



**Section:** Property  
**Title:** Use of School Facilities and Equipment

**Adopted:** 5.24.84

**Revised:** 10.16.97  
4.24.03  
8.21.08  
4.15.10 Rental Fees Updated  
2.17.11

## **707 Use of School Facilities and Equipment**

It is the intention of the Board that school facilities shall be available for use by the community in accord with appropriate state and federal laws. Community groups shall be permitted to use school facilities when such uses will not interfere with school district programs, will not constitute a public nuisance, do not have a history of abuse of facilities, or represent excessive use by a single organization.

Groups will be denied meeting facilities if the use involves the advocacy or promotion of a philosophy which would provide a threat to the health, safety or welfare of students or staff, or if such use could bring danger to school facilities or if the use prohibits the ability of the District to preserve its status as a non-partisan political entity. Allowing the use of school district facilities does not represent an endorsement of program or philosophy by the district. Any use of school facilities will be contingent upon availability of custodial staff and/or security personnel and acceptable monitors.

The following rules apply to the use of all Colonial School District facilities. The fee system will cover operational costs of the facilities to be used and may be modified at the discretion of the Superintendent for activities involving individuals or organizations which provide benefit to the educational process. At the discretion of the District, fees may also be modified for activities of the governing bodies of Conshohocken Borough, Plymouth or Whitemarsh Townships, and Montgomery County.

Use of school facilities is restricted to residents of the School District except by special permission for outside groups. The control and supervision of all facilities shall remain with the School Board.

Violation of the rules and regulations of the School District in connection with the use of school facilities and equipment will result in immediate cancellation of the privilege granted to use facilities and/or equipment. Costs for repair or replacement of lost or damaged property and the cost of extra services shall be charged to the responsible organization. Authorized school personnel shall have free access to all facilities at all times.

Alcoholic beverages, drugs and smoking are prohibited on all school property. The

use of improper language is cause for exclusion from the facilities. The District prohibits the use of any District facilities by any person or for-profit organization for personal or private gain, financial or other manner of compensation, without prior written permission from the Board of School Directors.

### Application and Approval

Application for the use of school facilities or equipment shall be made by a responsible representative from the requesting organization that will complete an Application/Contract for the Use of Facilities. The completed application shall be submitted to the Principal of the facilities or equipment being requested. If the request is in accord with School Board Policy, approval will be granted and scheduled.

Approval is granted and appropriate notification made when the application is in order and the proposed use is in compliance with Board Policy.

### Fees

The fee schedules for personnel support and facility rental are established under the procedures outlined on page #4 of this policy, and consideration has been given to operational expenses and/or a fair return on the district's investment in its facilities.

### Insurance

As specified in the attached fee chart, the lessee will provide a certificate of insurance from an insurance company authorized to do business in Pennsylvania according to the prescribed format.

### Hours

Buildings and grounds are not available for community use during the hours when school is in session. School buildings are only available on Sundays if fees and expenses are paid by the user group.

### Use Classifications

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|-----------|--|
| Class I   | Colonial School District-sponsored events or Colonial School District-related activities not charging admission. Includes student activities sponsored by the district and parent-teacher activities directly related to school activities or child welfare. |
| Class II  | Events sponsored by Colonial School District related organizations where admission is charged or a collection is taken.  |
| Class III | Official meetings of district, civic or governmental organizations and events held by non-profit organizations located in the district where no admission is charged or collection is taken.   |

- Class IV Events held by non-profit organizations that are located in Colonial School District and where admission is charged or a collection is taken.
- Class V Events held by non-profit organizations not located in Colonial School District and where no admission is charged or collection is taken.
- Class VI Events held by non-profit organizations not located in the Colonial School District, individuals charging a fee or seeking to make a profit from the use of the District facilities and by commercial, for-profit organizations and where admission is charged or a collection is taken.

Fee Requirements

- Class I No rental fees or additional insurance required. Personnel expenses required.
- Class II No rental fees or additional insurance required. Personnel expenses required.
- Class III No rental fees required. Personnel expenses and insurance required.
- Class IV-VI Rental fees as scheduled, personnel expenses and insurance certificate required.

Personnel Expenses

Organizations using district facilities at periods when district staff are not normally on duty and available for coverage of events will be charged fees to cover personnel expenses for the hours which staff are required to prepare for, monitor and clean up after such events. These charges will be determined by multiplying the number of hours worked by assigned personnel times the average of the highest and lowest hourly wages of the staff routinely eligible for assignment to the events, adding an amount equal to the district's contribution for social security and retirement for the period worked, and rounding up the nearest dollar.

Rental Fees

Rental fees are applicable to one-day events and the primary day of multi-day events. Rental fees for additional days which are part of events which run longer than a single day will be charged at the rate of 50 percent of the rental fee for the primary day. The Board of School Directors will set rental fees annually no later than its regular May Board meeting for approved facility use during the fiscal year beginning that July 1st.

**COLONIAL SCHOOL DISTRICT  
FACILITY RENTAL FEES  
2010-2011**

<u>K-3 Elementary Schools</u>	<u>Class IV</u>	<u>Class V</u>	<u>Class VI</u>
Classroom	\$30.00	\$55.00	\$110.00
All Purpose Room	\$110.00	\$220.00	\$330.00
Cafeteria/Gymnasium	\$110.00	\$220.00	\$330.00
Kitchen	\$55.00	\$110.00	\$220.00
<u>CES, CMS, PWHS:</u>	<u>Class IV</u>	<u>Class V</u>	<u>Class VI</u>
Classroom	\$55.00	\$110.00	\$165.00
Cafeteria	\$110.00	\$440.00	\$660.00
Kitchen	\$110.00	\$330.00	\$440.00
Gymnasium	\$330.00	\$440.00	\$660.00
Auditorium – CES/CMS (No A/C)	\$500.00	\$1,000.00	\$1,250.00
Auditorium – PWHS	\$600.00	\$1,250.00	\$1,500.00
Stadium*	\$850.00	\$1,250.00	\$1,500.00
Track – Regular Meet* **	\$1,600.00	\$1,800.00	\$2,000.00
Track – Major Meet* **	\$2,400.00	\$2,700.00	\$3,000.00
Athletic Fields	\$110.00	\$225.00	\$300.00
Pool and Locker Rooms	\$330.00	Not Available	Not Available
Tennis Courts	\$110.00	\$220.00	\$330.00

\* Lighting and/or air conditioning charge = \$50.00/hour, when required.

\*\* Regular meet involves up to three schools competing (@ less than or equal to 120 participants).  
Major meet involves more than three schools competing (more than 120 participants).