
Status	First Reading
Legal	1. 24 P.S. 510 2. Pol. 317 3. 24 P.S. 751 4. 24 P.S. 807.1 5. Pol. 610 6. Pol. 611
Last Reviewed	January 9, 2017

Authority

The Board approves the use of **procurement credit** cards for permissible purchases by **designated** employees to improve the efficiency of purchasing activities, provide cost effectiveness, improve controls for small-dollar purchases, and streamline vendor payment. The Board directs the administration to establish safeguards to prevent misuse of such cards.[\[1\]](#)

The Board shall approve the list of employees/**designees** authorized to use district procurement cards.

The Board shall purchase adequate insurance coverage for procurement card misuse.

Definition

Procurement Credit card - a corporate charge card designed to reduce the cost and bureaucracy of small-dollar purchases.

Delegation of Responsibility

A list of authorized users of **procurement credit** cards shall be maintained in the Business Office, ~~and shall include employees in designated positions.~~

All use of **procurement credit** cards shall be supervised and monitored on a regular basis by the Business Manager and/or Superintendent, who shall ensure the use of such cards is in accordance with the funds budgeted for this purpose.

Proper accounting procedures for the use of **procurement credit** cards shall be developed, distributed, implemented, and monitored by the Business Manager and/or Superintendent.

An employee/**designee** authorized to use a **procurement credit** card shall maintain adequate security of the card while it is in his/her possession. Under no circumstances may the card be used by another individual.

Guidelines

Each employee using a district **procurement credit** card shall sign a card usage agreement and receive training on applicable policies and procedures.

Procurement Credit cards shall be used only for authorized district purchases and shall not be used for personal purchases. The district retains the authority to revoke any **procurement credit** card used for unauthorized or personal purposes.

All purchases shall be reported in accordance with ~~administrative~~ regulations, rules and Board policy.

Violations of this policy by an employee/**designee** shall result in disciplinary action, in accordance with Board policy.[\[2\]](#)

The established procedure for processing purchases by employees using procurement cards shall be as follows:

1. Employee deals directly with the vendor.
2. Business Office receives the consolidated invoice for payment.
3. Cardholder verifies receipt of purchased items, reconciles the billing statement with purchases, and attaches receipts.
4. Supervisor reviews statement and signs approval.

Purchases on his/her assigned procurement card by an individual employee/**designee** shall not exceed the established amount.

Procurement Credit cards shall not be used to circumvent the required bidding process.[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Book	Policy Manual
Section	700 Property
Title	Property Records
Number	706
Status	First Reading
Legal	1. Pol. 708
	2. Pol. 710
	<u>24 P.S. 510</u>

Purpose

The Board recognizes that adequate property and inventory records must be maintained on all buildings, equipment, and physical property under district control.

Authority

The Board directs that a complete inventory, by physical count, of all district-owned equipment and property records of all district buildings and grounds shall be maintained and updated at intervals that coincide with property insurance renewal.

Delegation of Responsibility

It shall be the responsibility of the Business Manager to ensure that equipment inventories are systematically and accurately recorded, updated, and adjusted annually by reference to purchase orders and withdrawal reports. Property records of facilities shall be maintained on an ongoing basis.

Guidelines

Major items of equipment shall be subject to annual physical spot check inventory to determine loss, location or depreciation; any major loss shall be reported to the Board.

Records of consumable supplies shall be maintained on a continuous inventory basis.

No equipment shall be removed for personal or nonschool use, except in accordance with Board policy.[1][2]

Equipment shall be identified with a permanent tag that provides appropriate school district identification.

Last Modified by Michele Bloch on February 3, 2017

Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Number	707
Status	First Reading
Legal	1. 24 P.S. 775 2. 24 P.S. 511 3. 10 P.S. 328.101 et seq 4. 61 PA Code 901.701 5. 35 P.S. 1223.5 6. 20 U.S.C. 7182 7. 20 U.S.C. 7183 8. Pol. 803 9. Pol. 804 10. Pol. 805.1 24 P.S. 779 22 PA Code 403.1 61 PA Code 901.1 20 U.S.C. 7181 et seq 20 U.S.C. 7905

Purpose

The Board recognizes that although the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment, the Board may make school facilities available to individuals and community groups without discrimination and in accordance with this policy, provided the use does not interfere with the educational program of the schools.

Authority

The Board directs that use of school facilities may be granted to individuals and community groups for the following types of activities:

1. Instruction in any branch of education, learning and the arts, consistent with the school district's mission.
2. Social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the community, ~~but such~~ **Such** use shall be non-exclusive and open to the public without charge, **according to the fee schedule attached to this policy.**
3. Polling places for holding primaries, elections and special elections, as permitted or required by state law.
4. Recreation, physical training and athletics, including competitive athletic contests for children and adults.

Requests for Sunday use of facilities shall not be **approved**, except under extenuating circumstances **and with prior Board approval.**

The Board reserves the right to approve the use of school facilities by individuals or groups for whose activities admission **shall be** charged.

The Board shall establish a schedule of fees for the use of school facilities by approved groups. **[1]**

Delegation of Responsibility

The Superintendent or designee shall implement **administrative regulations or procedures** for requesting and granting permission for use of school facilities and shall distribute the **necessary information** to individuals affected by them.

An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the Superintendent.

The Superintendent **shall be responsible for the following:**

1. **Approval of** requests for use of facilities by any group for which no admission charge **shall be** made.
2. **Annual update of** hourly rates to cover personnel costs reflected in the fee schedule.
3. **Waiver of** any or all fees when facilities **shall be** utilized by district students. Documentation **shall be** provided to the Board.

Guidelines

Application Process

An individual or community group requesting permission to use school buildings, facilities or school property **shall be required to** submit a written request on the **designated** application form to the **Facilities Coordinator**, ~~facilities coordinator or building principal at least ten (10) days in advance of the proposed date.~~ **Requests must be completed and submitted by the First Monday of the month for Board consideration that month.**

The application must specify the portion of the school facilities requested for use; proposed activities; number of individuals participating; and the date, time and duration of the proposed event.

Along with the completed application, the individual or group must submit the following:

1. Payment of **all applicable deposits** and the specified rental fee.
2. Evidence of organizational liability to limits required by district guidelines.
3. Documentation evidencing the school district shall be held harmless by the user for any ~~liability~~ that arises from use of school facilities by the individual or

group.

All fees shall be paid to the district through the Business Division Office. Fees shall not be paid directly to district employees.

Deposit

A deposit shall be required for use of facilities for athletic and marching unit activities. Upon request, all deposits shall be returned after an inspection of the facility demonstrates satisfactory compliance with Board policy, rules and administrative regulations.

The responsible individual shall be required to notify the building principal or designee at the completion of the approved activity.

All damage costs incurred during use of facilities shall be deducted from the deposit or otherwise shall be the responsibility of the user.

