

REGULATIONS

- A. Users must take reasonable steps to ensure orderly behavior and shall be responsible for paying for all loss or damage to District property, including property of students and employees, associated with their use of the facility or equipment.
- B. The District requires a deposit for the use of all reserved facilities.
- C. The use of alcoholic beverages, tobacco and controlled substances will not be permitted on District property at any time in accordance with State law.
- D. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the event manager or building administrator. The use of open flames, such as candles, is prohibited.
- E. Requests for District-owned equipment use are not included in the direct or indirect costs and shall be charged based on the request and type of equipment.
- F. The use of any materials or objects on floors or other parts of the building is strictly prohibited without specific approval in writing from the event manager or building administrator.
- G. Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group.
- H. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovation programs and will depend on the availability of building service personnel for supervision.
- I. No unauthorized methods of obtaining funds, including any form of gambling, are permitted in District buildings or on District grounds.
- J. A school custodian, school event manager, and/or other Pennfield personnel shall be on duty to ensure that building facilities are optimally utilized and properly maintained. The custodian will render custodial assistance in handling furniture and equipment and will be responsible

- for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate. When kitchen facilities are requested, food-service personnel must be present and the user will be charged the appropriate hourly rate.
- K. Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.
 - L. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of the audience or spectators must never stand or sit so they block exits, stairways, or aisle ways.
 - M. The District will not be responsible for any loss of valuable or personal property.
 - N. Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the school facility is being used.
 - O. Before set-up of event can begin, user must show a signed and approved District Facilities Use form to the custodial/maintenance staff.
 - P. All groups, Categories I-IV, will be responsible for all expenses adding to District costs.
 - Q. Three days notice must be given for the cancellation of an event. Deposits may be forfeited. Applicant will be responsible for all costs incurred when no timely advance notice of cancellation is received.
 - R. Parking is allowed only in designated areas.
 - S. The above regulations are not all inclusive. Circumstances may dictate additional regulations.

The Mission of the Pennfield Schools is to ensure all students the opportunity to learn and to provide them with the necessary skills to be contributing members of society.

Use of School District Facilities



The Pennfield Schools Board of Education (District) maintains a policy of allowing the reasonable use of its buildings and grounds (facilities) by properly organized and responsible community groups.

The Districts facilities have been provided by taxpayers primarily for educational uses, but such facilities may also be available for general community use, particularly for activities of groups that supplement the educational, recreational, cultural and civic activities of children and the community.

Contact Information

High School Facilities	961-9770
Middle School Facilities	961-9784
Dunlap Elementary Facilities	961-9789
Purdy Elementary Facilities	961-9795
North Penn Elementary Facilities	961-9797

CATEGORIES FOR SCHEDULING

Pennfield School District programs have first priority in the use of all facilities. The priority of other uses for facilities is divided into four categories. Within each category, the facilities will be made available on a non-discriminatory basis.

Category I – School Sponsored Activities and Programs

- A. All activities related to regular instructional programs.
- B. All continuing and adult education classes and programs.
- C. All school sponsored organizations.

Category II – Pennfield School Groups

- A. School district booster and service organizations.
- B. Parent/Teacher Association Programs.

Category III – Individual Groups and Organizations

- A. Groups operating for profit.
- B. Church sponsored groups.
- C. Individuals or families.
- D. Non-district organizations.
- E. District governmental units

Category IV – Lease Agreements

Annual or seasonal usage agreements will be considered at the discretion and negotiation of the superintendent or designee and presented to the Pennfield Board of Education for final approval.

*In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.

*Categories II-IV: Certificate of liability insurance may be required.

*Facilities and personnel are contracted at a two-hour minimum. Additional time is in one-hour increments for all buildings.

*All groups will be required to pay additional fees for staff overtime for events after 9pm or events held on Saturday or Sunday.

*Only Pennfield personnel will be used at events.

*A 50% or negotiated deposit is required at the time of booking.

Priorities for Use

The priorities for buildings and grounds use of the Pennfield Schools shall be as follows:

Category I programs and activities do not pay fees for the use of school facilities. Category I groups have scheduling priority over Category II, III & IV groups.

Category II groups may use school facilities at no cost except for costs over and above normal school operation; i.e. unscheduled custodial services, event manager, etc. Category II groups have scheduling priority over Category III & IV groups.

Category III groups shall pay a rental/utility fee in addition to other costs over and above normal school operation. Category III groups have scheduling priority over any unreserved facilities.

Auditorium Usage

The hourly auditorium fee includes the services of a Pennfield Event Manager. The Event Manager is present during contracted auditorium use and will serve as the District's representative, providing event coordination.

Technology Rates

District Auditorium use requires contracted technology support personnel. Levels of support are available as follows:
Base Technology: Base technology support includes house lighting, single-set stage lighting, house sound system and one microphone.
Enhanced Technology: Enhanced technology support includes house lights, multi-set stage lighting, house sound system, microphones as needed, image projection, CD/DVD, acoustic shell, risers, stage seating, and music stands.

Gym Usage

Event Manager may be required.

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Facility	Category III Regular Hours
Gymnasiums:	
High School	\$75/hr \$300/day+
Middle School	\$25/hr \$250/day +
Dunlap	\$20/hr as a gym
North Penn	\$20/hr as a gym
Purdy	\$20/hr as a gym
Wrestling room	\$20/hr+
Auditorium:	\$175/hr +
Catereria (does not include kitchen):	
High School	\$75/hr \$300/day +
Middle School	\$50/hr \$275/day +
Dunlap	\$30/hr \$150 day +
North Penn	\$30/hr \$150 day +
Purdy	\$20/hr \$150 day +
Computer Labs HS and MS	\$50/hr
Library HS and MS	\$50/hr
Classroom HS and MS	\$20/hr
Kitchen:	
High School	Negotiated
Middle School	
Dunlap	
North Penn and Purdy	
Ball Fields	
Game	
Practice	
Track	
Outside	
Inside Jogging	
Tennis Courts	Drop In no fee/ Negotiated for event

+Base charge plus additional fees --see chart below

ITEM	PRICE
Base Technology	\$30 / hour
Enhanced Technology	\$60 / hour
Grand Piano	\$50
Upright Piano	\$25
Spotlights	Negotiated
Flyspace	
Risers	\$25
PERSONNEL	
	Hourly Rate Per Person (2 hour minimum)
	Monday - Friday
Custodian/Maintenance	\$30 / hour
Snow Removal	\$30 / hour
Event Manager	\$30 / hour
Kitchen Staff	Negotiated
Security	
Usher Corp	