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ADMINISTRATION BUILDING
281 McMAHON DRIVE • NORTH HUNTINGDON, PA 15642
(724) 861-3000

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April 4, 2017

TO: School-Funded Organizations
Non-Funded, School-Affiliated Organizations
Community Organizations, Including Youth Organizations
Non-District Organizations

RE: Norwin School District Facility Fee Rental Increase

Starting July 1, 2017, the Facility Use Fee Schedule, including hourly rates, will be increased to more closely reflect the actual cost to the School District of providing facilities for rental use. The revised Fee Schedule also standardizes fees in an equitable manner for all groups requesting facilities. Please see Page 10 of the attached Board Policy No. 707 - Use of School Facilities for details. The fee increases were recommended by Norwin Administration and were approved by the Norwin Board of Education at the March 20, 2017, Regular Meeting. The Policy is available online at www.norwinsd.org under "School Board" and "Policies."

The facilities use fee increases will not generate excess revenues for the Norwin School District, but instead will help the School District move closer to covering the costs of providing facilities for community use. The fee increase is being driven by rising costs to the District, such as utilities (gas, electricity, lighting), supplies, routine maintenance, and custodial services. As most people are aware, school districts are facing enormous challenges to balance their education budgets against declining revenues and increasing costs.

Norwin School District is pleased to make its facilities available to community groups at highly discounted rates, but the District must cover "the cost of doing business" with reasonable fee increases. All fees will be reviewed annually to ensure that they are reasonable and fairly reflect actual operational costs to the School District.

If you have any questions, please contact the Department of Facilities and Property Services at 724-861-3016.

Respectfully,

Walter Lehman
Director of Facilities and Property Services

c: Norwin Board of Education
Principals and Central Office Administrators

NORWIN SCHOOL DISTRICT

Policy No.: 707

Section: PROPERTY

Title: USE OF SCHOOL
FACILITIES

Adopted: January 20, 1997

Revised: January 20, 2014
September 19, 2016
October 17, 2016
March, 20, 2017

POLICY

707. USE OF SCHOOL FACILITIES

Section 1. Authority

The laws of the State of Pennsylvania provide that Boards of Education may authorize school property to be used for any lawful or proper purpose and shall charge such fees as it deems reasonable for the use of said property provided; however, such use of property shall not interfere with the educational purpose and operation of the public schools. School Buildings and Grounds may be used for education, social, recreation, and such appropriate purposes including registration and polling place for voters.

Section 2. Delegation of Responsibility

The Norwin School District Board of Directors authorizes the Superintendent and/or Director of Business Affairs and/or his/her designees to permit the use of the school facilities by any responsible community group, when such use is consistent with Section 775 of the School Laws of Pennsylvania. School facilities include buildings (i.e. gymnasium, auditorium, swimming pool, cafeteria, classroom, etc.), grounds (i.e. stadium, field house and practice/athletic fields). The Board establishes rates for the rental of school facilities for groups and organizations other than school groups or organizations with direct school connections or organizations of a semi-educational nature.

Section 3. Purpose

One of the primary responsibilities of the Board is to provide school buildings and facilities for children of school age in this community and to permit their full and extended use. The Board also recognizes that these facilities are financed and supported, to a large degree, by the citizens of the communities and, therefore, these facilities should be made available for community use. Thus, it shall first be made available for the school program, and community use of these facilities will be encouraged in so far as such use does not interfere with school activities. The Board has the responsibility for protecting all school facilities against damage and from increased operating costs due to extended and after school use of such facilities.

Certain rules and regulations pertaining to such use must be adopted and certain fees must be charged to cover the additional operating expenses incurred. The following regulations and fees are intended to

accomplish the purpose of permitting and encouraging full use of the school facilities to the general public without decreasing the use of such facilities to the school itself.

