

## **USE OF FACILITIES**

**FOREST CITY REGIONAL SCHOOL DISTRICT  
100 SUSQUEHANNA STREET  
FOREST CITY, PA 18421**

**REVISED JULY 16, 2001**

## FOREST CITY REGIONAL SCHOOL DISTRICT

1. **PURPOSE** Recognizing the importance of a positive relationship between the school and community, it is the policy of the Forest City Regional School District to encourage the use of school facilities for community purposes, subject to the rules and regulations as adopted by the Board of Education.

2. **AVAILABILITY** All requests for facilities are dependent upon the availability of the facilities. The school program and its organizations have prior right to use all facilities. 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.

School facilities will be made available to the following groups in accordance with the procedures established in this policy:

- School Related Organizations
- Community Non-Profit Organizations
- Profit Organizations

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.

Requests for use of facilities should be made at least two (2) weeks Prior to the scheduled activity.

The school building and equipment may be used by Forest City Regional 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.

3. **LIABILITY** The Forest City Regional School District requires an insurance policy for public liability and property damage. Any group/individual given permission to use the school building/facilities must render the SCHOOL DISTRICT "HARMLESS" for any injury or liability resulting from use of school facilities in connection with the approval.

#### **4. 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 school facilities must be reserved when deemed necessary in the public interest. The following will be used in interpreting the “public interest:”**

- Groups involving minors shall have a responsible adult present at all times while such children are on school premises.**
- 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.**
- Organizations using the building shall be responsible for any taxes due local, state, or federal governments.**
- 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.**
- It is the responsibility of the organization using the facilities to control the conduct of persons attending the activity.**
- School buildings shall not be used for parties or celebrations which are essentially private in nature. This exclusion includes birthday, anniversary, and other similar parties.**
- 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 approval.
- There shall be no installation of equipment or alterations to existing facilities or equipment by the applicant without 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.

**5. STANDARD FEES:**

- Community non-profit organization, primarily serving children will not be charged standard fees. Administration has the right to waive fees.

**CLASSROOM:**

School-Related Organization - No Charge

Community Non-Profit Organization - No Charge

Profit Organization - \$25 Per Evening Plus  
\*Custodial Fee

**HIGH SCHOOL  
CAFETERIA/KITCHEN:**

School-Related Organization - No Charge

Community Non-Profit Organization – \$100 Plus  
\*Custodial Fee

Profit Organization - \$200 Per Performance Plus  
\*Custodial Fee

**GYM:**

School-Related Organization - No Charge

Community Non-Profit Organization – \$125 Plus  
\*Custodial Fee

Profit Organization - \$250 Per Performance Plus  
\*Custodial Fee

**AUDITORIUM:**

School-Related Organization - No Charge

Community Non-Profit Organization – \$175 Plus  
\*Custodial Fee

Profit Organization - \$375 Per Performance Plus  
\*Custodial Fee, Fee for  
Lighting Director, Fee  
for Sound Director

**\*A custodial fee - actual cost to the school district at a rate determined by the negotiated contract - will be charged to groups when janitors are not on regular duty. These services include the janitor's regular duties plus the time it takes after the meeting for normal cleaning and arranging room for regular school use. Assignment of custodial personnel will be made by the Maintenance Supervisor.**

### **ADULT EDUCATION**

**The gym facilities of the Forest City Regional School District will be made available to community adults in accordance with the following regulations:**

- 1. Request for the use of facilities will be made with the Superintendent of Schools.**
- 2. The group must have a 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.**
- 3. Only persons who have already been graduated from school will be permitted in the building.**
- 4. 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.**

Forest City Regional School District  
100 Susquehanna Street  
Forest City, PA 18421

APPLICATION FOR USE OF SCHOOL FACILITIES

School Facility Requested: \_\_\_\_\_ Purpose of Use: \_\_\_\_\_

Name of Organization or Group: \_\_\_\_\_

DATE	___/___/___	FROM:	_____	TO:	_____
DATE	___/___/___	FROM:	_____	TO:	_____
DATE	___/___/___	FROM:	_____	TO:	_____
DATE	___/___/___	FROM:	_____	TO:	_____
DATE	___/___/___	FROM:	_____	TO:	_____

(If additional space is needed, please use other side)

ADMISSION FEE TO BE CHARGED YES \_\_\_ NO \_\_\_  
(Admission fee is a donation, free-will offering or any other revenue-generating activity)

FUNCTION: PROFIT \_\_\_ NON-PROFIT \_\_\_

PUBLIC TO BE INVITED: YES \_\_\_ NO \_\_\_

ESTIMATED NUMBER IN ATTENDANCE: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_  
(Where you may be reached weekdays between 8:00 a.m. and 4:00 p.m.)

APPROVED: YES \_\_\_ NO \_\_\_ REASON: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Superintendent Date

- Certificate of Insurance \_\_\_ YES \_\_\_ NO (Please attach Certificate of Insurance and list FCR as additional insured)
- Will security be provided \_\_\_ YES \_\_\_ NO

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