Application Evaluation

No application to use school facilities shall be approved if the proposed activity would result in any of the following:

1. Conflict with any school-sponsored activity.
2. Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar, or Board action.
3. Access to school facilities containing equipment or furnishings which would be detrimental to the operation of a district program if damaged or operated by an unqualified operator.
4. The proposed use would prevent or encumber district personnel from preparing school facilities for their primary purpose, because of the nature or duration of the activity.
5. Individual or community group uses use of school facilities in excess of five (5) times during any calendar year for the same purpose. This limitation shall not apply to individual athletic contests for children or adults that are part of an overall athletic season schedule, and the use is approved by the Board.

Limitations

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:

1. Individuals shall not use, access or enter upon any portions of the school facilities or their contents not specified in the approved written request form.
2. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.
3. When advertising or promoting activities held at school facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the school district.
4. 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.
5. Use of locker room facilities shall require prior written approval.

The Board reserves the right to change and/or rotate the use of facilities for each individual or group.

The district assumes no responsibility for injury to a person, either a spectator or participant, while the facility shall be in use by another individual or group.

School Cancellations

In the event that a district school experiences cancellations, the buildings and facilities shall be closed and all evening activities at the applicable location shall be suspended.[8][9]

Individual or Group Cancellations

Cancellations shall require prior and timely notification to the facilities coordinator. Lack of timely notification may subject the individual or group to surcharges equal to the amount of expenses incurred by the district.

Law Enforcement/Security Protection

As part of the application process, district administration shall determine if and any in what amount of security protection may be necessary and shall make arrangements for the procurement of security and/or law enforcement officials.[10]

Each individual or group shall be responsible for all applicable fees associated with security and/or law enforcement protection.

Prohibited Activities

The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities:[2]

1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.
2. Possession of weapons.
3. Conduct that would alter, damage or be injurious to any district property, equipment or furnishings.
4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.
5. 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 Board or administration.[3][4]
6. Use of tobacco products.[5][6][7]

Violations

The school district reserves the right to remove from school district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.[2]

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 district property, unless otherwise decided by the Board.

Fee Schedule for Use of School Facilities

Use of school facilities for activities directly related to the educational program and district operations shall be without cost to users, except that the user shall be responsible for extra fees associated with custodial charges, security charges and equipment used by a qualified operator provided by the school.

[707-Attach 1.pdf \(92 KB\)](#)

[707-Attach 2.pdf \(71 KB\)](#)

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**HIGHLANDS SCHOOL DISTRICT
FEE SCHEDULE FOR USE OF FACILITIES**

	<u>INITIAL START UP</u>	<u>RATE FOR FIRST HOUR</u>	<u>RATE FOR ADDITIONAL HOUR</u>	<u>FLAT RATE PER USE/ EVENT/DAY</u>
<u>HIGH SCHOOL</u>				
Auditorium		\$ 150.00	\$ 50.00	N/A
Gymnasium		\$ 150.00	\$ 50.00	N/A
Cafeteria Only		\$ 150.00	\$ 50.00	N/A
Cafeteria/Kitchen		\$ 200.00	\$100.00	N/A
Audion		\$ 100.00	\$ 50.00	N/A
Auditorium Pods		N/A	N/A	\$ 50.00
Classrooms		N/A	N/A	\$ 50.00
Swimming Pools		N/A	N/A	N/A
*Add for Air Conditioning	\$200.00	\$ 100.00	\$100.00	N/A
Or Heating, if requested	\$ 50.00	\$ 55.00	\$ 55.00	N/A
<u>MIDDLE SCHOOL</u>				
Auditorium		\$ 100.00	\$ 50.00	N/A
Gymnasium		\$ 100.00	\$ 50.00	N/A
Cafeteria Only		\$ 100.00	\$ 50.00	N/A
Cafeteria/Kitchen		\$ 200.00	\$100.00	N/A
Classrooms		N/A	N/A	\$ 50.00
*Add for Air Conditioning	\$200.00	\$ 75.00	\$ 75.00	N/A
Or Heating, if requested	\$ 50.00	\$ 55.00	\$ 55.00	N/A
<u>GRANDVIEW</u>				
Auditorium		\$ 100.00	\$ 50.00	N/A
Gymnasium		\$ 100.00	\$ 50.00	N/A
Cafeteria Only		\$ 100.00	\$ 50.00	N/A
Cafeteria/Kitchen		\$ 200.00	\$100.00	N/A
Classrooms		N/A	N/A	\$ 25.00
*Add for Air Conditioning	\$200.00	\$ 75.00	\$ 75.00	N/A
Or Heating, if requested	\$ 50.00	\$ 55.00	\$ 55.00	N/A
<u>ALL OTHER BUILDINGS</u>				
Multi-purpose room		\$ 100.00	\$ 50.00	N/A
Classrooms		N/A	N/A	\$ 25.00
Cafeteria Only		\$ 100.00	\$ 50.00	N/A
Cafeteria/Kitchen		\$ 200.00	\$100.00	N/A
Add for Heating, if requested	\$ 50.00	\$ 55.00	\$ 55.00	N/A
<u>GOLDEN RAMS STADIUM</u>				
Daylight Activities		N/A	N/A	\$1000.00
Night Activities		N/A	N/A	\$1200.00
<u>STARESINIC STADIUM</u>				
Daylight Activities		N/A	N/A	\$ 300.00
Night Activities		N/A	N/A	\$ 500.00
<u>COMMUNITY CENTER</u>				
		\$ 100.00	\$ 50.00	
<u>CONCESSION STAND</u> * 10% of Gross or \$250.00 (whichever is less.) Per paid events.				
<u>VARSITY BASEBALL FIELD</u>				
				\$ 200.00 / Day
				\$ 250.00 / Night
<u>SOFTBALL COMPLEX</u>				
				\$ 100.00 / Field

FEES ARE SUBJECT TO CHANGE

FOR PROFIT ORGANIZATIONS: FACILITY RATE, PLUS PERSONNEL RATE, PLUS MAINTENANCE FEE

Profit organizations are defined as individuals or organizations that pay salaries to owners or workers/employees; and/or where earnings/gate receipts do not go to charitable or non-profit organizations.

FOR NON PROFIT ORGANIZATIONS: PERSONNEL RATE, PLUS MAINTENANCE FEES

- **ADMINISTRATION AUTHORIZED TO UPDATE CURRENT SALARIES TO BE IN AGREEMENT WITH CURRENT AGREEMENTS/CONTRACTS AND MAY SUSPEND FEES WHEN WARRANTED.**
- **NO ALCOHOL, TOBACCO, OR OTHER DRUGS PERMITTED ON SCHOOL DISTRICT PROPERTY AT ANY TIME.**

MAINTENANCE FEES:

<u>GOLDEN RAMS STADIUM</u>	\$ 250.00 / DAY
<u>STARESINIC STADIUM</u>	\$ 200.00 / DAY
<u>VARSITY BASEBALL FIELD</u>	\$ 200.00 / DAY / SEASON
<u>SOFTBALL COMPLEX</u>	\$ 150.00 / DAY / SEASON

**HIGHLANDS SCHOOL DISTRICT
REQUEST/PERMIT FOR USE OF SCHOOL FACILITIES**

Please complete form for building request: *(Must be completed and submitted by the first Monday of the month for Board consideration that same month.)*

School _____ Area _____
you wish to use.