All groups and individuals requesting use of the school facilities, other than for school sponsored curricular or extra-curricular activities, must complete a facilities use application. Exceptions may be granted under extenuating circumstances. The Director of Business Affairs will assign fees and costs, and schedule the application to be reviewed by the Board of Directors. If approved by the School Board, the Business Office will make the necessary arrangements for custodial, security, and other required services. An approved or disapproved copy of the application will be returned to the applicant. An explanation will be given when a request for building use has been denied.

Section 4. Approved Groups

SCHOOL FUNDED ORGANIZATIONS (GROUP 1)

School groups, such as Instructional/Classroom Activities, high school and middle school athletic programs, and other District functions of an instructional nature.

NON-FUNDED SCHOOL AFFILIATED ORGANIZATIONS (GROUP 2)

Organizations whose rental activities are designed to benefit Norwin School District students and/or programs as determined by the Administration. Examples of such organizations are: Student Clubs, Booster Organizations, PTA Groups, etc. When the activity requires the District to provide needed custodial, security, and supervisory services, the affiliated organizations shall assume responsibility for the cost of such services.

COMMUNITY ORGANIZATIONS (GROUP 3)

Organizations whose rental activities are designed to benefit Norwin School District citizens, as determined by the Administration. Examples of such organizations are: Township Commissioners, Scouts, Recreation Board, Fire Company, Employee Recreation Groups, Service Clubs, Local Businesses, etc. Custodial, security and other costs will be charged as needed.

YOUTH ORGANIZATION – A Norwin Community Organization whose sole purpose is providing activities for the youth of the Norwin Community and approved by the Board of Education. Youth Organization Designation requires that 90% of the children participating in the activity must be residents of the Norwin Community and must work as an extension of its respective Norwin School District Program. Applications for approval should be made through the Norwin Athletic Office between June 1 and July 31 prior to the school year of approval.

- Youth organizations shall fall under the fee schedule of Group 3 with the exception of practice time, during which they will be charged an hourly rate indicated on the Facilities Use Fee Schedule.

NON-DISTRICT ORGANIZATIONS (GROUP 4)

Outside groups desiring to use school facilities. When the activity requires the District to provide needed custodial, security, supervisory services, and any other charge outline herein, the non-district organizations shall assume responsibility for the cost of such services.

Section 5. Guidelines

- a. Any activity carried on in school facilities shall be according to Pennsylvania Law and in conformity with Borough and Township ordinances and the dignity and moral standards associated with public schools. No meeting shall be held in a school building:
 1. for the purpose of advancing any doctrine or theory subversive to the Commonwealth of Pennsylvania or the United States of America
 2. for the purpose of advocating violence, or which is of a nature to incite such violence.
- b. The Board, because of its responsibility for protecting the school district's buildings and property therein, restricts rental of space or buildings to certain times and areas. It may also revoke a permit at any time and must have free access to all rooms at all times. When classes are cancelled for any reason, all scheduled activities will automatically be cancelled.
- c. Special room equipment, or requests for installation or movement of furniture or equipment in conjunction with an organization's use of a school facility should be requested at the time the space is reserved. Such permission must be so stated on the application. School equipment such as overhead projectors and public address systems, and technical equipment (i.e. computers, software, etc.) may not be used by outside organizations without the service of school operators. Physical education, science, business, or any other equipment or supplies will not be used by any group except school organizations.
- d. Organizations should abide by the regulations at each facility regarding the District's no smoking policy. No alcoholic beverages are to be brought or consumed in school buildings or on school grounds. Nothing shall be sold, given, exhibited, or displayed without prior permission.
- e. Organizations receiving permission to use school facilities are responsible for the conduct of both participants and spectators. Children 12 years of age or younger attending, but not participating, must be accompanied by a parent or guardian. Adequate provisions should be made to handle anticipated crowds. The Board reserves the right to determine if adequate steps have been taken. The permit holder agrees to save and hold harmless the School District and agrees to assume responsibility for all liabilities arising from the occupancy of building use, it being understood and agreed that the Norwin School District assumes no obligation respecting the use of such premises. Organizations not providing proper security and supervision for children attending events, may not be considered for future facilities use.
- f. Admission charges to activities held in school facilities shall be made only as stated by the application. Non-school groups sponsoring or representing programs for which admission is charged are required to file a copy of the statement with the office of the Director of Facilities and Property Services. The School District will not be liable for the payment of any taxes due on admission charges.
- g. Any organization classified as Group 4 that is authorized to use the facilities will be required to pay in advance, as a non-refundable deposit, 25% of the total estimated rent for the requested facilities. In the event there are any damages or extra-ordinary cleaning expenses, the

