

# **Mid Valley School District**



## **Guidelines for the Use of School Facilities**

## Availability

All requests for facilities are dependent upon the availability of the facilities. The school program and its organizations have prior right to use all facilities. School maintenance programs shall also enjoy priority. Approved non-school groups will be assigned space according to the order of receipt of the request. The use of school facilities shall not be granted for any purpose which is prohibited by law.

School facilities will be made available to non-school related groups in accordance with the procedures established in this policy.

Permission for use of facilities to any individual or group not covered by this policy will be at the discretion of the Board of Education.

Requests for use of facilities should be made to the building principal or Athletic Director at **least two (2) weeks prior to the scheduled activity.**

The school building and equipment may be used by Mid Valley School District employees for educational purposes upon approval by the building principal. Under no circumstances will the school building and/or equipment be used for personal profit or gain.

### 1. Liability

Any group/individual given permission to use the school building/facilities must render the **SCHOOL DISTRICT "HARMLESS"** for any injury of liability resulting from the use of school facilities in connection with the approval.

### 2. Guidelines

Since the Board of Education is charged by law with the responsibility for providing, maintaining, and protecting school facilities, the right to deny the use of the school facilities must be reserved when deemed necessary in the public interest. The following will be used in interpreting the "public interest."

- *Responsible adult supervision must be provided by the sponsoring organization.*
- *It shall be the responsibility of the organization using the facilities to control the conduct of persons attending the activity.*
- *Organizations using the facilities shall be responsible for the condition of the building and grounds. Damages are to be paid by the organization using the facilities. School authorities shall be sole judges for what constitutes good condition.*
- *The organization agrees to absolve the Board of Education from any liability for accident or injury to persons in attendance either at rehearsal or performance.*
- *Intoxicants, narcotics, or gambling is not permitted on school property. Smoking is not permitted inside the building or outside the facility. This is a "Smoke-Free" environment.*
- *The use of signs, banners, pennants, etc., placed in or on school buildings or on school grounds by any group must be approved by school officials.*

- *The applicant agrees to assume responsibility for confining spectators and participants to the rooms or parts of the building specifically included in the agreement.*
- *No equipment is to be brought into a school building without written approval.*
- *There shall be no installation of equipment or alterations to existing facilities or equipment by the applicant without written approval of school officials.*
- *If the Administration of the District deems security is necessary, the renter is responsible for payment of the security fees.*
- *The Board of Education reserves the right to refuse any individual organization use of school buildings and grounds at any time.*
- *A Certificate of Insurance is required from all organizations prior to approval of building use.*

### 3. Standard Fees

Fees will be charged according to the group classifications defined below. The Board of Education reserves the right to assign the group classification and may waive fees.

#### Classroom:

- School-Related Organization – No Charge
- Group Classifications A and D – No Charge  
\* **Custodial fee**
- Group Classifications B and C - **\$25.00** per evening plus  
\* **Custodial fee**

#### Cafeteria:

- School-Related Organization – No Charge
- Group Classifications A and D - No Charge  
\* **Custodial fee**
- Group Classifications B and C - **\$200.00** up to 4-hours and **\$50/hr.** thereafter plus **\*Custodial fee and related staff if applicable.**

#### Gymnasium and Athletic Fields:

- School-Related Organization – No Charge
- Group Classifications A and D – No Charge  
\* **Custodial fees**
- Group Classifications B and C - **\$250.00** per site, up to 4-hours and **\$50/hr.** thereafter plus **\*Custodial fee and related staff if applicable.**

**Auditorium:**

- School-Related Organization – No Charge
- Group Classifications A and D – No Charge
- \*Custodial fee**
- Group Classifications B and C - **\$250.00** up to 4-hours and **\$50/hr.** thereafter plus **\*Custodial fee, Fee for Technical Director/related staff if applicable.**

*\* A Custodial fee of \$25.00 per custodian per hour will be charged to groups when custodians are not on regular duty. Assignment of custodial personnel will be made by the District Administration. Fee of \$25.00 per hour also applies to Technical Directors/related staff if applicable.*

**4. Classifications of Non-School Related Groups**

- A. Local civic and service organizations: These are organizations recognized for the service they provide to the community at large. Such organizations shall have the majority of membership composed of district residents or have its headquarters located within the district. Examples include girl and boy scout troops; alumni associations, 4-H clubs; nonprofit youth associations; and municipal-sponsored organizations (police, ambulance and/or fire) headquartered within the municipalities located within the district with tax-exempt Section 501c(3) status.
- B. Sports leagues, camps or clinics: Any sports league, camps or clinics which charge any fees to the spectators and/or participants and the proceeds are kept by the individual or organization.
- C. Profit-making organizations or individuals: Any organization or individual which does not fall into one (1) of the classifications above who charges any fees to the spectators and/or participants or benefits financially in any way from the rental.
- D. Other organizations or individuals: Any approved organization or individual which does not fall into one (1) of the classifications above and does not charge any fees to the spectators and/or participants or benefit financially in any way from the rental.

## Adult Education

The facilities of the Mid Valley School District may be made available to community adults in accordance with the following regulations:

- The group must have responsible “person in charge” who will complete the request, serve as a liaison between the adult group and school personnel and enforce the guidelines established by the Board of Education.
- Only persons who have already been graduated from school will be permitted in the building.
- No person will be permitted to participate in the activities unless that person has signed a **“HOLD HARMLESS AGREEMENT”** and the agreement is on file in the office of the Superintendent of Schools.

Please fill out the attached forms. If you have any questions, please call the office at **570-307-1108**.

Return by fax **570-307-1107**, E-mail [buczynskis@mvsd.us](mailto:buczynskis@mvsd.us), or mail to:

**Mid Valley School District**

**52 Underwood Road**

**Throop, PA 18512**

# Mid Valley School District

## Facility Use

Name of Club/Organization: \_\_\_\_\_

Name of Contact Person/Advisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Club/Organization or Contact Person: \_\_\_\_\_

Contact Person/Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please list all the dates you need, including practice/rehearsal dates:

Date(s) and Time (s) needed: \_\_\_\_\_

Reason: \_\_\_\_\_

Facility Requested:  Auditorium  Cafeteria  Kitchen  LGI  Classroom  Gym

Other: (Please specify): \_\_\_\_\_

Do you need Security for your event?  Yes  No If yes, how many individuals do you need? \_\_\_\_\_

*\*Security Fee is \$25.00/hour per individual*

Do you need stage crew or stage equipment? (lighting, sound, microphone, etc.)  Yes  No

*If yes, please fill out the Technical Crew Request Form.*

*\*Technical Crew is \$25.00/hour per individual*

If Kitchen used, please specify what you need (ex: ovens, stove etc.): \_\_\_\_\_

Additional equipment needed?  Yes  No If yes, please list equipment below (tables, chairs etc.)  
and where you will need it placed:

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### **For District Use Only:**

Group Classification: \_\_\_\_\_ Fees to be charged: \_\_\_\_\_ Payment received: \_\_\_\_\_

Approved (Board Meeting Date): \_\_\_\_\_

Disapproved

Copy to Building Principal: \_\_\_\_\_

Copy to Maintenance: \_\_\_\_\_

Copy to Club/Organization: \_\_\_\_\_

Copy to Superintendent: \_\_\_\_\_

Copy to Athletic Director: \_\_\_\_\_

Copy to Other: \_\_\_\_\_