Date(s) From _____ to _____ Hours from _____ to _____ (am or pm)

Type of Activity _____

Name of Group _____ Responsible _____

Address _____

Phone Number daytime _____ Cell number _____

1. Will there be an admission charge? _____ Amount? _____

Please answer all of the following questions:

2. Please estimate the anticipated attendance _____

3. Do you need spotlights, public address systems, stage lights, projector, etc?

4. Please indicate if you need air conditioning/heating _____

5. Will you need additional rooms or rest rooms other than the area requested above? If so, where?

6. Do you have liability insurance? _____ Carrier _____

Please be informed you will be charged for cafeteria expenses, custodial time, security time, audio visual time, and auditorium supervisor's time, if applicable. (See fee schedule attached.)

Please submit \$200.00 deposit payable to: Highlands School District.

*****Non profit group deposits will be returned at the end of the event as long as no damages to property have occurred.***

The Board shall be held harmless by the user for any liability that arises from use of school facilities by any non-school related organization, individual, or activity. Proper proof of liability insurance must be provided, if applicable.

I agree to terms of this permit, fee schedule of all applicable charges and accept responsibility.

Signature _____ Date _____

Submit completed form and deposit to: Facilities Coordinator, Highlands High School, 1500 Pacific Avenue, Natrona Heights, PA 15065 or by FAX to 724-226-0434.

This section to be completed by District personnel after permit is approved by the Highlands School Board. Please be informed your request has been approved as stated above. This permit must be in your possession during the event. District personnel have the right to ask to see this permit.

Building Principal _____

Facilities Coordinator _____

Book	Policy Manual
Section	700 Property
Title	Lending of Equipment and Books
Number	708
Status	First Reading
Legal	1. 24 P.S. 801
	2. Pol. 707
	3. 24 P.S. 804

Purpose

The Board directs that district-owned equipment **normally** shall not be loaned for nonschool use off school property. If equipment is required for use by those granted permission to use school facilities, it may be loaned in accordance with Board policy. [11](#) [2]

Delegation of Responsibility

Use of specific items of equipment, when unobtainable elsewhere, may be granted on the written request of the intended user and approval by the building principal.

School equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks relevant to their school or job responsibilities. Prior approval of the principal is required for such removal **and use**.

The user of district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its safe return.

Guidelines

When equipment authorized for lending requires the services of an operator, the user shall employ the person designated by the district and shall pay the stated cost of services.

Removal of school equipment from school property for personal use by staff or students is prohibited.

School books may be used by students during vacations when permission is granted by the building principal. [13](#)

Loan of instructional materials to students in home education programs shall be permitted according to law and policy 137.

Last Modified by Michele Bloch on February 3, 2017

Book	Policy Manual
Section	700 Property
Title	Building Security
Number	709
Status	First Reading
Legal	<u>24 P.S. 510</u>
	Pol. 705
	Pol. 907

Purpose

The Board recognizes the need to maintain security of school facilities for reasons of safety, vandalism and theft.

Delegation of Responsibility

Toward this end, a program of building security shall be administered by the Superintendent or designee, with the cooperation of building principals. The need for access shall be the underlying principle in determining who will have keys or access cards to school properties.

The Superintendent or designee shall determine who is entitled to authorized access to district building(s) and who may have after hours access to district facilities.

Guidelines

After the start of the school day, access to the building shall be limited to one entrance. All other entrances shall be locked.

Access to school buildings and grounds shall be established in accordance with the following guidelines:

Unlimited Access

1. Superintendent and Assistant Superintendent, if applicable.
2. Board Secretary.
3. Supervisor and Assistant Supervisor of Buildings and Grounds, if applicable.
4. School Police Officer.

Limited Access

1. Building principals to assigned building.
2. Assistant principals to assigned building.
3. Head building custodians to assigned building.
4. Extracurricular sponsors or supervisors for their area or activity.
5. Director of Management, Information & Technology.

A log of employees with access codes and building keys or access cards shall be maintained in the office of the Superintendent or a designee.

Each building principal shall maintain a log of building employees with access codes and building keys.

A set of master and/or duplicate keys or access cards shall be kept in the custody of the Superintendent or designee and maintained in a safe and secured location.

After hours entry to school buildings shall be controlled by the custodian on duty.

Entry to a school building shall be prohibited when a person authorized as a district representative for the building is not present.

Book	Policy Manual
Section	700 Property
Title	Use of Facilities by Staff
Number	710
Status	First Reading
Legal	1. Pol. 707
	2. Pol. 708
	<u>24 P.S. 510</u>

Authority

The Board establishes that school equipment and facilities may not be used by district staff for personal reasons, either on or off school property, without explicit authorization or administrative permission.

The Board specifically prohibits personal use of district telephones; personal use of materials, tools, supplies and equipment; and personal use of district vehicles.

Guidelines

District facilities and equipment **shall be** available for staff use only if:

1. In accordance with provisions of an applicable collective bargaining agreement.
2. Such use is clearly within the authorization granted in Board policy.[1][2]
3. Prior approval has been granted by resolution of the Board, **such as a district-assigned vehicle**.
4. Temporary approval has been granted by the Superintendent and reported to the Board.
5. A personal emergency exists in which life or property is endangered.
6. A valid use of facilities permit has been issued.[1]

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Book	Policy Manual
Section	700 Property
Title	Rewards
Number	713
Status	First Reading
Legal	<u>1. 24 P.S. 777</u>

Authority

The Board **shall** may reward any person who provides information that aids in the conviction of a person for defacing, injuring, or destroying property used for school purposes **in accordance with applicable law.**^[1]

Guidelines

The amount **to be paid** shall be determined after consideration of the following:

1. The value of the information in leading to an arrest and conviction.
2. The amount of the damage to the property of the school district.
3. The amount of damages recovered from the Defendant or Defendants or from any insurance claim.

Delegation of Responsibility

The Board, administration and district employees shall make every effort to protect the confidentiality of anyone providing information.

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Book	Policy Manual
Section	700 Property
Title	Integrated Pest Management
Number	716
Status	First Reading
Legal	1. 22 PA Code 4.12 2. Pol. 102 3. 24 P.S. 772.1 4. 3 P.S. 111.21 et seq 5. 7 PA Code 128.1 et seq 6. 24 P.S. 772.2 7 U.S.C. 136 et seq

Purpose

The district shall utilize integrated pest management procedures to manage structural and landscape pests and the toxic chemicals used for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment.

The district shall integrate IPM education into the curriculum in accordance with relevant academic standards.[\[1\]](#)[\[2\]](#)

Definitions

Integrated Pest Management (IPM) is the coordinated use of pest and environmental information to design and implement pest control methods that are economically, environmentally and socially sound. IPM promotes prevention over remediation and advocates integration of at least two (2) or more strategies to achieve long-term solutions.

