

**HEMPFIELD SCHOOL DISTRICT
ADMINISTRATIVE GUIDELINES
RULES AND FEE SCHEDULE FOR USE OF DISTRICT FACILITIES**

Effective: May 13, 2014

School facilities may be used by responsible groups and organizations provided that the user files an application for activities that are consistent with federal, state, and local laws/regulations, the use is in compliance with the policies, regulations, and requirement of the School District, and the use does not unduly interfere with the school functions or activities which are the first consideration and priority.

Rental Categories:

- *Group 1 - Student and/or School-Related Organizations/Activities:* All groups or organizations directly administered by the District or affiliated with the District whose purpose is predominately the support of the District and/or its students shall fall under this group. Examples of such organizations would be Booster Clubs (**when activity is for the district affiliated team**), Parent Organizations, Student Clubs, Interscholastic Sports, Hempfield Foundation and Education Association. This list is not all-inclusive.

Such organizations or groups shall be exempt from any facility use fee or custodial cost except as hereinafter provided. A fee will be established for use of facility for an event outside the normal season for that activity or a fundraising activity to cover any staffing costs (regularly scheduled meetings are exempt).

- *Group 2 –Resident Nonprofit Organization/Activities:* All resident nonprofit organizations whose purpose is having a non-fundraising event/activity and local youth/adult organizations shall fall under this group. Examples of such organizations would be local youth sport organizations, Booster Clubs (**when hosting events for non-district affiliated teams**), Boy Scouts, Girl Scouts, Civic and community organizations. This list is not all-inclusive.

Such organizations or activities shall be charged a discounted rental fee. A custodial fee may be charged if the event does not happen during regular work hours. This group can also receive an additional discounted rental fee on reoccurring events.

- *Group 3 – Nonresident Nonprofit Organization or Resident Profit Organization having a nonprofit event:* All nonresident nonprofit organizations, profit organizations having a nonprofit event and a nonprofit organization having a profit event shall fall under this group. Examples would be Relay for Life, college courses by nonprofit colleges and concerts. This list is not all-inclusive.

Such organizations or activities shall be charged a discounted rental fee. A custodial fee will be charged if the event does not happen during regular work hours. This group can also receive an additional discounted rental fee on reoccurring events.

- *Group 4 –Resident Profit Organization having a profit event or Nonresident Profit Organization having any event:* All resident profit organizations holding profit events and all nonresident profit

organizations having any type of an event shall fall under this group. Examples would be college courses and dance recitals. This list is not all-inclusive.

Such organizations or activities shall be charged a rental fee. A custodial fee may be charged if the event does not happen during regular work hours.

The Superintendent/Chief Operating Officer may waive all or a part of any charges for any specific reason.

Employees that desire to use the facilities for private instruction, lessons, or camps outside of their normal day or season will need to contact the Business Office. They will complete a facility usage application, be required to have insurance policy on file with the Business Office and be charged a ten percent usage fee. If any other staff or equipment is required, additional charges may be applicable.

Application Process:

1. ***At least 30 days prior to the event***, contact the individual building office to determine availability of facilities. **If the request involves athletic fields or gymnasiums, contact the Athletic Director at (717) 898-5515.**
2. If facilities are available, complete the "Application for the Use of School Facilities" form. This form is available on the District's Business Office website.
3. Attach a copy of the insurance certificate to the application. The certificate must be in the name of the group and provide evidence of liability insurance with \$1,000,000 bodily injury and \$1,000,000 property damage.
4. The application and certificate should be submitted to the individual building.
5. The form will be forwarded to all appropriate personnel for approval or disapproval.
6. If all personnel approve the application, appropriate fees will be assigned and a copy of the application, a permit and an invoice for 50% of estimated charges will be mailed to the applicant.
7. If the application is not approved, a phone call or email will be made to the applicant explaining the reason behind the disapproval.

