



## HEMPFIELD SCHOOL DISTRICT RULES AND FEE SCHEDULE FOR USE OF DISTRICT FACILITIES

Effective:

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 requirements 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 A – School sponsored activities (school specific, co-curricular & extracurricular), school affiliated groups that provide direct support to students, or Hempfield community organizations serving Hempfield students. *If a schoolaffiliated group holds an event where admission is charged, there may be personnel charges.*
  - Examples of school sponsored activities include Student Clubs & Interscholastic Sports.
  - Examples of school affiliated groups include Booster Clubs (when activity is for the district affiliated team) & PTOs.
  - Examples include local youth sports organizations, examples of Hempfield community organizations include Boy Scouts, Girl Scouts.
- Group B-1 – Non-Profits within theHempfield attendance area with gross income of \$50,000 or less
  - Examples include Civic and community organizations.
- Group B-2 – Non-Profits within theHempfield attendance area with gross income of \$50,001 or more.
  - Examples include Civic and community organizations.
- Group C – Everyone else.
- Camps/Lessons –
  - District employees who wish to use the facilities for private instructions, lessons or camps outside of their normal day or season will be required to follow the application process & submit a brochure or other marketing material with cost information. Prior to the event, a roster of attendees will be required, as there will be a charge of ten percent (25%) of the gross profits. Additional charges may apply if any other staff or equipment is required.
  - Team Sponsored Camps will be required to follow the application process. Charges may apply if staff or equipment is required.
  - Booster Events that support Hempfield School District athletic teams will be required to follow the application process. Charges may apply if staff or equipment is required.

### **Approval Process:**

- **Final Approval** - The rental is not considered final until an estimate is generated and accepted by both parties. The group will receive official confirmation of the approval in writing from the Hempfield Business Office.

### **Application Process:**

1. Applications must be submitted *at least 30 days prior to the event*.
2. The application process is online through the FMX system. This can be found on the District web site under Operations.
3. A copy of the insurance certificate must be uploaded, & the certificate must be in the name of the group/individual, provide evidence of liability insurance with \$1,000,000 bodily injury and \$1,000,000 property damage, & name Hempfield School District as additional insured.
4. Non-profits must upload copies of their 501(c)(3) documents.
5. For Group C, if the estimated cost of the rental will be \$1,000 or more, a 50% deposit will be required 30 days prior to the event.
6. Invoices will be generated following the event & are due within 30 days of receipt. *Failure to pay within 30 days of receipt may impose additional fees and/or limit your ability to rent in the future.*

### **Rules for Scheduling Facilities:**

1. Outside organizations will not be allowed to use school facilities during the school day. Facilities may only be available from 3:00 pm to 10:30 pm.
2. Facilities will not be available before 6:30 am or after 10:30 pm during non-school days. All other alternatives will be explored before rentals scheduled on Sundays.
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 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.
2. Facilities must be left in the condition they were found. Trash is to be put in containers, spills are to be cleaned up, and lights turned off. The applicant must remove all decorations and equipment.
3. In cases when athletic fields are rented, the organization will be responsible for the cleaning and maintenance of the area following the activity.
4. 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.

5. The applicant is responsible for all thefts, damage or destruction of school property. Reimbursement will be based on replacement cost.
6. 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 Superintendent or designee. Proper adult chaperones must be provided at all times where school age children are in attendance.
7. Participants are limited to the area(s) requested and approved on the application.
8. Only the person assigned may use the keys and access cards. Evidence that keys and/or access cards were shared with others may result in immediate termination of the activity.
9. 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 services.
10. 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.
11. Sneakers or gym shoes shall be worn at all times when using gymnasiums for athletic purposes.
12. All personal accidents, regardless of the severity, must be reported to the Superintendent's office at 717-898-5564 within 24 hours.
13. The applicant may not assign, sublet, or transfer its rights or privileges to any other individual, group or organization.

### **Cafeterias Usage:**

#### **Options –**

1. Food Service Department caters event
2. Use of Kitchen & Cafeteria
3. Use of Cafeteria Only

#### **Rules for Use of Kitchen –**

1. The kitchen may be used for heating/serving food (no actual cooking) & clean-up. All groups using the kitchen will be charged a fee to have Food Service personnel on-site to ensure proper food safety and serving practices are in place, regardless of the size of the event. This individual will also make sure all district equipment is operated correctly.
2. Do not remove any equipment from the premises at any time. All of the equipment in the kitchen is available for use within the premises as long as it is returned to its original location. It must be kept clean and in working condition.
3. If a group only wants to use equipment, a small fee will be charged by Food Service, in addition to any fees charged by the district. Fees could include the use of coolers (example - milk coolers), mobile units (example – warming containers), etc.
4. Children under the age of 10 are not permitted in the school cafeteria kitchens.
5. Important reminder when serving children age 6 or younger that they are more susceptible than the general population to acquire a foodborne illness.
6. In the event of an accident, please contact the Superintendent's office at 717-898-5564 within 24 hours.

#### **Rules for Use of Cafeteria –**

1. Rental of Cafeteria space does not include Kitchen access.

2. Food that does not require any kitchen preparation may be brought to the event. This includes, but is not limited to, snacks, cold dishes, desserts & crock pots (these can be plugged into an outlet in the cafeteria area).
3. Tables and chairs that have been moved must be returned to original position at the end of the event & area must be left clean.
4. Per the PA Health Inspector, K9 and Service Dogs are permitted in the eating area (i.e.- cafeteria seating area), however, these animals should not be in the food prep and cooking areas.

#### **Rules for Use of Baseball/Softball Fields:**

1. If there has been recent inclement weather, please contact the Hempfield Maintenance Department at 717-898-5632 to ensure the field is ready for use.
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. Please contact the maintenance department to paint any lines that are needed on the field.
5. Never use herbicides or chemicals of any kind on the field for any reason. This is to be done by licensed school district personnel only.
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.
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 fields.

#### **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/vaping 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 or 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 ballooning.

**Violations:**

Hempfield School 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 requests to use District property, unless otherwise decided by the Superintendent.

**Fee Schedule:**

The schedule of fees is attached and may be updated on an annual basis. All rental fees and/or other charges are due and payable within thirty (30) days after the billing date. Failure to pay invoices within the 30-day timeframe may result in additional charges and/or inability to rent in the future. Checks should be made payable to the Hempfield School District and should be mailed to the Hempfield Business Office, Attention: Rental Fees, 200 Church St., Landisville, PA 17538. Fees will be reviewed and updated as needed.