

Application # \_\_\_\_\_

Please Attach Hold Harmless Clause

and Certificate of Insurance

**SPRING-FORD AREA SCHOOL DISTRICT**  
**APPLICATION FOR THE USE OF SCHOOL FACILITIES**

Name of Policy \_\_\_\_\_

Policy Number \_\_\_\_\_

NAME OF SPONSORING ORGANIZATION

DATE OF APPLICATION

The undersigned hereby makes application for use of school facilities as follows:

Name of Facility: \_\_\_\_\_

Part of Facility: \_\_\_\_\_

Day &amp; Dates Desired: \_\_\_\_\_

Hours Desired: \_\_\_\_\_

Number Expected to Attend: \_\_\_\_\_

Number of Adult Sponsors in Attendance: \_\_\_\_\_

State Specific Purpose of Use - Be Complete: \_\_\_\_\_

☐ Heat/Cool beyond temperature settings \$150 per day check for yes and initial \_\_\_\_\_

Temperature is in energy mode after 4pm &amp; weekends. Temperature is set at 60° (winter) and 80° (summer)

Will An Admission Fee Be Charged? Yes \_\_\_ No \_\_\_

If yes, for what will the proceeds be used? \_\_\_\_\_

Is the membership of the organization limited to residents of the Spring-Ford Area School District? Yes \_\_\_ No \_\_\_

If not, what percentage are Spring-Ford Area School District Residents? \_\_\_\_\_  
(membership roster is to be attached)

List Special Arrangements Needed (tables, equipment, scoreboard, cafeteria, kitchen, all-purpose room, etc.)

\_\_\_\_\_

\_\_\_\_\_

Signatures and addresses of two responsible officials of your organization who will be present at the time the facilities requested are being used, and who will accept responsibility for adherence to School District regulations. By signing, you also acknowledge that you have read and understand the rules and regulations.

**Applicants' Printed Name and Address****Applicants' Printed Name and Address**

Printed Name \_\_\_\_\_ (Position) \_\_\_\_\_

Printed Name \_\_\_\_\_ (Position) \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

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

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

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_

Phone: \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_

**SCHOOL DISTRICT USE ONLY**

Usage Classification \_\_\_\_\_

Building Admin. Approval \_\_\_\_\_ Date \_\_\_\_\_

Rental Fee \_\_\_\_\_

Remarks \_\_\_\_\_

Service Fee (per hr.) \_\_\_\_\_

Athletic Director Approval \_\_\_\_\_ Date \_\_\_\_\_

Food Service Charges (per hr.) \_\_\_\_\_

Remarks \_\_\_\_\_

Other Charges \_\_\_\_\_

District Office Approval \_\_\_\_\_ Date \_\_\_\_\_

Remarks \_\_\_\_\_

Remarks \_\_\_\_\_

# SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: March 25, 1991

REVISED: May 24, 2010

707. USE OF SCHOOL FACILITIES	
1. Purpose	The facilities of the Spring-Ford Area School District are financed and maintained by its citizens for the housing and promotion of the various curricular and extracurricular activities comprising or related to the educational program of the school district. No use by others shall be permitted to interfere with or restrict this primary purpose.
SC 775	The Spring-Ford Area School District is an integral part of the community. The members of the Board of School Directors restate their belief that, because the school buildings and facilities belong to the people of the community, they should be made available for community purposes, provided that such use does not interfere with the educational programs of the schools. The facilities of the schools should be used by the community to foster the educational, cultural and civic growth of all residents. Groups will be denied meeting facilities if they advocate or promote a philosophy which would produce a threat to the health, safety or welfare of students or staff, or if such use could bring damages to school facilities. Allowing the use of school district facilities does not represent an endorsement of program or philosophy by the district.
2. Authority	The school district will, through appropriate administrative procedures, make available to the community the various facilities when permission has been requested in writing and approved by the designated authority within the school district. The members of the Spring-Ford Area School District Board of School Directors shall reserve the right to deny the use of school facilities.
3. Delegation of Responsibility SC 775	<p>The Superintendent shall develop procedures for the granting of permission to use school facilities and shall develop rules and regulations for such use which shall include the following:</p> <ol style="list-style-type: none"> <li>1. Permission to use school buildings and facilities will be limited to organizations with offices or operations located in the school district and organizations where fifty-one percent (51%) of the membership are school district residents. A membership roster is to be submitted with the application. Permission may be granted to groups who are considered Class IV or V.</li> </ol>

