

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: May 14, 2019

REVISED:

CENTENNIAL SCHOOL DISTRICT

707. USE OF SCHOOL FACILITIES	
1. Purpose	The Board believes that the buildings and facilities of the District are financed and maintained by the District’s residents for the primary purpose of supporting the education program of the District. The Board believes that school buildings and facilities should be made available for responsible use by the community, providing that such use does not interfere with school programs and activities and can be supported by available District resources.
2. Authority	The Board will provide for the use of school facilities when permission has been requested on the designated facility use form and has been approved by the Superintendent in accordance with the established guidelines. School District sponsored activities will always receive first consideration.
SC 511	Appropriate fees shall be assessed to Users and the fee schedule will be approved each June by the Board of School Directors, and thereafter, published on the District’s website.
3. Definitions	<p>Booster Club – any organization that promotes, assists, or augments a co-curricular program sponsored by Centennial School District. Contact information for the organization and officers will be provided each year to the Superintendent’s Office.</p> <p>Community – the geographical area comprised by the boundaries of the Centennial School District.</p> <p>Community Organization – a non-profit organization with a physical address within the community whose primary purpose is to provide services to residents for the betterment of the community.</p> <p>Facility (Facilities) – any building(s) and/or ground(s), or a portion thereof, owned, possessed, leased and/or operated by the Centennial School District.</p> <p>Individual – any community resident who can otherwise meet the requirements for facility use as set forth in this policy.</p>

