



Facilities Use Guidelines

Western Wayne School District

Purpose

The Board recognizes that although the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment, the Board may make school facilities available to individuals and community groups without discrimination and in accordance with this policy, provided the use does not interfere with the educational program of the schools.

Availability

All requests for facilities are dependent upon the availability of the facilities. Any scheduled school activity, whether taking place during the school day or otherwise, shall have precedence over any other activity for the use of such facilities. School-related activities shall have precedence over nonschool or for-profit activities. 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 and/or the school board approved Use of School Facilities policy (707).

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 Superintendent of Schools and/or the Board of Education.

Requests for use of school facilities shall be made annually for use between July 1 and July 31 of each year on forms provided by the district.

Application requests for use of school facilities by school-related and nonschool-related non-profit groups (Classification A or D) shall be made in writing at least two (2) weeks prior to the time the organization wishes to meet. Application requests for use of school facilities by nonschool-related for-profit groups (Classification B or C) shall be made in writing at least one (1) month prior to the time the organization wishes to meet. Requests received in lesser time may not be able to be processed.

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

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.

Liability Insurance

The Board reserves the right to require an appropriate insurance policy for public liability and property damage if it is felt the nature of the event would require it. The original policy shall be made out in the name of the organization and/or the school district and filed in the administrative office at least one (1) day prior to the event.

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.*

Unauthorized Use/Prohibited Activities

The Board prohibits use of school facilities for the following activities:

- Use by individuals or organizations whose activities are illegal or subversive in nature.
- Use of school facilities for holding public dances.
- Use for affairs held for a private business or individual monetary gain.
- Possession, use or distribution of illegal drugs and/or alcoholic beverages.
- Possession of weapons.
- Conduct that would alter, damage or be injurious to any district property, equipment or furnishings.
- Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.
- Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act.
- Use of facilities for the operation of all-terrain vehicles, snowmobiles, go-carts, dirt bikes, and the like.

Use of Cafeteria

When school kitchens or dish washing areas are to be used, at least one (1) cafeteria employee must be on duty in the kitchen and/or dish washing area. Those assignments are to be made by the Food Service Director. Payment of the cafeteria employees will be the responsibility of the organization using the facilities.

Caterers will be permitted in the cafeteria only if the school cafeteria cannot handle the affair or because of the time element. This decision is to be made by the Food Service Director.

Standard Fees

Use by School-Related Organizations

There shall be no charge for buildings or facilities when used by approved school-related groups or organizations including, but not limited to, all Parent-Teacher Associations, school recognized booster clubs, officially organized meetings of teachers in institute or other assembly and all games, plays, etc., sponsored by any school in the Western Wayne School District.

Use by Nonschool-related Organizations

The Board shall approve a schedule of fees for the use of school facilities by approved groups. The Board reserves the right to change any or all of the fees via formal Board action.

Fees will be charged according to the group classifications defined below. The Superintendent 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 3-hours and **\$50/hr.** thereafter plus **Custodial fee*

Gym and Other Fields:

- School-Related Organization – No Charge
- Group Classifications A and D – No Charge
**Custodial fees*
- Group Classifications B and C - **\$200.00** per site, up to 3-hours and **\$50/hr.** thereafter plus **Custodial fee*

Auditorium:

- School-Related Organization – No Charge
- Group Classifications A and D – No Charge
**Custodial fee*
- Group Classifications B and C - **\$300.00** up to 3-hours and **\$50/hr.** thereafter plus **Custodial fee, Fee for Lighting Director, Fee for Sound Director, etc. if applicable.*

*** A Custodial fee of \$21.00 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 Maintenance Supervisor. Check must be made out to Western Wayne School District.**

1. 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, and any other organization 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.

Use of Stage Equipment

Stage lights and sound systems may be operated only by persons approved by the district. When the individual or organization requests services beyond the normal set-up of sound system and lighting, arrangements shall be made with the student personnel (stage crew) who handle this, and compensation agreed upon with them.

Scenery and Decorations

Scenery may not be attached to the floor of the stages or wall by means of screws, nails, etc. Scenery not complying with applicable fire laws may not be used. Scenery, decorations, etc., must be removed immediately after the performance.