<p>35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7182, 7183</p> <p>10 P.S. Sec. 311 et seq Title 61 Sec. 901.701</p> <p>SC 511 Pol. 218.1</p>	<ol style="list-style-type: none"> <li>2. Requests for permits will be accepted only for the current school year. The term of the permit cannot exceed one (1) year.</li> <li>3. Use of Facility applications must be received thirty (30) days prior to the event. Applications received less than thirty (30) days from the event could delay the start date of the event.</li> <li>4. The use of facilities by students precludes and supersedes all commitments to other groups.</li> <li>5. Groups may not schedule any event which would include animal rides, mechanical rides, hot air balloons, fireworks or bonfires or any other event which may create a danger or risk because of the inherent nature of the activity.</li> <li>6. The Coach McNelly Stadium will not be available for concerts unless they are for school district-sponsored fundraising activities.</li> <li>7. All activities must conclude on or before 11:00 p.m. on weekdays and 12:00 midnight on weekends, unless special approval is obtained from the Superintendent of Schools or the Superintendent's designee.</li> <li>8. Smoking and any use of tobacco products by any persons is prohibited in school buildings and on school grounds.</li> <li>9. Gambling, games of chance, lotteries, raffles, or other activities require a Pennsylvania Small Games License attached to the Use of School Facilities application. This requirement will be strictly enforced in school buildings and on school grounds. Groups are responsible for contacting the Montgomery County Treasurer Office (610-278-3066), and attach license to "Use of School Facilities" application.</li> <li>10. Possession, use or distribution of illegal drugs and/or alcoholic beverages is strictly prohibited in school buildings and on school grounds. Violators will be reported to the local police for prosecution.</li> <li>11. Possession of weapons or replica of weapons as defined in Policy 218.1 - Weapons are strictly prohibited in school buildings and on school grounds. Violators will be reported to the local police for prosecution.</li> </ol>
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	<p>12. Conduct that would alter, damage, or be injurious to any district property, equipment or furnishings is strictly prohibited in school buildings and on school grounds. Violators will be reported to the local police for prosecution.</p> <p>13. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations is strictly prohibited in school buildings and on school grounds. Violators will be reported to the local police for prosecution.</p> <p>14. All safety rules and regulations of the Department of Labor and Industry shall be observed.</p> <p>15. If insurance is required, the user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by district rules (see Addendum 707a).</p> <p>16. The Board shall be held harmless by the user for any liability that arises from the use of school facilities by any nonschool related organization, individual or activity. The lessee assumes responsibility for using only those areas in the facility designated on the application permit (see Addendum 707b). The facility must be returned to the same or better condition than when it was initially occupied.</p> <p>Before the Use of Facility application will be processed, a current Insurance Certificate and Hold Harmless agreement must be attached to the application.</p> <p>17. No group or person receiving a facility use permit shall assign their rights under said contract to another group or person.</p> <p>18. Users shall be financially liable for damage to the facilities and for proper supervision. If police are required, official school police shall be employed and the cost of such services shall be borne by the organization using the facilities.</p> <p>19. All payments for rentals and services are to be made by check, payable to Spring-Ford Area School District. No payments are to be made directly to service personnel. Prepayment of rental fees is required from all Class III, IV and V rentals.</p> <p>20. School 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 or approved instructor knowledgeable about the equipment. Charges for the service must be paid to the school district by the organization utilizing the building.</p>
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<p>4. Guidelines</p>	<p>21. Use of indoor facilities will be allowed on Sundays, January 1<sup>st</sup>, Memorial Day, Easter Sunday, July 4<sup>th</sup>, Christmas Eve and December 25<sup>th</sup> if custodians agree to work such a shift in the accordance with the district's pay schedules.</p> <p>22. The Spring-Ford Area School District School Board reserves the right not to allow the use of a building or a facility if district-provided custodial service is not available.</p> <p>23. User organizations will not be charged a custodial fee if the event takes place during the custodian's normal work schedule unless the user organization does not adequately clean up after themselves. The district reserves the right to charge a user organization custodial fee when a custodian is pulled away from his/her normal duties as a result of work left by the user organization.</p> <p>24. Political forums such as Meet the Candidates' night are permitted as a bi-partisan or non-partisan effort.</p> <p>25. No food, drinks, or refreshments of any kind are to be served or consumed without specific permission granted in advance.</p> <p>26. Any organization who uses approved school facilities is responsible for monitoring the admittance and supervising the conduct of participants and spectators. All entrance doors are locked and shall be closed when an adult is not assigned to monitor the traffic flow in/out of building. All organizations shall have adults assigned to maintain traffic flow, ensure supervision of the activity, and see that the group(s) activity is restricted to the part of the building requested for the activity.</p> <p>27. The Business Office may request financial information from any applicant at any time, and from time to time, to verify the applicant's classification.</p> <p style="text-align: center;"><b>ACTIVITY CLASSIFICATION</b></p> <p><u>Class I – School-Related Activities</u></p> <p>School-related activities are those which directly benefit Spring-Ford Area School District students. This includes, but is not limited to, organizations such as Spring-Ford Area School District Parent Teacher Associations, Home and School Leagues, Home and School Associations, school-sponsored academic programs, school-sponsored interscholastic and intramural athletic programs, Music Association, Booster Club, Spring-Ford Educational Foundation, Spring-Ford Area School District community education programs, and school-sponsored recreation programs (see limitations established under Addendum 707c).</p>
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Class II – Youth And Adult Activities Where Program Is Delivered By Volunteers

