

CENTENNIAL SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: June 14, 2016

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

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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.

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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.

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

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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: _____

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