Integrated Pest Management Plan is a plan that establishes a sustainable approach to managing pests by combining biological, cultural, physical and chemical tools in a way that minimizes economic, health and environmental risks.[\[3\]](#)

Authority

The Board establishes that the district shall use pesticides only after consideration of the full range of alternatives, based on analysis of environmental effects, safety, effectiveness and costs.[\[4\]](#)[\[5\]](#)

The Board shall adopt an Integrated Pest Management Plan for district buildings and grounds that complies with policies and regulations promulgated by the Department of Agriculture.[\[3\]](#)[\[5\]](#)

The Superintendent or **designee** shall designate an employee to serve as IPM Coordinator for the district.

Delegation of Responsibility

The Superintendent or designee shall be responsible to annually notify parents/guardians of the procedures for requesting notification of planned and emergency applications of pesticides in school buildings and on school grounds.[\[6\]](#)

The **IPM Coordinator** shall maintain detailed records of all chemical pest control treatments for at least three (3) years. Information regarding pest management activities shall be available to the public at the district's administrative office.[\[6\]](#)

Appropriate personnel involved in making decisions relative to pest management shall participate in update training.

Guidelines

Pest management strategies may include education, exclusion, sanitation, maintenance, biological and mechanical controls, and site appropriate pesticides.

An integrated pest management decision shall consist of the following five (5) steps:

1. Identify pest species.
2. Estimate pest populations and compare to established action thresholds.
3. Select the appropriate management tactics based on current on-site information.
4. Assess effectiveness of pest management.
5. Keep appropriate records.

An Integrated Pest Management Plan shall include the education of staff, students and the public about IPM policies and procedures.

When pesticide applications are scheduled in school buildings and on school grounds, the district shall provide notification in accordance with law, including:[\[6\]](#)

1. Posting a pest control sign in an appropriate area.
2. Providing the pest control information sheet to all individuals working in the school building.
3. Providing required notice to all parents/guardians of students or to a list of parents/guardians who have requested notification of individual applications of pesticides.

Where pests pose an immediate threat to the health and safety of students or employees, the district may authorize an emergency pesticide application and shall notify by telephone any parent/guardian who has requested such notification.[\[6\]](#)

Book	Policy Manual
Section	700 Property
Title	Cellular Telephones
Number	717
Status	First Reading
Legal	1. Pol. 624
	2. Pol. 317
	<u>26 U.S.C. 1 et seq</u>

Purpose

The Board recognizes that the use of cellular telephones by district employees may be appropriate and necessary to provide for the effective and efficient operation of the district. In addition, the use of cellular telephones can help to ensure the safety and security of district property, staff, students and others while on district property or engaged in district-sponsored activities.

Authority

The Board authorizes the purchase and employee use of cellular telephones.

Cellular telephones provided to employees by the district shall be used for authorized district business purposes. Personal use of such shall be prohibited, except in emergency situations.[1]

Guidelines

Expenses incurred for personal use of district-provided cellular telephones shall be reimbursed to the district by the employee.

Use of cellular telephones by employees in violation of Board policy, administrative regulations, and/or federal or state laws shall result in discipline, as appropriate.[2]

Delegation of Responsibility

The Superintendent or designee shall determine which employees receive district-provided cellular telephones for business purposes.

The Superintendent or designee shall develop administrative regulations to implement this policy, including a uniform and controlled system for identifying employee cellular telephone needs, monitoring employee use, and reimbursement.

The Superintendent or designee shall develop administrative regulations for staff use of privately owned cellular telephones for authorized district business.

Book	Policy Manual
Section	700 Property
Title	Service Animals in Schools
Number	718
Status	First Reading
Legal	1. 28 CFR 35.104 2. 28 CFR 35.136 3. 43 P.S. 953 4. 29 U.S.C. 794 5. 42 U.S.C. 12101 et seq 6. 28 CFR 35.130 7. Pol. 103.1 8. Pol. 113 9. 3 P.S. 455.1 et seq 10. Pol. 904 11. Pol. 104 12. Pol. 906 28 CFR Part 35 29 CFR Part 1630 Pol. 103 Pol. 707

Purpose

The Board adopts this policy to ensure that individuals with disabilities are permitted to participate in and benefit from district programs, activities and services, and to ensure that the district does not discriminate on the basis of disability.

Definition

Service animal means any dog individually trained to do work or perform tasks for the benefit of an individual with a disability.[\[1\]](#)

Miniature horses may be utilized as service animals if:[\[2\]](#)

1. The miniature horse is individually trained to do work or perform tasks for the benefit of an individual with a disability.
2. The facility can accommodate the type, size and weight of the miniature horse.
3. The presence of the miniature horse does not compromise the safe operation of the facility.

The work or tasks performed by a service animal shall be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.[\[1\]](#)

The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.[\[1\]](#)

Authority

The Board shall permit individuals with disabilities to use service animals in district buildings; on district property; and on vehicles that are owned, leased or controlled by the school district, in accordance with this policy and applicable state and federal laws and regulations.[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Guidelines

Admission of Service Animals to Schools

A student or an employee with a disability may submit a request to bring a service animal to school for educational or employment purposes. A student or employee seeking to bring a service animal to school must comply with the requirements as set forth in this policy and any administrative regulations governing this issue.

Parents/Guardians of students with disabilities may submit a request to the building principal for their student to bring a service animal to school. The building principal shall forward the request to the appropriate Section 504 or IEP team. The team shall gather the necessary information and evaluate the request to bring a service animal to school. Any service animal accompanying a student with a disability to school or school activities shall be handled and cared for in a manner detailed in the student's IEP or Section 504 Service Agreement.[\[7\]](#)[\[8\]](#)

Before a service animal shall be allowed in a district building, or on district property or vehicles, the district shall request the following documentation from the owner or handler of the animal:[\[6\]](#)

1. Verification of the need for a service animal.[\[2\]](#)
2. Description of the function(s) the service animal is trained to perform in relation to the individual's disability.[\[2\]](#)
3. Proof of current vaccinations and immunizations of the service animal.[\[9\]](#)

Admission of Service Animals to Public Events

Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public. This right of access does not extend to the schools generally or to other activities that are not open to the general public.[3][2][10]

School administrators may inquire of the owner or handler of an animal whether the animal is required because of a disability and the specific tasks that the animal has been trained to perform, but shall not ask questions about an individual's disability.[2]

The district shall not require an owner or handler of a service animal to pay an extra charge for the animal to attend events for which a fee is charged.[2]

Delegation of Responsibility

The Superintendent or designee shall develop and disseminate administrative regulations to implement Board policy and accommodate individuals with disabilities requesting use of a service animal in district buildings and on district property and vehicles.

The designated administrator shall ensure that all individuals involved in a situation where a service animal will regularly accompany an individual in district buildings or on district property or vehicles are informed of the Board policy and administrative regulations governing this issue. Involved individuals can include administrators, appropriate employees, student and parent/guardian.