deposit will be used to defray these costs, if any. If there are no repairs or cleaning costs, the deposit will be applied toward the rent.

- h. Organizations that have been granted the use of school facilities shall assume full responsibility for the care and maintenance of facilities and school property, and for the safety of participants and spectators during the event. Any recognized organization or group of individuals requesting the use of the facility shall be required to provide the Director of Facilities and Property Services with a certificate of insurance in the amount of at least \$1,000,000 which specifically names the Norwin School District as additional insured.
- i. A charge for the use of school facilities will be made according to the rental policies and fee schedule adopted by the Board of Education.
- j. It shall be the responsibility of the Lessee or a representative to be present during the scheduled activity. In the use of special facilities (gymnasium, cafeteria, swimming pool, auditorium, etc.), it shall also be the responsibility of the Lessee to employ such school personnel for supervision, maintenance and security as deemed necessary by the Administration. When kitchen equipment is to be used, a cafeteria employee shall be employed to oversee the use, proper care, and cleaning of cafeteria.
- k. Gambling or games of chance will be restricted by the District. Any such activity must comply with the state Small Games of Chance Act.
- l. All scheduled activities must be concluded and the building vacated by the agreed upon time when scheduled. Persistent failure to abide by the time schedule may result in loss of privileges.
- m. Unless the time has been requested and approved in the application, the auditorium will not be available for rehearsal or set up of stage.
- n. No equipment of any type (sound, lighting, musical, electrical, etc.) shall be moved or altered by the Lessee without specific contract approval. The moving of heavy equipment (e.g. pianos), shall be done only by authorized personnel assigned by the School District and paid by the Lessee.
- o. Regular school activities and Group 1 will have first priority for all spaces; Group 2 will have second priority; Group 3 will have third priority, Group 4 will have last priority and will be assigned space according to the order of the receipt of their request.
- p. The School District reserves the right to cancel or modify the lease contract or to preempt school facilities at any and all times that this may become necessary to serve school and community purposes.
- q. The School District may restrict the rental of its facilities for organizations which will use them for a period of time for profit, such as a series of dance lessons, a series of movie shows, or any other protracted period of money-making activity by non-school groups.
- r. Failure to adhere to any and all regulations outlined above may be cause for damage claims by the School District, for cancellation of lease contracts, or for future denial of rental privileges.

- s. In emergency situations, the Administration shall have the authority to grant approval, assign and adjust rates, and set other conditions for facility use.
- t. Only gym shoes are permitted on the gym floor. Any organization requesting gym use will be held responsible for any permanent marks or damages done to the floor, as indicated.
- u. Any decorations shall be erected in a manner that will not be destructive to school property, and such erection shall be approved by the Director of Facilities and Property Services. All decorations shall be removed from the building before the rental time expires. The use of any materials on floors or other parts of the building without specific approval of the custodian on duty is strictly prohibited.
- v. All advertising except that incidental to programs, and all sales of merchandise, printed matter, or other material is forbidden unless special approval is given by the Director of Facilities and Property Services.
- w. Any right or privilege granted to any person, persons, or organizations to use any building or property is personal and shall not be transferable to any other person, persons, or organizations.
- x. the Board reserves the right to adjust fees on an individual basis when it believes conditions warrant.
- y. Cancellation Procedure – All approved facility rentals must be cancelled prior to 48 hours of the start of the reservations. All cancellations made after this deadline will result in the forfeiture of the full rental fee and any and all costs associated. Furthermore, failure to meet this cancellation timeframe may result in the denial of any future requests.