Rules for Scheduling Facilities:

1. Outside organizations will not be allowed to use school facilities during the school day. Facilities may be available from 3:00 pm to 10:30 pm.
2. Facilities will not be available before 6:30 a.m. or after 10:30 p.m. during non-school days. All other alternatives will be explored before rentals scheduled on Sundays. The Chief Operating Officer must approve exceptions.
3. No requests will be considered more than one year in advance.
4. Requests may be denied or cancelled in the event that the burden on staff and/or facilities is deemed to be unreasonable.
5. Approved events may be cancelled or rescheduled if the facility is needed for a school-sponsored activity.
6. If school is cancelled due to inclement weather or other emergencies, the event will be cancelled.
7. If the organization cancels the event, the school district needs to be notified at least five days in advance (except for inclement weather). Failure to provide notice may result in a loss of the deposit.

Rules for Use of Facilities:

1. Each request must include the name, address, email and phone number of the person who will assume full responsibility for the activities. This individual agrees to accept responsibility for building security, care of district facilities, and supervision of students and spectators throughout event.
2. No facility use is allowed without a valid permit. The permit must be available during the scheduled event. Failure to produce the permit may result in immediate removal from the facilities if district personnel do not have the event noted on the master schedule.
3. Facilities must be left in the condition they were found. Trash is to be put in containers, spills are to be wiped up, and lights turned off. The applicant must remove all decorations and equipment.
4. In cases when athletic fields are rented, the organization will be responsible for the cleaning and maintenance of the area following the activity.
5. Any and all decorations to be used must be fireproof or fire retardant. No open flame decorations shall be used anywhere in the building. No decorations shall be fastened to the walls or ceilings with nails, screws, scotch tape or other fasteners that would damage the finish of the wall; only masking tape and painters tape may be used.
6. The applicant is responsible for all thefts, damage or destruction of school property. Reimbursement shall be based on replacement cost.
7. The applicant is responsible for the conduct of all persons who attend or participate in the use of school facilities. The applicant shall assume responsibility for securing police protection for any event, where such protection is necessary and where deemed appropriate by the Chief Operating Officer. Proper adult chaperones must be provided at all times where school age children are in attendance.
8. The group will limit all participants to the area(s) requested and approved on the form.
9. The person assigned must only use keys and access cards. Evidence that keys and/or access cards were shared with others may result in immediate termination of the activity.
10. When stage lighting and/or sound equipment are requested, a district-employed technician may be required. The organization must pay for the cost of such service.
11. Custodial service may be required when the size of the event is greater than 50 people. The organization must pay for the cost of such service.
12. Sneakers or gym shoes shall be worn at all times when using gymnasiums for athletic purposes.
13. All personal accidents, regardless of the severity, must be reported to the District.
14. The applicant may not assign, sublet, or transfer its rights or privileges to any other individual, group, or organization.

Rules for Use of Cafeterias:

1. All food must be cooked on site to ensure all proper food safety procedures are followed and to ensure proper food temperatures are maintained throughout the cooking and serving phase.
2. All raw foods such as ground beef, chicken, fish, etc. will need to be purchased from the Catering Department. Individuals may not prepare & cook food at home and bring it in to a function to serve. This is to ensure all food is handled properly during the cooking, preparation, and serving phases.
3. All non-perishable foods such as chips, cookies, deserts, etc. will need to be purchased from the Catering Department or purchased from a local grocery store. If purchasing from a local grocery store the food must be brought in to the facility in its original packaging. Individuals may not prepare & cook food at home and bring it in to a function to serve. This is to ensure all food is handled properly during the cooking, preparation, and serving phases.

4. There must be at least one individual who is responsible for the safety of the food purchasing, food preparation, and serving of the food.
5. All groups that will be serving food and using the cafeterias, must read “Good Fans Need Good Food” and sign off that they have read the booklet.
6. All groups using the cafeterias will be charged a fee to have onsite Food Services personnel to ensure proper food safety and serving practices are in place. At least one food service personnel must be on site not matter how large or small the event when it involves the cafeteria. This individual will also make sure all district equipment is operated correctly.
7. In the event a group only wants to use equipment a small fee will be applied from Food Service in addition to the fees charged by the district. Fees could include the usages of coolers (example milk coolers), mobile units (example warming containers), or full service kitchen usage (example serving lines, dish machines).