The class includes any organizations located within the community whose primary purpose is the betterment of the community and the providing of services to the residents whose sponsors and organizers are volunteers in general. Class II groups can be a Class III group if the event is outside the original activity scope of the general use as specified in the original application. The exception to this is youth groups which may have an annual dinner where there is not admission fee. This includes, but is not limited to, organizations such as the Cub Scouts, Boy Scouts, Girl Scouts, Fire Companies, Community Recreation Leagues (for example, adult volleyball, youth basketball, and any youth wrestling and Little League programs), and Community Service Organizations. Class II organizations can charge membership fees which benefit the continuation of the program developed by the organization.

Class III – Municipal Meetings, Community Service Organizations - Charging Admission, Fundraising, Dinners, etc.

*Class III a* – The class includes organizations which fundraise for the betterment of the community, (example, total collections benefit Project Outreach, Meals on Wheels, etc.). Also, organizations listed in Class II classification which charge an admission or a service fee or conduct a fundraiser will be considered Class III and charged accordingly.

*Class III b* – Municipalities and their agencies within the school district may have four (4) meetings annually (January to December 31<sup>st</sup>) at no charge. Meetings annually beyond that number will be considered under Classification III.

Class IV – Activities Of Religious And Residential Groups

*Class IV* – are groups located within the boundaries of Spring-Ford Area School District conducting religious activities, meetings or services primarily for the members of the organization.

Class V – Activities Of "Not-For-Profit" And Commercial Organizations

*Class V a* – are activities of not-for-profit organizations which provide a variety of activities for Spring-Ford Area School District residents where program is delivered by paid staff. These organizations include, but are not limited to, YMCA, YWCA, and YMJAS.

*Class V b* – are activities and programs by commercial or industrial entities which benefit the entities employees and/or business aims.