The owner or handler of a service animal shall be solely responsible for:

1. Supervision and care of the animal, including any feeding, exercising, clean up and stain removal.[2]
2. Control of the animal at all times through the use of a harness, leash, tether or by other effective means.
3. Damages to district buildings, property and vehicles caused by the animal.
4. Injuries to students, employees, volunteers and visitors caused by the animal.
5. Annual submission of documentation of vaccinations and immunizations.

The building principal shall receive and forward to the Superintendent or designee each completed request by an individual with a disability to be accompanied by a service animal. The Superintendent or designee shall respond to the request.

District administrators may exclude a service animal from district buildings, property and vehicles under the following circumstances:

1. Presence of the animal poses a direct threat to the health and safety of others.
2. Owner or handler is unable to control the animal.
3. Animal is not housebroken.
4. Presence of the animal would require a fundamental alteration to the program.

Any individual with a service animal who is aggrieved by a decision to exclude, limit or remove a service animal may appeal that decision in accordance with applicable Board policy. The appeal must be in writing and provide detailed information regarding the basis of the appeal. [7][11][12]

Deer Lakes School District

Approved at the September 20, 2016 Board Meeting:

The Board approved the following facility usage rental fees, effective immediately. Any alterations to these rates must be approved by the Athletic Director and Superintendent.

Facility

	Group 1	Group 2	Group 3	Additional Fees may be assessed to Group 2 and 3 as required
HS Auditorium	\$0/HR	\$0/HR	\$300/HR	Includes Custodial Services and Technical Support
HS Stadium (w/o lights)	\$0/HR	\$0/HR	\$200/HR	
HS Stadium (w/lights)	\$0/HR	\$0/HR	\$400/HR	
MS Stadium	\$0/HR	\$0/HR	\$200/HR	
HS Gymnasium	\$0/HR	\$0/HR	\$100/HR	
MS Gymnasium	\$0/HR	\$0/HR	\$75/HR	
East Union Gymnasium	\$0/HR	\$0/HR	\$75/HR	
Curtisville Gymnasium	\$0/HR	\$0/HR	\$75/HR	
HS Pool	\$0/HR	\$0/HR	\$150/HR	
HS Baseball Field	\$0/HR	\$0/HR	\$100/HR	
HS Softball Field	\$0/HR	\$0/HR	\$100/HR	
HS Cafeteria	\$0/HR	\$0/HR	\$50/HR	
HS Cafeteria (w/kitchen)	\$0/HR	\$0/HR	\$75/HR	
Classroom	\$0/HR	\$0/HR	\$25/HR	

Custodial Services
Food Services
Security Services

Per Custodian \$50 /HR
Per Cafeteria Staff \$25 /HR
See note below for further details

1. Must have a Certified Life Guard when using the Pool.
2. Custodial Services may be assigned to certain events depending on the facility in use and number of attendees.

Additional time may be incurred beyond the event duration for preparation and/or clean up.

3. Food Services will be assigned when using the High School Kitchen.
4. Groups are responsible for using Deer Lakes School District Security.

The District Security Administrator will make final determinations regarding the necessary security staffing.

Group 1: Deer Lakes School District Sponsored Groups

Group 2: School Affiliated Groups (LPEP, Booster Groups, Community Youth Organizations)

Group 3: All other groups/individuals

North Hills School District

Series 700 -- PROPERTY

USE OF SCHOOL FACILITIES

Policy # 707 – 11/18/02

School facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational program of the schools.

The Board will provide for the use of school facilities when permission has been requested through completion of the appropriate Facilities Request Form and has been approved by the administration, in accordance with the following order of priority: (1) curricular or extra-curricular programs, (2) P.T.A.'s and other school related organizations, (3) government and public service groups serving the public at large.

The use of school facilities shall not be granted for any purpose that is prohibited by law.

The Superintendent shall develop procedures for granting of permission to use school facilities and shall promulgate rules and regulations for such use, which shall include:

- Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by district rules.
- 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 use of any equipment may be at additional cost.
- The user of any school facilities shall hold the School District harmless and indemnify the District from any and all liability for damage or injury to person or property that results from the use of the facility by any non-school related organization, individual, or activity. The District, in its discretion, based upon the type and nature of activity, may require liability insurance, which includes the School District as an additional insured in a minimum amount of one million dollars.
- Users shall be financially liable for damage to the facilities and for proper supervision and security.
- The Board shall establish a schedule of fees for the use of school facilities. Such fee schedule shall be reviewed annually.
- All groups must abide by applicable laws.
- Violation of any of the above policies or damage to the facility will result in the permit being revoked for the offending group.

Adoption Date: 11/18/02

707 ~ USE OF SCHOOL FACILITIES

North Hills School District
Facilities Use Fee Schedule
For The 2016-17 School Year

Facility	Approved Rates						Proposed 2016-17	Percent Increase
	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17		
Multipurpose Rooms	\$ 275.00	\$ 275.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	0.00%
Auditoriums	\$ 775.00	\$ 775.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	0.00%
Gymnasiums - Elementary Schools	\$ 775.00	\$ 775.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	0.00%
Gymnasiums - Secondary	\$ 775.00	\$ 775.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	0.00%
Classrooms	\$ 80.00	\$ 80.00	\$ 90.00	\$ 90.00	\$ 90.00	\$ 90.00	\$ 90.00	0.00%
Junior High Annex	\$ 775.00	\$ 775.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	0.00%
Junior High Large Group Instruction	\$ 225.00	\$ 225.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	0.00%
Cafeterias (Does NOT include use of Kitchens)	\$ 225.00	\$ 225.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	0.00%
Ross Football Field (Community group with 85% Residents)	N/A	N/A	N/A	N/A	\$ 250.00	\$ 250.00	\$ 250.00	0.00%
Ross Football Field - all other groups	N/A	N/A	N/A	N/A	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	0.00%
Martorelli Stadium (Community group with 85% Residents)	\$ 225.00	\$ 225.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	0.00%
Martorelli Stadium - all other groups	\$ 2,000.00	\$ 2,000.00	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	0.00%
Other Facility Related Costs								
Personnel Costs - per person:	Per Hour	Per Hour	Per Hour	Per Hour	Per Hour	Per Hour	Per Hour	Percent Increase
Custodial Fees - minimum of 3 hours	\$ 40.00	\$ 40.00	\$ 44.00	\$ 44.00	\$ 44.00	\$ 44.00	\$ 44.00	0.00%
Security Staff - Minimum of 4 hours	\$ 27.50	\$ 27.50	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	0.00%
Technical Staff - Minimum of 4 hours	\$ 40.00	\$ 40.00	\$ 44.00	\$ 44.00	\$ 44.00	\$ 44.00	\$ 44.00	0.00%
Food Service Staff - Minimum of 3 hours	\$ 24.00	\$ 24.00	\$ 26.00	\$ 26.00	\$ 26.00	\$ 26.00	\$ 26.00	0.00%
Stage Crew - Minimum of 3 hours	\$ 13.00	\$ 13.00	\$ 14.00	\$ 14.00	\$ 14.00	\$ 14.00	\$ 14.00	0.00%
Announcer - Minimum of 3 hours	\$ 22.00	\$ 22.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	0.00%
Scoreboard with Technician - Minimum of 3 hours	\$ 22.00	\$ 22.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	0.00%
Clock Operator - Minimum of 3 hours	\$ 22.00	\$ 22.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	0.00%
Parking Attendant	\$ 27.50	\$ 27.50	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	0.00%
Other:								
Lights - up to 4 banks - (per bank)	\$ 85.00	\$ 85.00	\$ 95.00	\$ 95.00	\$ 95.00	\$ 95.00	\$ 95.00	0.00%

