



WEST ELIZABETH - JEFFERSON HILLS - PLEASANT HILLS

ADMINISTRATION BUILDING
835 OLD CLAIRTON ROAD
JEFFERSON HILLS, PA 15025
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POLICY 707 -- USE OF SCHOOL FACILITIES

1. Purpose

School facilities of this district should be made available for community purposes provided that such use does not interfere with the educational and athletic/activity program of the schools.

2. Authority

The Board will provide for the use of school facilities when permission has been requested in writing and has been approved by the Administration as per Policy.

3. Guidelines

All groups or organizations will be granted a permit to use school facilities and equipment in accordance with Policy. However, when the use of school facilities and equipment by a group or organization incurs an expense for the district, the charge for the use of the facility will be billed by the Business Office according to that charge and schedule approved by the Board.

Permits will be issued upon application to groups or organizations on a "first-come-first-served" basis.

The following conditions will govern the use of district buildings:

- The Board of School Directors reserves the right to grant permits in the best interest of the school district.
- A **Certificate of Insurance** is required to occupy space within West Jefferson Hills School District property. A correct and complete certificate of insurance must be provided to the District's Business Office prior to occupying the designated space, or taking possession of the space will not be permitted. The following are required on the certificate:

Insured: Name and address of business/organization

Insurers Affording Coverage: Name of insurance company providing coverage

Type of Insurance: Commercial General Liability; Occurrence

Policy Expiration: Effective date must be at least the start of the event and/or when space possession is taken. Expiration date needs to be at least one day after the last day of the event.

Limits: Each Occurrence: \$1,000,000; General Aggregate: \$3,000,000; Description of Operations

Certificate Holder: West Jefferson Hills School District, 835 Old Clairton Road, Jefferson Hills, PA 15025-3131

Cancellation: Need at least thirty (30) days' written notice

Authorized Representative: Must have signature to be valid.

Please contact the Business Office at 412-655-8450 if you have any questions.

- It is the policy of the West Jefferson Hills School District to not discriminate on the basis of sex, handicap, age, race, color, and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 5094 and Title VI. For information regarding services, activities, programs, and facilities that are accessible to and usable by handicapped persons or about your rights or grievance procedures, contact the Director of Human Resources at 412-655-8450 x2228.
- Building areas available for use are limited to the auditorium, gymnasium, community room, cafeteria, and kitchen with restrictions. Classrooms/LGIs will not ordinarily be used for other than adult education. All rooms are designed to be used for their intended purposes and shall be provided to be used as is.
- Groups using the building must have proper sponsors and supervision.
- Individuals or groups holding the permit are responsible for furniture and equipment, for the conduct of the group, and for the condition of the building and group area. Individuals or groups holding the permit will be responsible for all repairs up to and including replacement for any damages incurred.
- Permits are valid only for the specified date, time, and building area.
- Where kitchen facilities are used, the school employee in charge or a designated member of the kitchen staff must be in attendance to operate equipment. All costs associated with kitchen personnel are the responsibility of the permit holder.
- Smoking is not permitted within the confines of the West Jefferson Hills School District.
- Gym shoes will be used on the gym floor at all time except with permission of the Board or where permission has been given for dancing.
- Permits are subject to cancellation when:
 - a. Conflicts arise with school activities
 - b. Rules governing use of the building are violated
 - c. Buildings are left in an unsatisfactory condition by using group
- The holder of this permit agrees to hold harmless the school district and Board of School Directors for any and all claim(s), demands, and actions at law or in equity which may arise in any manner from the use of said school property or any part thereof.
- Alcoholic beverages of any description are not permitted on school property at any time. It is the responsibility of the sponsoring group to carry out this provision.
- All activities must terminate by **10:45** p.m. except where the Superintendent recommends, and the Board approves, an extension.

The Board will establish annually a schedule of fees for the use of school facilities and equipment.