<p>SC 775</p>	<p><u>Class VI – Other Groups</u></p> <p><i>Class VI</i> – are those groups who serve the community, but do not originate in the community. Class VI groups would include colleges and universities using the facilities for seminars and courses.</p> <p><u>Fees Established By Business Office</u></p> <p>1. <i>YMCA Child Care Delivered on Spring-Ford Area School District Property</i> –</p> <p>The Business Office may establish annually the usage and fee schedule for the YMCA child care program that provides child care before and/or after school and/or when during the school day when school is not in session for Spring-Ford Area School District students on Spring-Ford Area School District property.</p> <p>2. <i>Activities of Spring-Ford Area School District Sponsored Summer Camps</i> –</p> <p>These activities are the summer camps sponsored by the Spring-Ford Area School District that provide athletic or educational programs primarily for the benefit of Spring-Ford Area School District residents. The Business Office will establish annually all fees, expenses and compensations for such activities; provided however that nonresidents shall be charged a higher compensatory fee than Spring-Ford Area School District resident participants. The Business Office will process all revenue and expenditures. The Athletic Summer Camps are developmental programs that will enhance the established athletic programs.</p> <p style="text-align: center;"><b>RENTAL CHARGES AND SERVICE FEES</b></p> <p>The Board shall establish a schedule of fees for the use of school facilities based upon listed group classifications. Rental charges are defined as fixed charges for the use of the facilities and additional charges for the use of specialized equipment. Service fees are defined as labor costs for custodial and operator services.</p> <p>Special events as determined by the Spring-Ford Area School District on weekends will be charged for on-site custodial supervision and services according to the established fee schedule.</p> <p><i>Class I</i> - No rental charge. However, organizations are responsible for cost of additional services required beyond the normal operation of a school district and shall pay the cost of additional services required for the event. Service fees include custodial, cafeteria, stage crew, security, police, and set-up and clean-up services (see Addendum 707c).</p>
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*Class II* - No rental charge. However, organizations are responsible for cost of additional services required beyond the normal operation of a school district and shall pay the cost of additional services required for the event. Service fees include custodial, cafeteria, stage crew, security, police, and set up and clean up services.

*Class III* - Rental Charges and Service Fees.

*Class IV* - Rental Charges and Service Fees.

*Class V* - Rental Charges and Service Fees.

*Class VI* - Rental Charges, Service Fees and Fees In-Kind.

***Facilities Fee Schedule***

(An event is a block of time for the same activity not to exceed six (6) consecutive hours.)

	I & II	III	IV	V & VI
<u><i>Classrooms</i></u>				
All Schools	NC	25	50	100
<u><i>Large Group Instruction Room</i></u>				
All Schools	NC	50	100	150
<u><i>Auditorium</i></u>				
Senior High	NC	300	500	1,000
9th Grade Center	NC	200	400	800
8th Grade Center	NC	200	300	400
<u><i>Gymnasium - Main Gym</i></u>				
Senior High	NC	300	500	1,000
9th Grade Center	NC	200	400	800
8th Grade Center	NC	200	300	400
5th - 7th Grade Center	NC	200	400	800
Elementary School	NC	100	300	400
Elementary School with All Purpose Room	NC	200	400	500