Approved by Board of School Directors on: _____

Date

BETHEL PARK SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: JUNE 25, 2009

REVISED:

	707. USE OF SCHOOL FACILITIES																
1. Purpose	The Board recognizes that the public schools are owned and operated by and for its patrons and that the schools become an integral part of the community in terms of its intellectual and social expression and development. The Board encourages the public use of school facilities.																
2. Authority SC 511, 775	<p>Authorization for use of school facilities shall not be considered as endorsement of approval of the activity group or the purposes they represent.</p> <p>School-sponsored activities shall have first priority. The right to authorize use of school facilities shall be retained by the Board and/or Superintendent through the appointed administrator.</p> <p>Such use will be determined by Board policy and will be only at such times as the facilities required are free from District curricular and extracurricular activities.</p>																
3. Guidelines	<p><u>Application</u></p> <p>Written application on an approved form must be made at least four (4) weeks prior to the date desired. For auditoriums, the application must be submitted at least six (6) weeks in advance. Sunday use of facilities must be approved by the Superintendent or Designee. Sunday activities shall not be scheduled before noon.</p> <table border="0"> <tr> <td><u>For:</u></td><td><u>Submit Completed Request Form To:</u></td></tr> <tr> <td>Elementary</td><td>Building Principal</td></tr> <tr> <td>Administration</td><td>Director of Finance and Operations</td></tr> <tr> <td>Independence Non-Athletic Facilities</td><td>Building Principal</td></tr> <tr> <td>Independence Athletic Facilities</td><td>Athletic Office</td></tr> <tr> <td>High School Non-Athletic Facilities</td><td>High School Principal</td></tr> <tr> <td>High School Athletics</td><td>Athletic Office</td></tr> <tr> <td>Neil Armstrong</td><td>Building Principal</td></tr> </table> <p>First priority shall be given to School District activities. District groups shall have priority over other groups.</p>	<u>For:</u>	<u>Submit Completed Request Form To:</u>	Elementary	Building Principal	Administration	Director of Finance and Operations	Independence Non-Athletic Facilities	Building Principal	Independence Athletic Facilities	Athletic Office	High School Non-Athletic Facilities	High School Principal	High School Athletics	Athletic Office	Neil Armstrong	Building Principal
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707. USE OF SCHOOL FACILITIES - Pg. 2

<p>Pol. 222, 323, 423, 523</p>	<p>When necessary, the District reserves the right to cancel a permit due to an unscheduled or rescheduled school event.</p> <p>The organization or group shall provide a Certificate of Insurance to the School District Business Office at the time of the signing of the application. The minimum insurance limits provided shall be \$500,000 for personal injury and \$100,000 for property damage.</p> <p>The Administration may waive the insurance requirement.</p> <p>Any application for use of facilities shall be held as evidence of the applicant's acceptance of responsibility to the District for damage to a building, area or equipment during an approved period of use and of the applicant's willingness to assume financial responsibility for repairs and/or replacement.</p> <p>Any approved application for use of facilities shall be held as evidence that the applicant and users shall hold the District free and without harm from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of District facilities. The District shall, under no circumstances, be liable for injuries sustained by any individual.</p> <p>Facility use is restricted to the area described and the times listed on the permit.</p> <p>The applicant is responsible for the supervision of the group and for ensuring that rules, regulations and ordinances are obeyed. Groups may be required to show proof of adequate adult supervision and the District reserves the right to require security and/or police supervision at the expense of the applicant.</p> <p>Permits issued to any profit-making individual or group organization will be at the sole discretion of the Bethel Park School District.</p> <p>Alcoholic beverages and tobacco use are not permitted on District properties.</p> <p><u>Fees</u></p> <p>When an employee or student is directed by the District to perform duties in connection with the use of school facilities by an outside organization, any compensation due to the employee or student shall be paid by the District. All fees for such services shall be paid by the permit holder to the Bethel Park School District. No employee or student shall receive direct payment from an outside organization for performing such services.</p> <p>School District technician(s) and/or stage crew/members must be employed during any use of an auditorium and/or stage. One (1) stage crew/member is included in the</p>
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707. USE OF SCHOOL FACILITIES - Pg. 3

	<p>rental fee. The rate payable to any additional individuals will be in addition to the rental fee.</p> <p>A certified lifeguard must be on duty during any use of the pool. The name and lifeguard certificate must be attached to the application. A minimum of one (1) guard is required for thirty-five (35) people on the pool deck or in the pool. For every additional thirty-five (35) people an additional guard is required (e.g., 36 people = two (2) lifeguards). The maximum capacity of the pool – with the diving board not being used – is one hundred and thirty (130) swimmers. When diving off the board is allowed, the maximum capacity of the pool is one hundred and eighteen (118) swimmers. The District reserves the right to assign a District Personnel to the “Use Request” at the cost of the applicant.</p> <p>The rental for the kitchen facility may be permitted. If an organization wishes to use the kitchen facilities for food preparation, they must utilize the District’s food services management company.</p> <p>The services of a custodian is included if the facility use is scheduled during a custodian's regular shift. Otherwise, custodial costs will be in addition to the rental fee. When additional work is required for setup or clean-up, the District will charge for these services.</p> <p>All organizations and groups that operate for the benefit of the School District may have access to certain facilities at no charge. However, when such use causes extra or additional expenses to the District, the group will be assessed an amount equal to those costs.</p> <p>The fee schedule shall be reviewed and adjusted annually, or as needed, by the Board.</p> <p>Categories of Organizations Using School Facilities During Non-School Hours</p> <p>Class I School groups or school organizations with membership from the Bethel Park School District student body under the direction of a member of the Bethel Park School District staff, who receives compensation as the Board approved sponsor of the group or activity. Any expenses incurred by the School District that exceed those required to fulfill the requirements of a curricular or extracurricular activity will be the responsibility of the organization using the facility.</p> <p>Class II PTA/PTO, District recognized booster organizations or Bethel Park School District staff only groups (i.e. 100% of the members of the group using the facilities must be from the Bethel Park School District staff).</p>
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707. USE OF SCHOOL FACILITIES - Pg. 4