<p>4. Guidelines</p>	<p>School Organizations – any organization(s) whose primary purpose and function is to support the educational activities of the Centennial School District.</p> <p>Use – an approved request to use or control a facility for a time period as indicated in the fee schedule. No organization or individual will be permitted to request more than two “uses” in a single day without written permission from the Superintendent. A request for use that is not included on the fee schedule requires approval from the Superintendent.</p> <p>User – each organization or individual referenced in the above definitions who have received permissions to use a facility after complying with the guidelines in this policy.</p> <p>Class 1: School Organizations and Bucks County Board of Elections for Elections</p> <p>This classification includes organizations whose primary function is to support District educational programs. Examples include student organizations, parent-teacher organizations (PTAs/PTOs), School District Booster Clubs, teachers’ associations (CEA), support staff advisories, District-sponsored instructional and professional development programs, and the Bucks County Board of Elections for elections and Township/Borough meetings for the purpose of accomplishing Township/Borough business.</p> <p>Class 2: Organizations within Centennial School District Boundaries Whose Primary Purpose Involves District School Age Children</p> <p>This classification includes, but is not limited to, School District youth sports organizations, Centennial Aquatics Club, CYOs, Girl Scouts, Boy Scouts, and Township-run activities. A minimum of 75% of participants must reside within the District.</p> <p>Class 3: Community Groups Comprised of At Least 75% Residents</p> <p>This classification includes community group such as any non-profit, community-wide educational, cultural, civic, recreational, character development, charitable, or social service agency comprised of at least 75% residents of Centennial School District. To be considered a community-wide educational, cultural, civic, recreational, character development, charitable or social service agency, the activities and services of the organization must be available to all District residents without restriction to race, creed, national origin, sexual orientation or political affiliation and may not have a charter or admission policy that violates federal or state laws.</p>
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	<p>Class 4: Events or Organizations Not Meeting Criteria Set Above</p> <p>This classification includes any school organization or community group that partners with a for-profit organization to provide an educational, cultural, or social service to the residents of Centennial School District where less than 100% of the profit is invested back to a District organization. This also includes an organization or community group that does not directly provide an educational, cultural, or social service to the residents of the Centennial School District.</p> <p>Use Requirements:</p> <ol style="list-style-type: none">1. The use and rental of school facilities shall be generally restricted to organizations located within Centennial School District or having a majority of members who are Centennial residents, and to organizations within Centennial School District who are acting as hosts to area or regional meetings or programs. Use of facilities on Saturday or Sunday will be directed to already operational buildings when possible. Rental to groups located outside the District, which are not sponsored by a local group, may also be approved by District administration, when it is the administration's judgment that the renting group is offering a program of interest and benefit to the community.2. This policy does not create or guarantee any right to the use of facilities. The permitted use cannot exceed a period of one (1) year.3. Complete applications for use of school facilities should be received thirty (30) days prior to the event. Applications received less than thirty (30) days prior to the event may delay the start date of the event or may result in the denial of the application. If an application is not complete, it will be returned.4. The availability of facilities, shall, at all times, be subject to the needs, requirements, and activities of the schools and School District. Users may not schedule any event that includes animal rides, mechanical rides, petting zoos, hot air balloons, fireworks, bon fires, or any other event that may create a danger or risk because of the inherent nature of the activity without the permission of the Superintendent and proof of appropriate insurance that covers this particular event.5. All Users must comply with Policy 209.1 Serious Allergies (Policy 209.1).6. All indoor activities must conclude on or before 10:00 pm unless special approval is obtained in writing from the Superintendent. All outside facility use, except for the use of the stadium field, shall end at dusk.7. Smoking and any use of tobacco products by any person is prohibited in school buildings and on school grounds. Violators will be reported to the local police with the potential for fines being assessed. Repeated violations
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	<p>of this provision of this policy may result in the termination of that Use for the Community Organization.</p> <ol style="list-style-type: none">8. Gambling, games of chance, lotteries, raffles, or other activities may require a Pennsylvania Small Games License. When that license is required, it shall be attached to the Application for Use of School Facilities. When an admission fee is charged, the organization using the facilities is responsible for the payment of any admission tax required directly to the Collector of Internal Revenue. Evidence of such payment, together with an itemized attendance report, must be furnished to the School District upon request.9. Possession, use or distribution of illegal drugs and/or alcoholic beverages is strictly prohibited in District facilities and on District grounds. Violators will be reported to local police for prosecution under the Pennsylvania Crimes Code and will lose their right to future use of District facilities.10. Possession of weapons or replica of weapons are strictly prohibited in District facilities and on District grounds. Violators will be reported to the local police for prosecution and will lose their right to future use of District facilities.11. Conduct that alters, damages, or is injurious to any District property, equipment, or furnishings is strictly prohibited in District facilities and on District grounds. Violators will be reported to the local police for prosecution and will lose their right to future use of District facilities.12. Conduct that constitutes a violation of the Pennsylvania Crimes Codes, and/or state and federal laws, Township/Borough ordinances and regulations is strictly prohibited in District facilities and on District grounds. Violators will be reported to local police for prosecution and will lose their right to future use of District facilities.13. All safety rules and regulations of the Department of Labor and Industry shall be observed.14. All groups who use Centennial School District's facilities must provide personal and property liability insurance coverage with a minimum coverage of \$1,000,000.00. A certificate of insurance must be presented to the District prior to use and must indicate that the District has been added as an additional insured. Higher coverage may be required for selected activities. No persons involved in the activity, whether players or spectators, may be excluded from coverage. The District, its Board members, officers, and employees shall be indemnified and held harmless by the user for any liability that arises from the use of District facilities. The User is restricted to only those areas of the facility that are specifically designated in the application for use of school facilities form. The facility must be returned to the same or better condition than when it was initially occupied.
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	<ol style="list-style-type: none">15. No User receiving a Use of School Facilities permit shall assign their rights to another group or person. No User shall allow another entity, other than its invitees or licensees, to use any part of the facilities without written permission from the Superintendent.16. Users must, at all times, provide proper supervision of facilities during use and ensure that all participants stay within their assigned area. Users shall be financially liable for damage to facilities resulting from the Use. If police are required, the local community police shall be employed and the cost of such services shall be borne by the User.17. All payments for facility use are to be made by check or money order, payable to Centennial School District, with the application. Custodial fees will be added after the use and will be due within thirty (30) days of the event. Any organization which does not remit payment for facility use within thirty (30) days of event will be refused use of all school facilities and grounds until payment is received.18. District equipment such as stage lighting, kitchen equipment, public address system, technology labs, and any other specialized equipment must be operated by and under the direction of authorized School District personnel. The User must pay charges to the District for these services.19. The Superintendent reserves the right to deny the use of a facility if custodial service is not available. A representative of the Facilities Department in Centennial School District must inspect any electrical equipment used that cannot be plugged into an existing receptacle. For purposes of this policy, generators and the location of the generator must be approved by the Director of Operations at the time of the facility use any may not be used within any school building.20. The User is responsible for monitoring the admittance and supervising the conduct of participants and spectators. All Users shall have adult(s) assigned to maintain traffic flow, ensure supervision of the activity, and ensure that the Use is restricted to the part of the facility approved for use. The safety and health of Users and attendees is extremely important. The User is responsible for fees related to traffic control and ambulance services, if applicable.21. Appropriate demographic and financial information may be requested from any applicant at any time, including proof of non-profit status. Failure to provide this information in a timely manner may result in the denial of the Application for Use of School Facilities or the withdrawal of an approved Use.22. The Centennial School District has an obligation to shield our students, personnel, and residents from harassment as well as vulgar or obscene speech and/or speech that substantially disrupts or materially interferes with school activities as well as other activities that are in violation of the
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	<p>policies of the Centennial School District. No organization or individual shall utilize school facilities for any purpose that would violate these obligations.</p> <p>23. Users must comply with all applicable policies promulgated by the Board of School Directors of the Centennial School District as well as any administrative regulations deemed applicable to the use by the Superintendent.</p> <p>24. All school grounds are subject to video surveillance.</p> <p>25. Notwithstanding the definitions and provisions above, the Superintendent reserves the right to grant Facility Use to a User that is located outside of our Community or a for profit entity when that Use does not conflict with a School Organization, Booster Club, or Community Organizational Use.</p> <p>26. The School Board reserves the right to refuse the use of District facilities to any organization at any time.</p> <p>Additional requirements for pool use:</p> <ol style="list-style-type: none">1. A certified Lifeguard(s) must 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.2. District swimming pools are not heated between the closing of school in June and the opening of school in September. Organizations requiring heated pools during the summer period must request heating on the Facility Use form and shall be charged for the heating costs.3. Use of the swimming pools shall be limited to the following:<ol style="list-style-type: none">a. District/school/student groupsb. PIAA Championship playoff contestsc. Centennial resident youth athletic group championship contestd. Private/parochial schools located within District boundariese. Other similar uses approved by the Principal and the Superintendent. <p>Exception to the fee schedule of this policy may be requested of the Board of School Directors. Custodial fees are not to be waived, where applicable.</p>
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707. USE OF SCHOOL FACILITIES - Pg. 7

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 Policy 209.1 Serious Allergies References:

School Code – 24 P.S. Sec. 511, 775, 779

State Board of Education Regulations – 22 PA Code Sec. 403.1

Local Option Small Games of Chance Act – 101 P.S. Sec. 311 et seq.

