



Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Code	707
Status	Active
Legal	<ul style="list-style-type: none"> 1. 24 P.S. 775 2. 35 P.S. 1223.5 3. 20 U.S.C. 7182 4. 20 U.S.C. 7183 5. 24 P.S. 511 6. 10 P.S. 328.101 et seq 7. 61 PA Code 901.701 20 U.S.C. 7181 et seq 20 U.S.C. 7905 22 PA Code 403.1 24 P.S. 779 61 PA Code 901.1 Pol. 000
Adopted	January 8, 1995
Last Revised	April 12, 2016

Purpose

It is the policy of the Board of School Directors to make available school facilities for community use. It is felt that the schools, being public institutions, supported by public funds, and dedicated to the improvement of our community and its citizens, should make available those facilities which will promote these objectives.[\[1\]](#)

Guidelines

Regulations

In order that all may enjoy the use of these facilities, the following regulations have been approved by the Board. When necessary, these regulations will be adapted to meet unusual circumstances or conditions.

An individual or community group requesting permission to use school buildings, facilities or school property must submit a written request on the prescribed application form at least ten (10) days in advance of the proposed date.

Any request for Sunday use will be approved by the Superintendent and reviewed with the Board at the next Board meeting.

Classification

A. School-Related Groups:

1. Approved school organizations.
2. Ridgway Area Teachers' Association.
3. Ridgway Area School Service Personnel Association.
4. Parent-Teacher Organization.
5. Athletic associations.
6. Booster organizations.
7. Adult education classes.
8. Ridgway Area Board of School Directors.
9. Education Consortium of the Upper Allegheny.

B. Community Groups and Organizations:

1. Girl Scouts.
2. Boy Scouts.
3. Governmental agencies.
4. Churches (for nondenominational purposes).
5. YMCA.
6. United Way.
7. Hospital organizations.
8. Community recreation groups.
9. 4-H groups.
10. Little League.
11. Soccer.
12. Special Olympics.
13. Ridgway Concert Choir.
14. Local theater groups.

C. Other Organizations:

1. Theater groups.
2. Fraternal organizations.
3. Community welfare groups.
4. Service clubs.
5. Alumni Association.

Final determination of group classification will be made by the Superintendent.

School facilities shall not be utilized for dances by organizations not affiliated with the school (707, B, C).

Schedule of Building Rental and Other Fees

For those organizations classified under Group A, no rental fee shall be charged.

For those organizations classified under Group B, any custodial time will be charged. In addition, the contracted hourly rate for the Auditorium Manager will be assessed if those services are required for the HS/MS Auditorium Manager.

For those organizations classified under Group C, the following schedule of rental fees shall govern the use of school facilities:[\[1\]](#)

Ira S. Nippes Auditorium

\$30.00 per performance

\$20.00 per rehearsal

\$15.00 for control panel

Contracted rate per hour for services of Light and Sound Director (if needed)

High School Cafeteria

\$25.00 per activity

Elementary School Cafeteria

\$25.00 per activity

Elementary School Gymnasium

\$25.00 per activity

Arnold C. Nelson Gymnasium

\$25.00 per activity

\$85.00 per P.I.A.A. events

Pavilion at Minter Park

No Charge – but organization must call elementary school to arrange time of use.

Distance Learning Lab

\$55.00 per hour plus long distance costs.

In addition, organizations classified under Group C shall pay the school district for any extra time required to be worked by the school custodians, at the rate of time and one-half of whatever the going rate may be for each particular custodian used.

Use of Kitchen

The use of all kitchen equipment and the preparation of all meals by school and/or community groups shall be the responsibility of and under the direction of the cafeteria manager.

No kitchen facilities shall be used in any cafeteria unless at least one (1) school cafeteria employee is on duty. The cafeteria manager shall be responsible for determining the number of cafeteria employees to be employed for each activity.

At any time that it is necessary to employ cafeteria workers by any organization classified under Groups A or B, such organization shall pay the school district for the time worked by these employees at whatever rate of pay prevails, either on a straight or overtime basis, whichever the case may be. Payments shall not be made directly to the employee. Rather, the employees will be paid by the school district, which in turn will invoice the organization.

General Regulations

Payment -

1. Payment for the use of the auditorium, the gymnasiums and the cafeterias shall be made payable to the Ridgway Area School District and sent to the Superintendent's office at P.O. Box 447, Ridgway, Pennsylvania 15853.

Procedure for Obtaining Permission -

1. Permission for the use of any school facilities shall be granted solely and exclusively by the Superintendent or designee.
2. After such permission is granted, a contract in duplicate, when appropriate, shall be issued by the principal's office. Use of the facilities will not be official until the contract is approved.

Equipment -

1. Equipment belonging to the school may not be used without the approval of the Superintendent.
2. Additional equipment needed by the organization cannot be installed without the approval of the Superintendent.
3. Equipment that may damage the building in any way will not be permitted.
4. All equipment belonging to the organization must be removed no later than the day following the use of the facility. Equipment shall not be set up or removed at any time that would interfere with the educational program of the school.

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: [\[5\]](#)

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 of administration.[\[6\]](#)[\[7\]](#)
6. Use of tobacco products.[\[2\]](#)[\[3\]](#)[\[4\]](#)

Supervision -

1. The school authorities reserve the right to supervise the use of the facilities and to determine the type and adequacy of such supervision.
2. In cases where children are going to use facilities, adequate and responsible supervision must be provided.
3. Police service shall be provided by the contracting organization when it is deemed necessary by the school officials.