Turf Athletic Field

Use of the turf athletic field is reserved for school groups only. Special requests will be considered by the Board for approval on a case by case basis.

Adult Education

The facilities of the Western Wayne School District will 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 form. If you have any questions, please call Susan Romanski at the Western Wayne District Office at **800-321-9973, option 5**.

Return by fax **570-341-1221** or mail to:

Western Wayne School District
1970C Easton Turnpike
Lake Ariel, Pa 18436



Telephone: 1-800-321-9973 Web: www.westernwayne.org Fax: (570) 341-1221

JOSEPH W. ADAMS
Superintendent of Schools

MATTHEW BARRETT, Ed. D
Assistant Superintendent

ROSE E. EMMETT
Business Manager / Board Secretary

Western Wayne School District - Request for Facilities Usage Form

Name of Club/Organization: _____

Facility Requested: High School ___ Middle School ___ EverGreen ___ RDW ___

Auditorium (HS): ___ Cafeteria: ___ Kitchen: ___ LGI (HS): ___ Classroom: ___ Gym: ___

Other: (Please specify): _____

Purpose of Use: _____

Date(s) / Time (s) needed: _____

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

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

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

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

Club/Organization Advisor's Name: _____ Date: _____

Club/Organization Advisor's Signature: _____

Phone and/or email you can be reached at: _____

IMPORTANT NOTICE: School functions have first priority of use of school facilities. This may result in cancellation of a reservation by your organization.

To Be Completed by School District:

_____ Approved

_____ Denied

Reason: _____

Signature: _____

It is mandatory that you contact the building principal for the building that you are requesting two weeks in advance of the date in order to confirm the building use. A fee of \$21 per custodian per hour will be paid to Western Wayne School District. If food service resources are required, an additional \$21 per resource, per hour will be assessed.

The number of hours an organization needs is to be discussed with the building principal prior to the use of the building. If school is cancelled or dismissed early, the activity has to be rescheduled or cancelled. *Security for an event may be requested by the building principal and will be the responsibility of the club/organization to provide security personnel. The principal may deny a request if necessary security is not available.

High School: Mr. Paul Gregorski Middle School: Mrs. Kristen Donohue
Robert D. Wilson: Mrs. Maria Miller EverGreen: Ms. Ellen Faliskie
Athletic Directors: Mr. Gregory Butler, Mrs. Cindy Rizzi

HOLD HARMLESS AGREEMENT

In consideration for permitting our use of the named school facilities, we hereby agree to be responsible for any damages to those or other school facilities or property resulting from or in connection with our use thereof. We further agree to indemnify and hold harmless the school from any claim, loss or damage arising from or by reason of any bodily injury, death or property damage resulting from or in connection with our use of school facilities or property.

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JOSEPH W. ADAMS
Superintendent of Schools

MATTHEW BARRETT, Ed. D
Assistant Superintendent

ROSE E. EMMETT
Business Manager / Board Secretary

Western Wayne Technical Crew Request Form

If you would like the stage crew to provide any equipment or services for your function, please fill out this form as completely as possible and return it to the High School office at least one (1) week prior to the event. If this timeline is not followed, the school cannot guarantee that these services will be provided. You may receive separate confirmation that the auditorium is reserved but please **DO NOT** assume that the stage crew request will be filled unless you receive confirmation.

Lighting available includes: Colored lights on stage, house lighting, spotlights, stand lights, and lighting that can be timed with presentations with sufficient rehearsal time.

*Please describe the lighting you will need for your event:

Sound system equipment available includes: Microphones on stands (up to 6 wired and 1 cordless), 2 hanging overhead microphones, 2 floor microphones, monitors, separate amplifier for instruments.

*Please describe the sound needs for your event:

Other equipment includes: Full stage, or any portion, seated (band) risers, 5 sets standing (choral) risers, podium, music stands, projection screen, tables, and chairs.

*Please describe any equipment, listed or not, that you would like provided other than sound and lighting. If you need risers, please include diagram for setup:

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