Section 6. Public Use of Recreational Facilities During the School Day/School Year

Access to all Norwin School District campuses, athletic facilities, and play grounds will be restricted as outlined below.

- a. All school district campuses and recreational facilities will be closed to the public between the hours of 6:00 am and 4:30 pm with the exception of the walking track and tennis courts. School district facilities include: football field, tennis courts, baseball/softball fields, putting green, gym, pool, fitness centers and playgrounds.
- b. All school district facilities will be closed to the public while in use by Norwin School District sponsored athletic teams to include: football field, tennis courts, baseball/softball fields, putting green, gym, pool, fitness centers and playgrounds.
- c. The walking track is open from 4:00 am to 11:00 pm to Norwin School District residents when not in use by Norwin School District education classes or athletic teams.

- d. The walking track and football field are closed to the public during athletic practices, competitions, Norwin School District-related events or when in use by outside groups that have rented the facility.
- e. Access to District facilities — including the stadium, fields, courts, and playgrounds — is restricted while school activities are in session. Community members or visitors are not permitted to utilize facilities when in use by District programs and will be asked to leave if necessary.
- f. Community members or visitors to any location on District property are not permitted to interact with students participating in school activities. Failure to comply will result in a visitor being asked to leave District property.
- g. All school district recreational facilities will close at 11:00 p.m.
- h. All school district playgrounds will close at dusk.

Section 7. Use of Scoreboards

The scoreboards in the gyms and/or the stadium and practice fields can be used by all the local organizations provided qualified personnel are there to operate them. Qualified personnel will be determined and approved by the District.

Section 8. Swimming Pool

1. The maximum number of active participants in any single swimming program will be ninety-six.
2. Swimming will not be permitted at any time unless an appropriate number of lifeguards are present. Lifeguard certifications must be on file with the Director of Facilities and Property Services prior to approval. If more than 20 individuals are to be in the pool, the services of an additional guard will be required. It may be required that additional guards be on duty when special circumstances exist.
3. Participants in the swimming program must remove excessive facial treatments, oily hair lotions, hairpins, bobby pins and contact lens before entering the pool area.
4. A shower bath with liberal use of soap must be taken by individuals before entering the swimming pool. It is recommended that a shower bath also be taken after leaving the pool.
5. Any person showing evidence of a communicable physical condition shall be denied permission to use the swimming pool unless written approval is presented from one of the physicians of the School District.
6. Bathing suits are required for all participants in any swimming program.

7. Bathing suits must be made from fabric such as nylon or dacron which will not add to the load of the filtering system.
8. Cleanliness must be emphasized since the germ content of the water must be kept at a minimum level or the pool will be closed by officials from the Department of Health. The germ content can be kept at the acceptable level only if individuals bathe carefully before entering the pool, wear clean suits and refrain from practices which will contaminate the water in any way.
9. Any boy or girl under 4' 6" in height must be accompanied by at least one parent and the parent must accept full responsibility.
10. Personal swimming equipment normally used in outdoor swimming areas will not be permitted.
11. There is to be no running in the swimming pool area.
12. Refreshments are not to be taken into the swimming pool area and the chewing of gum will not be permitted.
13. All school groups requesting authorization to use the swimming pool are to be scheduled by the Director of Facilities and Property Services.
14. The School District will not be responsible for items belonging to participants using the swimming pool.
15. The School District will not be liable for injuries to participants using the swimming pool except as required by law.

Section 9 Skateboards, Roller Skates, In-Line Skates, Hover Boards, Drones

No person shall use skateboards, roller skates, in-line skates, hover boards or drones upon the property and grounds of the School District unless approved by School District Administration.

Any person using a skateboard, roller skates, or using in-line skates, hover boards, drones or assisting another use these upon school property or grounds is hereby deemed a defiant trespasser pursuant to Section 3503 of the Pennsylvania Crimes Code, 18 P.S. Sec. 3503 (b), and shall be subject to summary criminal prosecution.