POLICY 707 -- USE OF SCHOOL FACILITIES (continued)**RENTAL CHARGES***

	I School- Sponsored	II School- Related	III Community Non-Profit	IV Non-Community or Private Interest
<u>Auditorium</u>				
TJHS (main) Security	No charge	No charge	\$500 Security Deposit	\$1,000/event + \$500 <u>Deposit</u>
<u>Gyms</u>				
TJHS (Main)	No charge	No charge	No charge	\$500/event or \$60/hr.
TJHS (Aux.)	No charge	No charge	No charge	\$350/event or \$60/hr.
PHMS	No charge	No charge	No charge	\$350/event or \$60/hr.
Jefferson Elem.	No charge	No charge	No charge	\$350/event or \$60/hr.
McClellan Elem.	No charge	No charge	No charge	\$350/event or \$60/hr.
Gill Hall Elem.	No charge	No charge	No charge	\$350/event or \$60/hr.
<u>Cafeterias</u>				
TJHS	No charge	No charge	No charge	\$350
PHMS	No charge	No charge	No charge	\$350
Jefferson Elem.	No charge	No charge	No charge	\$350
McClellan Elem.	No charge	No charge	No charge	\$350
Gill Hall Elem.	No charge	No charge	No charge	\$350
<u>Athletic Fields</u>				
TJHS (practice)	No charge	No charge	No charge	\$100
TJHS (baseball)	No charge	No charge	No charge	\$100
TJHS (softball)	No charge	No charge	No charge	\$100
TJHS (tennis)	No charge	No charge	No charge	\$100/hr.
PHMS	No charge	No charge	No charge	\$100
Jefferson Elem. (softball)	No charge	No charge	No charge	\$100
Jefferson Elem. (soccer)	No charge	No charge	No charge	\$100/day or \$30/hr.
Gill Hall Elem.	No charge	No charge	No charge	\$100
McClellan Elem.	No charge	No charge	No charge	\$100
<u>Stadium</u>				
TJHS	No charge	No charge	\$500 Security Deposit	\$75/hr. or \$750/event + \$500 Security Deposit
<u>Concession stand</u>				
TJHS	No charge	No charge	\$500 Security Deposit	\$250/event + \$500 Security Deposit
<u>Shops</u>				
TJHS	No charge	No charge	No charge	\$30/hr.
PHMS	No charge	No charge	No charge	\$30/hr.
<u>Classrooms</u>				
All Buildings	No charge	No charge	No charge	\$20/hr.

POLICY 707 -- USE OF SCHOOL FACILITIES (continued)

ADDITIONAL FEES -- APPLICABLE TO GROUPS II, III, IV

Custodial Personnel.....Prevailing Rate
Security Personnel..... Prevailing Rate
Other Additional Personnel.....Prevailing Rate

*Approved by the Board of School Directors on October 25, 1994.
*Revised by the Board of School Directors on September 24, 2002.
*Revised by the Board of School Directors on March 27, 2012.

- I School-Sponsored Groups, which are a part of the regular school program or activity groups sponsored by the school district

- II School-Related Groups which are not sponsored by the school district but are related to the school programs, i.e. boosters, PTAs, etc.

- III Community Groups Groups, which consist of at least 95% community members using facilities for a nonprofit activity

- Non-profit Groups Non-profit organizations whose primary purpose is to provide community-wide service or promote charitable causes, i.e. Volunteer Fire Department, Lions Club, Kiwanis Club, etc.

- IV Non-resident Groups which do not consist of 95% community members using facilities for any purpose

- Private-Interest Groups or organizations that are for-profit or using facility and charging admission in excess of that required to meet rental expenses.

* *The school district has the sole right to classify any group or organization into the appropriate classification (II, III, or IV).

All groups that request the use of these facilities will also be required to have security and maintenance personnel on site. The exact number of security and support staff required will be determined by the district administration and district Maintenance Supervisor. It will be based on the number of expected participants and spectators at the event, and costs of such personnel are to be paid by the group.

Athletic Fields and Gymnasiums

This policy provides procedures for accepting applications and awarding permits for the use of school district athletic fields and gymnasiums by community recreation groups.

Applications from groups desiring to use such facilities during the spring and summer season (March through August) will be accepted during the month of January. Applications will then be reviewed, and permits will be issued during the month of February.

Applications will be accepted from groups desiring to use these facilities during the fall and winter season (September through February) in the month of June. Applications will be reviewed, and permits will be issued during the month of July.

POLICY 707 – USE OF SCHOOL FACILITIES (continued)

Applications for use of these facilities will be reviewed by the district Maintenance Supervisor, Athletic Director and district administration.

If the group requesting the permit needs to use the scoreboard, PA system, or the lighting or sound equipment, they will be required to have a district-approved operator at all times.

No school equipment may be used without prior written approval. Approval for the use of school equipment will be granted pursuant to the rules and regulations as set forth by the Superintendent.

Final determination of permit issuance will rest with the school district.

Date adopted: 11/25/97

Date revised/adopted: 09/24/02

Date revised/adopted: 03/22/05

Date revised/adopted: 08/23/05

Revision adopted: 12/2/08

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