

PHOENIXVILLE
 AREA
 SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

11/20/2014

ADMINISTRATIVE GUIDELINES
 POLICY NO. 707.
 USE OF SCHOOL FACILITIES

General Conditions Use

1. Permission to use school buildings and facilities will be limited to organizations with offices or operations located within 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. This policy may be waived for a period of sixty (60) days for groups who are in the process of establishing their membership. Permission may be granted to groups who are classified as Class IV or V. Availability is subject to the convenience and activities of the particular school or facility and so as not to interfere with the school district's educational or other programs.
2. The District shall reserve the right to:
 - a. Revoke approval previously granted use approved where appropriate in the District's sole discretion.
 - b. Reassign a previously approved usage agreement to another location, at the sole discretion of the District.

Application Processing Guidelines

The District will process each application received. The applications will go to the local school first for review and approval by the building principal or designee.

The principal or designee shall:

1. Check the availability of facilities, staff, and equipment requested.
2. Complete a preliminary review of the proposed use described in the application for compliance with District Policy. All Applications shall be treated equally and the proposed use/activity considered on a content-neutral basis.

3. Determine whether any special security arrangements (i.e. additional security personnel, police, equipment, security deposits, technicians, etc.) are necessary or appropriate to the proposed use.
4. Process acceptable applications. If the application will require charging the applicant, it will be routed to the Business Office for invoicing.

The Business Office will:

1. Inform the Applicant of any initial rental and/or other additional charges.
2. Coordinate Applicant's inspection of the facility and/or equipment to be used and instructions as to proper care and use.

If rejected, the reasons shall be communicated to the Applicant via e-mail.

User Responsibilities

Application must be completed via the District's Online Facility Scheduling System. Applications must be submitted for consideration at least thirty (30) days in advance for single events and sixty (60) days in advance for multiple events or activities. No applications will be considered until ninety (90) days prior to the requested date. Applications will be accepted for the current school year only. The term of the agreement cannot exceed one (1) year.

User shall:

1. Provide a deposit in advance in whatever amount the District deems reasonable and appropriate. Deposits may be waived at the discretion of the Board.
2. Pay all initial rental fees and required deposits a minimum of ten (10) working days prior to usage. Fees for additional services will be billed to the organization and are due ten (10) days after the date of the bill. Groups with outstanding invoices will not be considered for a new application until all invoices have been satisfied.
3. Pay all additional costs related to usage for District staff, equipment and possible property damage immediately following the usage upon receipt of an invoice from the Business Office.

Failure of the user to comply in a timely manner with District requirements shall be cause to revoke approval without liability whatsoever to the District.

The District expressly reserves the right to revoke any approval in its sole discretion should the circumstances warrant.

All documentation and payments shall be submitted to the Executive Director of Operation's Office.

Rescheduling

In the event the User reschedules the facility rental, based on availability, the District will charge a rescheduling fee of \$50.

Cancellation

In the event the User cancels the facility rental, a cancellation fee may apply. If applicable, the District will work with the User to reschedule. Based on availability, the District will charge a cancellation fee according to the terms below:

- If more than 3 months of rental date: No charge
- If 1 month to 3 months of rental date: 25% charge of rental fee, plus \$50 cancellation fee
- If within 1 month of rental date: 50% charge of rental fee, plus \$50 cancellation fee.

Damages

1. Representatives of the District will inspect the facility upon conclusion of the usage to determine if any District property was damaged or is missing.
2. All damages/missing property will be reported to the Director of Operations, who will assess the damages and submit a written report to the Executive Director of Operations. The Business Office will invoice User upon repair or replacement of the property.
3. User shall pay, less the deposit, any fee assessment for damages or missing property, as determined by the District, immediately upon receipt of invoice. Payment is to be made to Phoenixville Area School District and sent directly to the Business Office.

Classifications

Any organization, group or individual defined in Classes I, II, III, IV and V below shall complete an electronic Facility Usage Application ("Application") (See Attachment) for permission to use a specific facility. The building principal shall review and determine whether to approve or disapprove such application.

If the application is granted, the applicant will receive an electronic notification of approval.

Class I – School-Related Groups and Organizations

1. School-related organizations or school-sponsored activities.

2. School-related organizations (i.e., Music Association, Booster Club, Boy Scouts, Girl Scouts, etc.) whose primary purpose and function is supportive of the District's educational mission.
3. Phoenixville Area School District employee collective bargaining units.
4. Local community organizations who are in a formally approved educational/community partnership with the District.
5. Phoenixville Area School District Home and School Associations.

Use by Class I organizations shall be without charge except for custodial and/or other staff costs beyond normal work schedules and any cost incurred by the District due to physical damages/missing property. The Phoenixville Area School District Home & School Association's shall have use of District facilities without charge, except for custodial and/or other staff costs that occur beyond weekdays (M-F) until 11:00 P.M.

Rental requests from Class I will be given priority.

Class II – Community Service Organizations Which Directly Benefit And Serve Youth And Adult

1. Responsible organizations located within the community that are non-profit service, civic, governmental, or recreational organizations whose primary purpose is the betterment of the community and the providing of services to residents in general. This includes, but is not limited to, organizations such as fire companies, and youth sports organizations.
2. An accredited state-owned, state-related, community or private college/university.

Use may be granted at a reduced charge, and subject to advance payment where the user presents a program/activity which is instructive or beneficial to the public and if no admission is charged or no donation is requested. Class II users shall be responsible for custodial and/or other costs. Class II organizations can charge membership fees which benefit the continuation of the program developed by the organization. In Class II organizations, sponsors and organizers must be volunteers. In the event that sponsors and organizers are paid, then the organization will be Class III.

Class III – Political Meetings, Community Service Organizations – Charging Admission or Taking Collection

1. Political meetings or organizations which take collections for the betterment of

the community, (example, total collections benefit Meals on Wheels, etc.). Also any Class II tenants, as well as private enterprises, or other organizations/groups or individuals where an admission fee is charged, donation requested, or whose usage involves a fundraising activity will be considered Class III and charged accordingly.

Use shall be subject to advance payment of a facility usage fee, security deposit and related expenses (i.e. labor, etc.).

Class IV – Commercial/Residential Groups

1. Groups which take collections that support the organization as a whole, commercial/residential groups paying taxes or groups developed by commercial organizations contributing funds to support educational programs, (for example, church services, commercial companies, homeowner’s associations).

Class V – Other Groups

1. Groups who serve the community, but do not originate in the community.

Special groups which do not fit the above classifications will be charged a usage fee schedule established by the Business Office. In establishing such fees, the Executive Director of Operations shall exercise discretion in determining the equivalent classification of the organization best approximating the nature of the organization. Rental rates for multiple use will also be established by the Business Office.

Multiple Uses

1. In the event an applicant from time to time requests differing uses of school facilities, then the applicant shall be subject to the above classifications, on a case-by-case basis.
2. Fees for multiple uses of school facilities shall be billed as follows:
 - a. Initial use, regular fee according to the Fee Schedule established by the Business Office.
 - b. Additional uses for same activity/program shall be charged an additional flat fee according to the Fee Schedule established by the Business Office.
 - c. Use may be granted at no charge or a reduced fee if the user offers the program to the public at no charge or at a nominal fee to cover expenses. The user shall provide a written statement to the Board confirming the above upon application.