The appropriate officers of the school district shall post School District grounds pursuant to Section 3503 of the Pennsylvania Crimes Code regarding the use of skateboards, roller skates, in-line skates, hover boards, or drones.

Section 10 Dogs

No person shall cause a dog under his/her control or ownership to be allowed to run freely upon the property and grounds of the School District. No person shall walk a dog, on a leash or otherwise, upon property or grounds of the School District.

This prohibition is not applicable to any person, who is using a guide dog, because of the blindness or deafness of the user.

Any person being upon school property or grounds with a dog or causing his/her dog to be upon school grounds unattended is hereby deemed a defiant trespasser pursuant to Section 3503 of the Pennsylvania Crimes Code, 18 P.S. Sec. 3503 (b), and shall be subject to summary criminal prosecution. The appropriate officers of the school district are hereby directed to post School District grounds pursuant to Section 3503 of the Pennsylvania Crimes Code.

Section 11 Parking

Vehicles which create a safety hazard, obstruct traffic or cause damage may be removed from school property.

Any motor vehicle left unattended on school property in areas:

- a. Where parking is not permitted or is restricted,
- b. Where access of fire vehicles would be obstructed,
- c. Where damage would result to school property,
- d. Where access to fire hydrants would be obstructed,

may be removed from school property at the expense of the owner of the vehicle.

Any unattended motor vehicle may not be removed until the owner has been notified and given opportunity to move his/her vehicle to a parking area.

The unattended vehicle, if left by the owner after notice, shall be removed under the direction of the school security personnel or other school official in charge by towing the vehicle to the nearest place of safety off school property, and the owner notified of its location.

The owner of any unattended vehicle causing damage to school property shall be held responsible for the damage.

The charge or expense for the removal of an unattended vehicle shall be the responsibility of the owner of the vehicle.

Section 12. Firecrackers/Skyrockets

No rockets will be shot off on School District property, unless pre-approved by the building principal as part of the regular school curriculum.

References

SC 511, 775
PA Code Title 22 Sec. 12.9

Addendum to Policy No. 707 – Use of School Facilities
FACILITIES USE FEE SCHEDULE- HOURLY RATES

Note: These Facility Use Fees Become Effective Beginning July 1, 2017 and are subject to change.

SCHOOL BUILDINGS

<u>Location</u>	<u>Group 1 & 2</u>	<u>Group 3</u>	<u>Group 4</u>
Auditorium (High School)	\$0	\$60.00	\$420.00
Auditorium (Middle School)	\$0	\$50.00	\$350.00
Cafeteria	\$0	\$30.00	\$150.00
Concession Stand	\$0	\$30.00	\$120.00
Cafeteria/Kitchen/Concession Stand	\$0	\$45.00	\$225.00
Classroom/Library	\$0	\$20.00	\$80.00

ATHLETIC FACILITIES

<u>Location</u>	<u>Group 1 & 2</u>	<u>Group 3</u>	<u>Group 4</u>
Swimming Pool	\$0	\$60.00	\$420.00
Gymnasium (High School – Large)	\$0	\$60.00	\$360.00
Gymnasium (High School – Small)	\$0	\$30.00	\$120.00
Gymnasium (Middle School)	\$0	\$35.00	\$210.00
Gymnasium (Elementary)	\$0	\$35.00	\$175.00
Stadium/Fieldhouse	\$0	\$750.00	\$1,500.00
Stadium	\$0	\$600.00	\$1200.00
Stadium Lights	\$0	\$250.00	\$500.00
Baseball Field	\$0	\$100.00	\$200.00
Softball Field	\$0	\$50.00	\$100.00
Practice Fields	\$0	\$25.00	\$50.00

- In the event that additional staffing is required, the requesting organization will be billed at the following rates:
 - Custodian - \$50.00/hour
 - Maintenance - \$60.00/hour
 - Technician - \$50.00/hour

- Group 3 Practice Time: \$20 per hour.