

Community RelationsPublic Activities Involving Staff, Students or School FacilitiesUse of School Facilities and Equipment

The Boyertown Area School District facilities and grounds are designed and maintained to provide for educational programs and services on behalf of the students who are enrolled in the local school district. The Boyertown Board of School Directors encourages the use of school facilities and grounds for events that support community sponsored educational and recreational programs and provide for community activities.

Use of district facilities and fields will be scheduled in the following priority order:

- Educational programs and school functions for the school and school district
- Events and activities sponsored by a School District connected group
- Activities in which majority of the participants are school age youths
- Meetings of parent and staff organizations
- Community sponsored activities and events open to the Public

District facilities and grounds may not be used for any activities or events forbidden by law, regulation or policy.

Class DefinitionClass 1

Definition: Boyertown Area School District sponsored activities and events.

Class 2

Definition: School Connected Groups. Organizations whose primary purpose and function is support of Boyertown Area School District educational activities. This includes, but not limited to PTA, Music League, Boosters Club and the like. Community Civic/Service Organizations. Organizations within the geographical boundaries of the school district whose primary purpose is the betterment for the community and providing of services to residents. This includes, but is not limited to, Lions Club, Rotary Club, Kiwanis Club, Optimists, governmental agencies (local, state and federal) and the like.

Class 3

Definition: Other. Any community enterprise, college, university and any other organization not defined in classes 1 and 2

Community - The geographical area encompassed by the Boyertown Area School District.

Insurance Coverage

All Lessees, except class one - (1), shall provide a valid Certificate of Insurance from an insurance company authorized to do business in the Commonwealth of Pennsylvania. The insurance company shall have a Best rating of A or A+. The policy shall be in the name of the sponsoring organization(s) or individual(s) with the Boyertown Area School District named as an insured.

When district facilities are used by any groups (except events and activities sponsored by the School District) pursuant to this policy, the Board of School Directors assumes no responsibility for injury to persons, property or loss of property. Furthermore, any party utilizing district facilities will be required to agree to the terms and conditions as presented on the facility usage/scheduling software releasing the School Board members and any school employee from any liability whatsoever. By requesting the use of facilities through the online software any group permitted to use the district's facilities agrees to the release of liability.

The School District will not be liable or responsible for:

- Any individual, including a student, participating in the Lessee's sponsored activity or event,
- Any person or persons attending the Lessee's sponsored activity or event, whether in school facilities or in entering or leaving the buildings or on property owned or leased by the School District.

It being understood that Lessee assumes all responsibility and liability for accident or injury that may occur or any claim which may arise out of use of school facilities and/or grounds.

If required, a valid Certificate of Insurance must be received prior to the scheduled date for the use of facilities. The Certificate of Insurance shall name the Boyertown Area School District as additional insured.

Insurance coverage shall be at least:

1. A combined coverage of \$1,000,000 bodily injury liability and property.
2. Products liability insurance coverage of \$1,000,000 if food will be sold and/or prepared and served.
3. Automobile liability insurance coverage of \$1,000,000 if vehicle(s) will be used as part of the activity and/or event.
4. Workers compensation: The relationship of employee and employer shall not exist between the School District and the Lessee. Any student(s) who provides service for the Lessee shall be considered an employee of the Lessee unless that person has been approved as an employee of the School District by the Board of School Directors. Lessee shall be responsible for providing adequate workers' compensation coverage for anyone employed on the job, including students. The School District shall not be responsible for either Workers' Compensation coverage or unemployment compensation payments with respect to labor furnished or employed by the Lessee. Such coverage shall be the full responsibility of the Lessee. On request, Lessee shall provide to the School District proof of coverage of Workers' Compensation insurance.
5. If an organization utilizing the district's facility has amusement or outside concessions, the minimum insurance liability limit shall be \$1,500,000 combined single limit. It shall be the responsibility of the organization that have outside vendor(s)/concession(s) stand(s) owner(s)/operator(s) to submit Certificate(s) of Insurance when the organization submits the application to use the School District's Facilities and/or Grounds.

Custodial Service

It is required that a custodian, and/or a School District employee approved by the Building Principal, be present during an event or activity which necessitates the use of any part of a building.

Requests for use of a school facility during such time the custodial force was not previously assigned to work shall be granted only if custodial help can be secured for the activity or event. Where required, except for Class 1, the lessee will be charged for the costs of custodial services.

Class 1: There will be no custodial charge.