CENTENNIAL SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: May 14, 2019

REVISED:

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: \$_____

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

- Pg. 2

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/Other – 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/Other – 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/Other – 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.

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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: from: _____ 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"/> Dressing Rooms | <input type="checkbox"/> Locker Rooms |
| <input type="checkbox"/> Restrooms | <input type="checkbox"/> Other _____ | | |

Equipment Requested:

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Microphone | <input type="checkbox"/> Stage Lighting | <input type="checkbox"/> Sound Board | <input type="checkbox"/> Laptop Cart (Class 1 Only) |
| <input type="checkbox"/> Tables _____ | <input type="checkbox"/> Podium | <input type="checkbox"/> Concession Stand | <input type="checkbox"/> Scoreboard |
| <input type="checkbox"/> Chairs _____ | <input type="checkbox"/> Music Stands _____ | <input type="checkbox"/> Projector | <input type="checkbox"/> Instruments _____ |
| <input type="checkbox"/> Bleachers | <input type="checkbox"/> Sports Equipment _____ | | |
| <input type="checkbox"/> 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, vaping, alcohol and controlled substances are prohibited on all school district properties).

***Pool Rental:** The Centennial School District's insurance company requires certified Lifeguards 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. The Principal may require that a Centennial staff member(s) holding proper certification be on duty for the activity, at the expense of the User.

PA School Code § 3270.115. Water Activity requires the following staff:child ratios apply while children are swimming:

<u>Similar Age Level</u>	<u>Staff Children</u>	
Infant	1	1
Young or older toddler	1	2
Preschool	1	5
Young school-age	1	6
Older school-age	1	8

Supervision shall include two (2) people certified in lifeguard training for up to fifty (50) swimmers and one (1) additional lifeguard for each twenty five (25) swimmers thereafter.

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.

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

ADMINISTRATIVE REGULATION

APPROVED: May 14, 2019

REVISED:

CENTENNIAL SCHOOL 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: 707. Use of School Facilities _____

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

Reason for exception request: _____

For Office Use Only

Date received: _____

Exception Requested: _____

Cost to the District: \$ _____

Approved Denied

ADMINISTRATIVE REGULATION

APPROVED: May 14, 2019

REVISED:

CENTENNIAL SCHOOL DISTRICT

707-AR-4. FACILITY USE ROSTER – CLASS 2 and CLASS 3 ORGANIZATIONS

Date: _____

Name of Requesting Organization: _____

Contact Person: _____ Cell #: _____

Roster – Name and Address

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
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707-AR-4. FACILITY USE ROSTER - Pg. 2

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CENTENNIAL SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: May 14, 2019

REVISED:

707-AR-5. SCHEDULE FOR REDUCTION OF FEES

The Board provides for use of school facilities for organizations and assesses fees as appropriate. As per Policy 707. Use of School Facilities and 707-AR-3. Exception to Use of School Facilities Policy, a reduction of fees for the use of district facilities may be considered if requested. Custodial fees will not be reduced or waived, where applicable.

To ensure equity to organizations requesting a reduction of fees, the following formula will be used to determine the amount of the reduction being considered:

For organizations that include 75% or more Centennial residents, a 50% reduction of facility fees will be considered.

For organizations that include 50%-74% Centennial residents, a 35% reduction of facility fees will be considered.

For organizations that include 25%-49% Centennial residents, a 25% reduction of facility fees will be considered.

For a reduction of fees to be considered, 707-AR-4. Facility Use Roster must be completed.

ADMINISTRATIVE REGULATION

APPROVED: May 14, 2019

REVISED:

CENTENNIAL SCHOOL DISTRICT

707-AR-6. REVOCATION OF FACILITY USE PERMIT

As a condition to the use of, and continued access to, District property and facilities, groups and/or organizations must demonstrate respect for District property. All participants must follow Pennsylvania law and Board policy prohibiting the use of drugs, alcohol, and tobacco on District property. All groups and/or organizations must remit payment for facility use within thirty (30) days of the event or further use of District facilities will be refused or denied until payment is received.

This, hereby, serves as notification of the revocation of permission to the use of District facilities.

Name of Organization: _____

Name of Individual(s) Requesting Facility Use: _____

Address of Individual(s) Requesting Facility Use: _____

Date of Approval: _____

Facility Requested: _____

Reason for Revocation of Permit, including violation of Policy:

Effective Date: _____

Signature of Requestor

Signature of Superintendent