

# CENTENNIAL SCHOOL DISTRICT

## 707-AR-1 FEE SCHEDULE FOR USE OF SCHOOL DISTRICT FACILITIES

### Refer to Policy 707. Use of School Facilities

- Class 1: School Organizations and Bucks County Board of Elections** (e.g. student organizations, parent-teacher activities, organized teacher groups, etc.)
- Class 2: Organizations within School District Boundaries Whose Primary Purpose Involves School-age Children:** a minimum of 75% of participants must reside within the District (e.g. youth sports organizations, Scouts, etc.)
- Class 3: Community Groups Comprised of at Least 75% Residents:** any non-profit, community-wide educational, cultural, civic, recreational, character development, charitable or social service agency whose activities must be available to all district residents without restriction.
- Class 4: Events or Organizations Not Meeting Criteria as Set Above:** will generally require special permission.

N/C = No Charge for the space or custodial fees during regular operational hours.

C = Custodial Fee – there will be no charge for the space, but non-operating custodial fee charges are assessed for Saturdays and Sundays.

Current rates as established by the District do not include equipment rental.

Classifications 3 & 4 will be charged a per hour fee. (See fee schedule)

Estimated cost will be added to the application below and will be paid with application submission.

Total Estimated Cost: \$\_\_\_\_\_

Amount Due With Application: \$\_\_\_\_\_

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Elementary Schools	Class 1	Class 2	Class 3	Class 4
	No Charge	Custodial Fees	Hourly Fees	
Gymnasium (300-500 seating capacity)	N/C	C	\$90/hr.	\$270/hr.
Cafeteria – up to 4 hours	N/C	C	\$72/hr.	\$216/hr.
Classroom – up to 4 hours	N/C	C	\$68/hr.	\$204/hr.

Middle Schools	Class 1	Class 2	Class 3	Class 4
	No Charge	Custodial Fees	Hourly Fees	
Auditorium, Theatre/Stage KMS – 685 seating capacity	N/C	C	\$85/hr.	\$255/hr.
LCMS – 800 seating capacity	N/C	C	\$88/hr.	\$264/hr.
Gymnasium	N/C	C	\$110/hr.	\$330/hr.
Pool	N/C	C	\$85/hr.	\$255/hr.
Cafeteria – up to 4 hours	N/C	C	\$85/hr.	\$255/hr.
Classroom – up to 4 hours	N/C	C	\$68/hr.	\$204/hr.

High School	Class 1	Class 2	Class 3	Class 4
	No Charge	Custodial Fees	Hourly Fees	
Auditorium, Theatre/Stage (1800 seating capacity)	N/C	C	\$100/hr.	\$300/hr.
Auditorium Lighting and Sound	N/C	C	\$76/hr.	\$228/hr.
Gymnasium (Main Gym)	N/C	C	\$135/hr.	\$405/hr.
Gymnasium (Auxiliary Gym)	N/C	C	\$98/hr.	\$294/hr.
Pool	N/C	C	\$185/hr.	\$555/hr.
Play Field (All WTHS fields except Stadium) – 4 hours	N/C	C	\$50/hr.	\$150/hr.
Tennis Court – per Court	N/C	C	\$65/hr.	\$193/hr.
Cafeteria – up to 4 hours	N/C	C	\$135/hr.	\$405/hr.
Classroom – up to 4 hours	N/C	C	\$68/hr.	\$204/hr.

High School Stadium	Class 1	Class 2	Class 3	Class 4
	No Charge	Custodial Fees	Hourly Fees	
Stadium	N/C	\$210/hr. + C	\$270/hr.	\$810/hr.
Stadium Lighting	N/C	\$135/hr. + C	\$195/hr.	\$585/hr.

**CUSTODIAL FEES: (C)**

Normal Working Hours - \$40/hr.	Non-operating Hours - \$60/hr.
Pool – Normal Working Hours - \$40/hr.	Pool – Non-operating hours - \$60/hr.