Class 2: There will be a custodial charge unless the activity or event is held during a period when a custodian was previously assigned to work.

Class 3: The school district has the sole right to determine number of custodians needed for each activity or event. Custodial fee will be assessed depending upon the activity or event.

Kitchen Service

When a building's kitchen is requested for usage, a Food Service employee must be present during the event to monitor the use of the kitchen equipment. The Food Service manager will be responsible for assigning an employee to be present for each event.

Technical Support Personnel

The operation of stage lights, stage scenery, scoreboards, public address systems, and other similar school equipment shall require the presence of a trained employee of the school district. In such cases, arrangements are to be made through the online School Facilities Use application for the organization to pay for the services of school personnel.

Sports Fields

Activities and events on sports fields can be performed by the organization itself and should not involve school personnel in most instances. Grooming and lining of fields for football, soccer, baseball, lacrosse and softball are examples. The District will cut the grass as usual, but District personnel will not groom or line the playing fields. If the use of school personnel is found to be essential in some unusual instance, arrangements are to be made through the online Application for Use of Facilities for the organization to pay for the services of school personnel.

Security

The Building Principal may require the sponsoring organization to obtain adequate police protection and/or traffic control for any given activity or event. Labor charges for police protection and/or traffic control shall be negotiated between organization and police/traffic control personnel. Payment of these labor charges shall be made directly to the appropriate party. Payment shall not be made to the Boyertown Area School District.

Equipment Charges

In Class 2, if the activity requires the use of the School District's gymnastic equipment, supplies and mats, a \$10.00 per class hour/or a fraction thereof, will be charged to the sponsoring organization. Charge to class 3 depends upon the activity or event.

Rental Schedule

The use of the District's facilities shall at all times be subject to the requirements and activities of the school.

Class 1: No rental fee.

Class 2: School Connected Groups, Community Service and Civic Organizations will not pay a rental fee unless the sponsoring organization charges a fee to participants or if an admission fee is levied.

Class 3: Rental fee will be assessed depending upon the activity or event. The School District reserves the right to require a facility usage deposit for all Class 3 requests.

Billing

All charges levied on behalf of the Boyertown Area School shall be billed through the District's Business Office.

In the event an activity is cancelled or postponed by the sponsoring organization, and the School District incurs expenses on behalf of the activity, the sponsoring organization shall pay incurred expenses.

No payment for services shall be made directly to a school employee.

All payments shall be submitted in check/money order form made payable to the Boyertown Area School District: Attention - Business Office, 911 Montgomery Avenue, Boyertown, PA 19512.

Minimal Participants

Recreational activities sponsored by a non school-related organization or by a community group shall have at least 10 participants (excluding official(s)). Any recreational activities that have less than the required number of participants shall be cancelled. It is the responsibility of the sponsoring group to notify the school administrator with whom the arrangements for the use of the facility were made in the event the activity must be cancelled.

This policy authorizes the use of the District's online facility usage request and community use calendar software program. All requests for facility usage should be submitted by accessing the District's website, Boyertownasd.org. The direct link to the facility usage request form is:

www.boyertownasd.org/services/facilities-and-maintenance/Schedule-Facilities.aspx

RENTAL FEE SCHEDULE FOR SCHOOL FACILITIES

Rental rates or fraction thereof are for Class 2 and Class 3 charges are based upon the activity or event.

<u>Facility</u>	<u>Rental Rates</u>	
	<u>Class 2</u>	<u>Class 3</u>
Memorial Stadium (Football) (Lighting will be an additional \$35 per hour)	\$250/day	\$125/hour
Bear Stadium (Baseball) (Lighting will be an additional \$35 per hour)	\$250/day	\$125/hour
Junior High Football Field	\$100/day	\$50/hour
Auditorium		
Rehearsal (Number of rehearsals for which no rental is charged shall equal the number of performances. For example, if there are two (2) performances, no charge for the first two (2) rehearsals. The charge for each rehearsal thereafter is:	\$0	\$10/hour
Performance (Air-conditioning will be an additional \$20 per hour)	\$100/day	\$50/hour
Dining Room	\$100/day	\$50/hour
Kitchen	\$100/day	\$50/hour
Classroom	\$50/day	\$25/hour
Gymnasium	\$250/day	\$80/hour
Elementary Multi-purpose Room	\$100/day	\$50/hour
Large Group Instruction Room	\$100/day	\$50/hour

Board of School Directors Policy
Boyertown Area School District
Boyertown, PA 19512

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