707. USE OF SCHOOL FACILITIES - Pg. 8

<u>Gymnasium - Auxiliary Gym</u>					
Senior High	NC	100	250	500	
9th Grade Center	NC	75	150	300	
8th Grade Center	NC	75	150	300	
5th - 7th Grade Center - each	NC	75	150	300	
<u>Cafeteria</u>					
Senior High	NC	100	300	500	
Senior High with Annex	NC	200	400	600	
9th Grade Center	NC	100	300	500	
8th Grade Center	NC	100	200	300	
5th - 7th Grade Center	NC	200	400	600	
Elementary Schools	NC	100	200	300	
<u>Band Room/Choral Room</u>					
Senior High	NC	100	200	400	
9th Grade Center	NC	100	200	400	
Elementary All Purpose Room	NC	75	200	400	
<u>Athletic Fields</u>					
Senior High Track	NC	200	500	1,500	
Over 4 hours - \$100/hour					
More than 2 teams			Rate Negotiated		
Stadium	<u>I</u> NC	<u>II</u> 400	800	1,500	2,000
Over 4 hours - \$100/hour					
Tennis Courts	<u>I</u> NC	<u>II</u> 10/hr.	15/hr.	50/hr.	75/hr.
Athletic Fields					
Additional Fees as Required:					
Use of track or stadium requires an event supervisor at \$40.00/hour.					
Lights are charged at \$150.00 per hour.					
Security is charged at \$40.00 per hour per person.					
Scoreboard is \$40.00/per hour.					
Sound system is charged at \$40.00 per hour.					
Electrician is charged at \$40.00 per hour.					

Facilities that are requested to be air-conditioned will be assessed separately. Rubber soled sneakers or gym shoes must be worn when gymnasiums are used for any athletic event. No food, drinks, or refreshments of any kind is to be served or consumed without specific permission granted in advance.

The district reserves the right to require the applicant to pay for the hiring of security personnel.

Application Approval/Usage Permit Guidelines/Procedures

1. Application must be completed on the district application (see Addendum 707d) form available in all school buildings, district office, and the Director of Athletics' Office. The Athletic Director's Office will forward application, where insurance is necessary, to the Business Manager for final review. The Athletic Director's Office will submit monthly report to the Business Manager and to the building principals.

Application forms must be submitted to the Director of Athletics in the Spring-Ford Senior High School at least thirty (30) days in advance for single events and sixty (60) days in advance for long-term events or activities. The Director of Athletics will be responsible to notify the building principal of potential use of the facility and to resolve any conflicts and concerns.

Rental charges are due ten (10) days prior to the event or activity. Service fees will be billed to the organization and are due ten (10) days after the date of the bill.

2. The Athletic Director's Office will send the use of facilities policy to organizations utilizing district facilities on an annual basis. Preference for use of facilities will be given to Class I and II groups, respectively. In Class I, priority will be given to school-sponsored, academic, athletic and band programs.
3. If schools are closed because of inclement weather or other emergencies, the function shall be automatically canceled for that day.
4. If inclement weather or an emergency occurs on a weekend, the office of the Director of Athletics will be responsible for canceling events and activities, if necessary, and notifying the appropriate sponsors.

	<p><u>Required Insurance</u></p> <table> <tr> <td>1. Comprehensive</td><td>General Liability</td></tr> <tr> <td>\$1,000,000</td><td>Per Occurrence</td></tr> <tr> <td>\$2,000,000</td><td>General Aggregate</td></tr> <tr> <td>\$1,000,000</td><td>Products/Completed</td></tr> <tr> <td></td><td>Operations/Aggregate</td></tr> <tr> <td>\$1,000,000</td><td>Personal/Advertising</td></tr> <tr> <td>\$ 50,000</td><td>Fire Damage Liability</td></tr> <tr> <td>\$ 5,000</td><td>Medical Payments</td></tr> </table> <p>2. Products Liability – Only required if food will be sold and/or prepared and served.</p> <p>3. Automobile Liability – Only required if vehicles will be used as part of the event.</p> <p>4. Workers Compensation – Only required if organization or individuals utilizing the facility has an employee(s).</p> <p>Liability insurance carried by the Spring-Ford Area School District protects only the school district and its employees and named insured. No insurance protection is provided by the district to other groups or organizations using school facilities.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 511, 775, 779</p> <p>State Board of Education Regulations – 22 PA Code Sec. 403.1</p> <p>Department of Revenue Regulations – 61 PA Code Sec. 901.1, 901.701</p> <p>Local Option Small Games of Chance Act – 10 P.S. Sec. 311 et seq.</p> <p>School Tobacco Control – 35 P.S. Sec. 1223.5</p> <p>Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.</p> <p>Boy Scouts of America Equal Access Act – 20 U.S.C. Sec. 7905</p>	1. Comprehensive	General Liability	\$1,000,000	Per Occurrence	\$2,000,000	General Aggregate	\$1,000,000	Products/Completed		Operations/Aggregate	\$1,000,000	Personal/Advertising	\$ 50,000	Fire Damage Liability	\$ 5,000	Medical Payments
1. Comprehensive	General Liability																
\$1,000,000	Per Occurrence																
\$2,000,000	General Aggregate																
\$1,000,000	Products/Completed																
	Operations/Aggregate																
\$1,000,000	Personal/Advertising																
\$ 50,000	Fire Damage Liability																
\$ 5,000	Medical Payments																