	<p>Class III Non-profit community organizations or groups, purposes and objectives related to secular education and recreation, membership from the Bethel Park School District student body or community residents (Bethel Park Recreation Department Youth Program). Bethel Park Recreation club sports recognized by the Bethel Park School District Board of Directors, etc.</p> <p>Class IV Non-profit community organizations or groups, public school related, youth or public service oriented groups which are based in Bethel Park.</p> <p>Class V Non-profit community organizations or groups not based in Bethel Park; primarily not public school related or public service oriented.</p> <p>Class VI For-profit groups, private groups, and non-community groups.</p> <p>Class VII Municipality of Bethel Park Recreation Department Adult Programs.</p> <p>Definition:</p> <p><u>Based in Bethel Park</u> – is defined as a non-profit organization registered with a Bethel Park address and over 75% of its members or participants are Bethel Park residents.</p> <p><u>Non-Profit Organization</u> – is defined as an organization registered with the Federal or State government.</p> <p><u>Violations</u></p> <p>The District reserves the right to:</p> <ol style="list-style-type: none"> 1. Revoke the permit of any group or organization. 2. Remove from the District premises any individual, group or organization that fails to comply with the terms and conditions of this policy and all other requirements and terms set forth in the Bethel Park Facilities Use Application and Agreement. <p>Any group or organization that violates the terms of this policy shall be prohibited from any future use of the District's facilities or buildings, except upon prior approval by the Board of Directors.</p>
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AVONWORTH SCHOOL DISTRICT
FACILITY USAGE FEES

All facility users who have been approved to use the district's facilities shall abide by the following fee schedule:

Gymnasiums	\$75 per hour (2 hour minimum)
Locker Rooms	\$50 per room
Auditorium	\$200 per hour (2 hour minimum)
Use of sound board and lighting	\$200/event in addition to hourly fee
Sound technician	\$40/hour in addition to hourly fee
Classrooms	\$50 per classroom
Baseball Field behind high school	\$100 per game \$400 Summer adult league
Lenzner Athletic Complex*	\$175 per hour (2 hour minimum)
Lenzner Athletic Complex with lights on	\$300 in addition to hourly fee
Lenzner Athletic Complex with concession stand	\$75 in addition to hourly fee
Lenzner Athletic Complex Scoreboard and/or sound system	\$100 in addition to hourly fee

Mayernik Fieldhouse Weight Room and the Williams Gymnasium Cardio/Weight Room

The use of the Mayernik Fieldhouse weight room and the Williams Gymnasium Cardio/weight room by outside personal trainers to work with Avonworth students is subject to availability and is not to interfere with any school based program.

Persons using these facilities to train Avonworth student outside of the weightlifting program offered by the district must be:

1. Approved by the district.
2. Properly certified by an accredited program.
3. Hold the necessary liability insurance so that the district is not held responsible for any and all injuries or claims while under the direction of the person or persons running the program.

The following is a sliding scale to be used when using these facilities:

For an hour long session

<u>Single student</u>	\$10.00/session
<u>2-5 students</u>	\$20/session
<u>6 students</u>	\$23.80/session
<u>7 students</u>	\$27.60/session
<u>8 students</u>	\$31.40/session
<u>9 students</u>	\$35.20/session

An additional \$5.00 per student per session will be charged if 10 or more students are present.

For a 90 minute long session

<u>Single student</u>	\$15.00/session
<u>2-5 students</u>	\$30/session
<u>6 students</u>	\$35.70/session
<u>7 students</u>	\$41.40/session
<u>8 students</u>	\$47.10/session
<u>9 students</u>	\$52.80/session

An additional \$7.00 per student per session will be charged if 10 or more students are present.

For all weekend events you will need custodial service to open the facility, be on call in case of facility malfunction, and to clean up and close the facility when the event is completed. The fee for a group who needs one custodian is **\$40.00 per hour**. The fee for a group who needs two or more custodians is **\$40 per hour** for each additional custodian (2 hour minimum). The number of custodians needed is at the discretion of the Avonworth School District.

Use of the auditorium sound board and stage lighting requires an approved technician to be onsite to oversee and operate the sound board and lighting. A separate fee of **\$200/event** will be charged along with an hourly rate to pay the technician of **\$40/hour**.

All rentals shall be payable in advance. Payment should be made payable to **Avonworth School District**.

The use of the kitchens in either high school or the middle school will only be granted with the use of **Food Service personnel** and agreed to by the Food Service Manager. It is understood that the extra fees associated with this will be borne by the applicant and a **\$75** rental fee will be imposed per kitchen.

* Youth groups approved to use Lenzner Field for regular season games will be assessed a fixed **\$250** fee for use.

**HIGHLANDS SCHOOL DISTRICT
FEE SCHEDULE FOR USE OF FACILITIES**

	<u>INITIAL START UP</u>	<u>RATE FOR FIRST HOUR</u>	<u>RATE FOR ADDITIONAL HOUR</u>	<u>FLAT RATE PER USE/ EVENT/DAY</u>
<u>HIGH SCHOOL</u>				
Auditorium		\$ 150.00	\$ 50.00	N/A
Gymnasium		\$ 150.00	\$ 50.00	N/A
Cafeteria Only		\$ 150.00	\$ 50.00	N/A
Cafeteria/Kitchen		\$ 200.00	\$100.00	N/A
Audion		\$ 100.00	\$ 50.00	N/A
Auditorium Pods		N/A	N/A	\$ 50.00
Classrooms		N/A	N/A	\$ 50.00
Swimming Pools		N/A	N/A	N/A
*Add for <u>Air Conditioning</u>	\$200.00	\$ 100.00	\$100.00	N/A
Or <u>Heating</u> , if requested	\$ 50.00	\$ 55.00	\$ 55.00	N/A
<u>MIDDLE SCHOOL</u>				
Auditorium		\$ 100.00	\$ 50.00	N/A
Gymnasium		\$ 100.00	\$ 50.00	N/A
Cafeteria Only		\$ 100.00	\$ 50.00	N/A
Cafeteria/Kitchen		\$ 200.00	\$100.00	N/A
Classrooms		N/A	N/A	\$ 50.00
*Add for <u>Air Conditioning</u>	\$200.00	\$ 75.00	\$ 75.00	N/A
Or <u>Heating</u> , if requested	\$ 50.00	\$ 55.00	\$ 55.00	N/A
<u>GRANDVIEW</u>				
Auditorium		\$ 100.00	\$ 50.00	N/A
Gymnasium		\$ 100.00	\$ 50.00	N/A
Cafeteria Only		\$ 100.00	\$ 50.00	N/A
Cafeteria/Kitchen		\$ 200.00	\$100.00	N/A
Classrooms		N/A	N/A	\$ 25.00
*Add for <u>Air Conditioning</u>	\$200.00	\$ 75.00	\$ 75.00	N/A
Or <u>Heating</u> , if requested	\$ 50.00	\$ 55.00	\$ 55.00	N/A
<u>ALL OTHER BUILDINGS</u>				
Multi-purpose room		\$ 100.00	\$ 50.00	N/A
Classrooms		N/A	N/A	\$ 25.00
Cafeteria Only		\$ 100.00	\$ 50.00	N/A
Cafeteria/Kitchen		\$ 200.00	\$100.00	N/A
Add for <u>Heating</u> , if requested	\$ 50.00	\$ 55.00	\$ 55.00	N/A
<u>GOLDEN RAMS STADIUM</u>				
Daylight Activities		N/A	N/A	\$1000.00
Night Activities		N/A	N/A	\$1200.00
<u>STARESINIC STADIUM</u>				
Daylight Activities		N/A	N/A	\$ 300.00
Night Activities		N/A	N/A	\$ 500.00
<u>COMMUNITY CENTER</u>				
		\$ 100.00	\$ 50.00	
<u>CONCESSION STAND</u> * 10% of Gross or \$250.00 (whichever is less.) Per paid events.				
<u>VARSITY BASEBALL FIELD</u>				
				\$ 200.00 / Day
				\$ 250.00 / Night
<u>SOFTBALL COMPLEX</u>				
				\$ 100.00 / Field