ADMINISTRATIVE REGULATION

APPROVED: June 14, 2016

REVISED:

# CENTENNIAL SCHOOL DISTRICT

## 707-AR-2. APPLICATION FOR TEMPORARY USE OF SCHOOL FACILITIES

Name of Requesting Organization: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Facility Requested:

- |  |  |
|--|--|
| <input type="checkbox"/> William Tennent High School | <input type="checkbox"/> Klinger Middle School         |
| <input type="checkbox"/> Log College Middle School   | <input type="checkbox"/> Davis Elementary School       |
| <input type="checkbox"/> McDonald Elementary School  | <input type="checkbox"/> Willow Dale Elementary School |
| <input type="checkbox"/> Administration Building     |  |

Purpose:

\_\_\_\_\_

Application Type:  Class 1  Class 2  Class 3  Class 4  
(Please refer to Policy 707. Use of District Facilities)

Date(s) Requested: \_\_\_\_\_ To: \_\_\_\_\_

Arrival Time (Include Set Up Time): \_\_\_\_\_ Departure Time: \_\_\_\_\_

Days Requested:  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Room Requested:

- |                                    |  |  |                                     |
|------------------------------------|--|--|-------------------------------------|
| <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Library                 | <input type="checkbox"/> Classroom       | <input type="checkbox"/> Auditorium |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Art Room (Class 1 Only) | <input type="checkbox"/> Athletic Fields | <input type="checkbox"/> Board Room |
| <input type="checkbox"/> *Pool     | <input type="checkbox"/> Stadium                 | <input type="checkbox"/> Other _____     |                                     |

Equipment Requested:

- Microphone  Stage Lighting  Sound Board  Laptop Cart (Class 1 Only)  
 Other \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Adults: \_\_\_\_\_ Students: \_\_\_\_\_

Donation or Admission Fee: Yes  No  Fee: \$ \_\_\_\_\_

Please refer to the fee schedule for the appropriate fee.

707-AR-2. APPLICATION FOR TEMPORARY USE OF SCHOOL FACILITIES - Pg. 2

The User agrees that the \_\_\_\_\_ (Organization) will indemnify, save and hold harmless Centennial School District from any and all claims for personal injury or property damage suffered, incurred, or in any way connected to or arising from the applicant's use of the facilities listed above, whether such claims are due to or alleged to be due to the negligence of Centennial School District, the applicant, or any other person or entity or due to any other cause. I understand that the estimated RENTAL FEE OF \$ \_\_\_\_\_ will be paid in full with this application and that additional costs associated with the use of the facility will be billed following the use and that I am to pay those costs within ten (10) days of the invoice date. The User agrees to comply with these terms and the terms as stated in Policy 707. USE OF SCHOOL FACILITIES (note: Smoking is prohibited on all school district properties).

\*Pool Rental: The Centennial School District's insurance company requires a certified Lifeguard(s) to be on duty at the waterside at all times when a recreational swimming establishment is used by patrons and shall not be assigned other tasks that direct their attention from the safety of patrons who are in the water. Principals may require that a Centennial staff member holding proper certification be on duty for the activity, at the expense of the User.

Authorized Representative – Please Print

E-mail Address

Street Address

City

State

Zip

Telephone #

On-site Representative

Signature of Representative or Electronic Signature:

I comply with the above statement.

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Accepted  Rejected

Building Principal Approval:

Date:

Director of Operations Approval:

Date:

Fees: Rental

Personnel:

Board Approval Date (if needed):

Liability Release Form: Required

Certificate of Insurance: Required

# CENTENNIALSCHOOL DISTRICT

## 707-AR-3. EXCEPTION TO USE OF SCHOOL FACILITIES POLICY

Date: \_\_\_\_\_

Name of Community Member/Organization: \_\_\_\_\_

Address of Community Member/Organization: \_\_\_\_\_  
\_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

School/Organization Affiliation: \_\_\_\_\_

Policy Number and Title: Policy 707. Use of School Facilities

To what part of the policy are you seeking an exception?  
\_\_\_\_\_

Reason for exception request:  
\_\_\_\_\_  
\_\_\_\_\_

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For Office Use Only

Date received: \_\_\_\_\_

Exception Requested: \_\_\_\_\_

Cost to the District: \$ \_\_\_\_\_

Approved  Denied