SPRING-FORD AREA SCHOOL DISTRICT  
COMMUNITY USE OF SCHOOL FACILITIES

CERTIFICATE OF INSURANCE

The Board of School Directors shall reserve the right to require that applicants for the use of school facilities or grounds carry insurance to cover injuries or any damages that occur during the use of by the applicants.

Each application for use will be considered individually with respect to the need for insurance. The preferable form of certification shall be the assignment of Spring-Ford Area School District as an additional insured on the policy certificate.

The administration shall require a certificate of insurance for all activities meeting the following criteria.

Activities requiring insurance shall generally be those that involve physical activity (as sports and recreational exercise), the use of equipment (either powered or mechanical), or the use of certain places (stages, laboratories, and food preparation areas). Activities which will generally be exempt from insurance requirements are those low risk activities normally associated with meetings, classroom instruction or administrative functions of a sedentary nature.

Groups using school district property shall be held responsible for any damages to property resulting from such use.

SPRING-FORD AREA SCHOOL DISTRICT

HOLD HARMLESS CLAUSE

The undersigned agrees to hold harmless, indemnify and release the Spring-Ford Area School District, its administrators, agents, employees and directors for any damage or loss or injury which may occur during the course of the event proposed by the undersigned. The indemnification and release shall include indemnification for all acts or events created by the school district, its agents, employees, servants and directors and shall include, but not be limited to, all costs of the suit, defense or judgment entered against the district.

Signature: \_\_\_\_\_

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

Organization:\_\_\_\_\_

Witness:\_\_\_\_\_

**TO:** Presidents of Parent Teacher Associations  
Presidents of Home & School Leagues  
President of Home & School Association  
President, Athletic Booster Club  
President, Music Association  
President, Educational Foundation

**FROM:** Members of the Spring-Ford Area School District Board of Directors

**DATE:** May 24, 2010

The Members of the School Board and administration have always tried to work closely with school district support groups because they recognize that the revenue raised by these organizations benefits the students.

The guidelines listed below provide further support for your organizations particularly in relation to the implementation of Policy #707, Use of Facilities.

1. Each group will be granted four (4) events throughout the school year in which custodial time will not be charged to them. Security, specialist (such as sound systems person, special lightning, etc.) costs are the responsibility of the group. The kitchen is not included and will be billed separately unless a cafeteria employee volunteers coverage.
2. The district reserves the right to charge the custodial fee when a custodian is pulled away from his/her normal duties or extra custodians are required due to the activity.
3. The district reserves the right to charge for time to move furniture (i.e. tables) from another building or time for special set-up,

Pre-approval by the building principal and Director of Planning, Operations and Facilities is required for the following options:

1. If the district can shift a custodian to Saturday daytime from one of the nighttime positions, then the facility can be used without any custodial charge.
2. If there is an administrator or staff member who can open and secure the building prior to, and/or at the end of the Saturday activity, there will be no charge for custodial time. Clean-up is the responsibility of the organization.

However, if none of the above are available and you have exceeded the four (4) events, the district will have to charge the Parent Teacher Associations, Home & School Leagues, Home & School Association, Booster Club, Music Association or Educational Foundation for custodial overtime.

pc: Building Administrators  
Director of Athletics

Director of Planning Operations and Facilities  
District Bookkeeper