FEES ARE SUBJECT TO CHANGE

FOR PROFIT ORGANIZATIONS: FACILITY RATE, PLUS PERSONNEL RATE, PLUS MAINTENANCE FEE

Profit organizations are defined as individuals or organizations that pay salaries to owners or workers/employees; and/or where earnings/gate receipts do not go to charitable or non-profit organizations.

FOR NON PROFIT ORGANIZATIONS: PERSONNEL RATE, PLUS MAINTENANCE FEES

- ADMINISTRATION AUTHORIZED TO UPDATE
CURRENT SALARIES TO BE IN AGREEMENT WITH CURRENT AGREEMENTS/CONTRACTS
AND MAY SUSPEND FEES WHEN WARRANTED.
- NO ALCOHOL, TOBACCO, OR OTHER DRUGS
PERMITTED ON SCHOOL DISTRICT PROPERTY AT ANY TIME.

MAINTENANCE FEES:

<u>GOLDEN RAMS STADIUM</u>	\$ 250.00 / DAY
<u>STARESINIC STADIUM</u>	\$ 200.00 / DAY
<u>VARSITY BASEBALL FIELD</u>	\$ 200.00 / DAY / SEASON
<u>SOFTBALL COMPLEX</u>	\$ 150.00 / DAY / SEASON

Lenzner Field Facility Guidelines for Functions
Not Sponsored by the Avonworth School District

Custodian – Per Use of School Facilities Policy #707 – Fee Schedule

When a non-district event is held at Lenzner Athletic Complex it is required that a custodial employee be on site to oversee the function being hosted. A fee of **\$40** per hour is charged to the user for this custodial coverage.

Press Box – Per Use of School Facilities Policy #707

When a non-district event requires usage of the press box the user is required to pay a fee of **\$40** per hour to have a district employee present in the press box to oversee use of the sound system and the scoreboard. This employee will also be responsible for monitoring the number of persons in the box. Note: The press box will not be available for any purpose other than use of the sound system and/or scoreboard.

Field House - The visitor's locker room will be accessible to the group using the facility, if requested. The remaining areas of the field house will be **"off limits."** These areas include: home locker room, weight room, trainer's room, equipment room, coaches' room, and the inside restrooms. Outside restrooms will be available for all events.

Concession Stand - Use of the concession stand is permitted and an applicable fee will be assessed. User will be required to clean the concession stand so that it is left in the same condition it was found prior to its use. In addition, user will be responsible for safeguarding all concession stand equipment. To assist in assuring compliance user will be required to provide a check payable to the **Avonworth School District** in the amount of **\$500**. This check will be returned, uncashed, to the user within five days providing an inspection of the concession stand by district personnel does not uncover any violation of the above (stand not cleaned or equipment damaged or missing).

Security -** If the attendance at the event is expected to exceed 500 people then the user will be required to pay for security to be provided by the Ohio Township Police Department. Note: A minimum of two officers will be required to be engaged for the event at the current rate charged by the Ohio Township Police Department.

Groups using any of the district field are responsible for making the field game ready. The district is not responsible for lining or dragging fields when normal school athletic seasons are not in season.

All other requirements are detailed in the **USE OF SCHOOL FACILITIES POLICY #707**.

**** This requirement applies to all events held at the High School, Middle School, Primary, and/or Elementary school gymnasiums. The Avonworth School District reserves the right to use their discretion in all situations where applicable.**

ELIZABETH FORWARD SCHOOL DISTRICT FACILITY FEES

(100% of all rental fees for usage of the Stadium will go into a restricted "reserve for replacement of turf" fund.)

1. Football W.P.I.A.L. Playoffs:

\$300.00 per day game, plus custodial fees as incurred by the CBA, and any additional fees required hosting the game.

\$400.00 per night game, plus custodial fees as incurred by the CBA , and any additional fees required hosting the game.

2. Soccer W.P.I.A.L./P.I.A.A. Playoffs:

\$200.00 per game (day or night), plus custodial fees as incurred by the CBA , and any additional fees hosting the game. (The first game of a day/evening is \$200.00, each additional same day/evening are \$100.00 each.)

3. E.F. Marching Band Competitions:

Custodial fees as incurred by the CBA , and any additional fees required hosting the event.

4. District Youth Football/Soccer:

Season fee for use of stadium: \$300.00, plus custodial fees as incurred by the CBA, and any additional fees incurred during the event.

\$150.00 additional for each game played "Under the Lights" and "Out of Season" daily rate (does not include evenings).

Certificate of Liability is required.

5. Stadium Facilities Use by groups outside of the district – IS NOT PERMITTED.

This does not include W.P.I.A.L., P.I.A.A. or booster groups affiliated activities.

Any requests outside of the district must be presented to the school board for approval.

6. Concession Stand Use: (These fees are used for the payment of utilities and are for all events.)

\$50.00 per event to use the large concession stand.

\$25.00 per event to use the small concession stand.

7. Stadium Use for Booster Fundraising Events:

Event fee for all day usage: \$400.00 plus custodial fees incurred by the CBA and any additional fees required to host the event.

\$150.00 (for practice) "Under the Lights".

No charge for practice at other outside facilities. Concession stand – see #6 above.

8. Auditorium Use: (High School or Middle School)

\$150.00 per event. ("event" constitutes all performances & a reasonable amount of performances).

Plus custodial fees as incurred by the CBA.

9. High School, Middle School and Elementary Gym Use:

A fee of \$25.00/hour if used for profit or an admission is charged, plus custodial fees as incurred by the CBA.

District Youth Organizations will not be charged for weekday use. Weekends will require custodial fees as incurred by the CBA. Certificate of Liability is required.

10. Payment to custodians and/or maintenance must go through the District Business Office. Custodial and Maintenance Fees will be adjusted annually according to the rates of the Support Collective Bargaining Agreement.

Additional considerations:

Requests for practices on Sundays for special circumstances must be approved by the Superintendent and held only at the high school between 1:00 p.m. and 5:00 p.m. Games will not be permitted to be played on Sundays.