Care and Cleaning -

1. The area under contract shall be cleaned and left in good order at all times.
2. All damages shall be reported immediately and payment made to the Superintendent before the next regular Board meeting.
3. Thermostats and other regulating devices shall be controlled solely and exclusively by the proper school authorities.
4. A custodian shall not be expected to assist in any work not a part of his/her regular duties.
5. Transporting and setting up chairs and tables and removing such equipment shall be the responsibility of the contracting group and not of the school.

Requirements -

The district will assume no liability for accidents or injuries. Insurance for participants shall be the responsibility of the sponsoring organization. Certificate of insurance may be requested and required by any organization or group.

Miscellaneous -

1. In the event a time and/or date under the terms of a contract is changed, the Superintendent shall be notified immediately by the contracting organization for the approval of the change.

Specific Regulations

Ira S. Nippes Auditorium -

1. Thermostats, curtains, lights, stage equipment, projection facilities and other equipment shall be controlled by approved school personnel.
2. Stage equipment that will mar the stage floor shall not be permitted. Under no circumstances may nails or screws be driven into the floors or walls.
3. Contract price shall not include ticket takers, ticket sellers or ushers. Contracting organizations will provide these services when needed.

Arnold C. Nelson Gymnasium and Elementary School Gymnasium -

1. Folding doors, bleachers, lights, scoreboards and other equipment shall be controlled only by approved school personnel.
2. Under no circumstances shall a gymnasium be used when occupants are not attired in proper clothing.
3. Contract price shall not include ticket takers, ticket sellers, ushers, scorekeepers or officials. The contracting organization will provide these services when needed.
4. Any use of the facilities at night requires that everyone shall be out of the building no later than 10:30 p.m. unless previous arrangements have been made.
5. Use of the facilities shall be restricted to the gymnasium and locker area.
6. The use of these facilities for a school function shall take precedence, without question, over public use.
7. Intentional damage or misuse of the facilities shall automatically void the contract and forfeit the right to future contracts.
8. All facilities, gymnasium, and locker room shower area shall be left in a clean and orderly condition.

Cafeterias (Secondary School and Elementary School) (does not include kitchen) -

1. Thermostats, lighting and other equipment shall be controlled only by approved school personnel.
2. Contract price shall not include ticket takers, ticket sellers or ushers. The contracting organization will provide these services when needed.
3. All areas under contract shall be cleared and cleaned for the next session of the regular school day.

Walking Program -

1. Entrance to the building is restricted to the auditorium entrance only. Only participating members of the club will be permitted in the facility during the activity. Walkers will be assigned key fobs to enter the building. A deposit is due with registration. The deposit will be returned at the end of the walking season when the key fob is returned to the Middle-High School Office.
2. Walkers are required to sign in upon entering the building and to sign out upon leaving the building.
3. If school is cancelled, that day's walking session is also cancelled.

Duties of Supervisor of Contracting Organizations and Custodians

Supervisor -

1. Shall be responsible for the conduct of the organization.
2. Shall be responsible for the enforcement of the regulations as stipulated by the contract and this policy.
3. Shall be responsible for providing special services such as ticket sellers and ticket takers, etc.
4. Shall execute the contract and be familiar with and responsible for all terms of the contract.

5. Shall make all necessary payments.
6. Shall obtain, set up and return or replace equipment used.

Custodian -

1. Shall perform such normal duties as are requested by the supervisor.
2. Shall secure all doors, windows, etc. at the close of such meeting.
3. Shall turn off lights and heating units at the close of each meeting.
4. Shall be responsible for having the area clean and available for the next session of the regular school day.

Restricted Areas

Activities of contracting organizations shall be restricted to the facility or facilities specified in the contract. Entrance into and/or use of any other area shall be strictly prohibited.

Terms of Contract Agreement

The organization accepting this contract agrees to all conditions as stated herein, and assumes full legal and financial responsibility for the terms and conditions of the contract.

The organization assumes full responsibility for all expenses, bills or other financial obligations incurred by the use of the school property or facilities included in this contract, and agrees to make full and complete payment for any and all financial obligations without exception.

It is agreed that under no conditions shall the Ridgway Area School District assume any financial responsibility for the use of the school facilities as permitted herein.

The organization agrees to take precautions to prevent fire, theft or damage to school property, facilities, supplies and equipment. The organization hereby agrees to return to the Ridgway Area School District all facilities, equipment and supplies in first class condition equal to that existing at the time the organization was granted permission to use school facilities.

The organization agrees to comply with all rules and regulations of the Ridgway Area Board of School Directors and any and all conditions stated in this contract. Default of any part of this contract shall obligate the organization, its officers and members to any necessary legal procedures to recover damages or repayment of costs incurred in replacing or cleaning of school facilities or equipment. Those school facilities which may have been damaged or otherwise placed in unsatisfactory condition due to the award of this contract shall become the liability of the organization.

The organization agrees to make payment in full to the Ridgway Area School District for all fees and charges incurred through the contract and to submit such payment to the office of the Superintendent within thirty (30) days following the use of the facilities.