Rules for Use of Baseball/Softball Fields

1. If the field is too wet to play, please do not play! Working or playing on a ball field that is too wet can lead to ruining the grade. In addition, it can compact a field causing poor drainage. Never use sand, Diamond-Tex, kitty litter or any other “drying” agent on the field. If you need assistance in drying a field, contact the maintenance department and they will advise you on what you should use. Remember, no game is more important than the next. Let’s not ruin the field for all who wish to use it just so we can play our game.
2. Please rake loose Diamond-Tex back into holes in the field, especially home plate and the base areas. Do not add more Diamond-Tex to the holes. If a hole is present, the Diamond-Tex that came out of it is there somewhere – please rake it back into the hole.
3. When raking the mound area, please rake from the grass up toward the pitching rubber. This helps prevent a lip build up at the grass edge. Never rake from the rubber to the grass.
4. If the field is dry, it is permissible to lightly drag the field. Dragging should be done with small tractors or small utility vehicles (i.e. 4 wheelers). Under no circumstances should a car or truck be used to drag the field. This causes major compaction. *If heavy dragging is required, please contact the Hempfield Maintenance Department at 898-5632. Please give the maintenance department at least 24 hours notice if you want them to drag the field.*
5. Please use paint when lining the fair/foul lines on the grass areas. Never use lime or calcium products on the grass. Lime builds up over time causing unsafe humps in the field. Never use herbicides of any kind on the field for any reason. This to be done by licensed professionals or licensed school district personnel.
6. On fields with infield grass, please do not pitch batting practice from the grass unless there is a mat down. If there is no mat, pitch from the mound.
7. Please tell your players not to bat or throw directly into the fences or screenings. Please pick up all litter on the field, in the dugouts, and in the spectator areas. Involve your players as much as possible in your field prep and cleanup – we need all users to appreciate the privilege of having access to safe and well maintained facilities.
8. Please report any violations to the Maintenance or Athletic Departments. Persistent violators will lose the privilege of playing on Hempfield School District baseball or softball facilities.

Restrictions:

1. There shall be no installation of equipment or alterations to existing facilities by the user.
2. No equipment is to be brought into a school building without prior approval.

3. Smoking or use of any tobacco product is not permitted in school buildings or on school grounds.
4. Intoxicants or controlled substances of any kind whatsoever are not permitted on school property at any time.
5. No food or drinks in the gymnasium and auditorium at any time.
6. The cooking of food in undesignated areas is prohibited due to health and safety concerns.
7. No chairs and/or other obstructions may be placed in aisles, entrances or exit areas.
8. Fireworks of any kind are prohibited on school property.
9. Except for law enforcement personnel, weapons of any type are forbidden on school property.
10. Skate boarding and in-line roller-skating are not permitted on school property unless it is part of a previously approved activity.
11. Pets are not permitted on school grounds.
12. No motor vehicle is permitted on unpaved areas without the expressed written authorization of the administration.
13. Certain kinds of activities and events may require special administrative review in connection with approval or denial. Examples include, but are not limited to, the following:
 - a. Animal shows and exhibits.
 - b. Any activity involving gambling or games of chance.
 - c. Activities such as hang gliding, skydiving, parachuting, hot air balloon.

Violations:

The District reserves the right to remove from District premises any individual or organization in all classifications, who fails to comply with the terms and conditions of this policy and established procedures.

In the event an individual or organization in all classifications violates this policy or the terms under which permission was granted to use school facilities, that individual or organization forfeits the right to submit future written request to use District property, unless otherwise decided by the Superintendent.

Fee Schedule:

A schedule of fees may be assessed to organizations using school facilities. Specific rates will be determined by the district administration and may be updated on an annual basis. Contact the Business Office for an estimate.

Any organization in need of special services will be invoiced for such services. These services include, but may not be limited to:

1. Custodial Staff
2. Cafeteria Staff
3. Technology Staff

All rental fees and/or other charges are due and payable within thirty (30) days after the billing date. Checks should be made payable to the Hempfield School District and mailed to the Hempfield Business Office, Attention: Rental Fees, 200 Church Street, Landisville, PA 17538.