POLICY

707

BOARD POLICY

Use of School Facilities

POLICY NUMBER	ADOPTED	REVISED	LAST REVIEWED
707	5/20/2002	9/23/2024	11/23/2026
VERSION	**DOCUMENT STATUS**		
v1.3	FIRST READING		

Purpose

The Board recognizes that although the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment, the Board may make school facilities available to individuals and community groups without discrimination and in accordance with this policy, provided the use does not interfere with the educational program of the schools. The Board also recognizes that these facilities are financed and supported, to a large degree, by the citizens of the communities; 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. The Board has the responsibility for protecting all school facilities against damage and from increased operating costs due to extended after-school use of such facilities.

This policy establishes conditions, restrictions and procedures for the use of school facilities for nonschool-sponsored purposes.

Permission for use of school facilities in no way implies the district's endorsement of the goals or activities of any individual or group receiving such permission. Individuals and groups approved to use school facilities shall not discriminate against any individual on the basis of age, race, sex, ethnicity, or relation with respect to access to the school facilities.

Authority

It is the policy of the Board to limit the use of school facilities during instructional time to curriculum and curriculum-related activities only. 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 without discrimination and in accordance with this policy provided; however, such use of property shall not interfere with the educational purpose and operation of the public schools.

No person(s), groups, or entity shall be permitted to use school facilities at any time, unless specifically permitted pursuant to this policy.

The Board directs that use of school facilities may be granted to individuals and community groups for the following types of activities:

1. Instruction in any branch of education, learning and the arts, consistent with the district's mission.

2. Social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the community; but such use shall be non-exclusive and open to the public.

3. Recreation, physical training and athletics, including competitive athletic contests, for children and adults.

The Board shall establish a schedule of fees for the use of school facilities by approved groups.[1]

Delegation of Responsibility

The Girard School District Board of Directors authorizes the Superintendent and his/her designees to permit the use of the school facilities for community purposes in accordance with this policy. School facilities include buildings (i.e. gymnasium, auditorium, ~~**swimming pool**~~, cafeteria, classroom, etc.), and grounds (i.e. stadium, and practice/athletic fields). The Superintendent or designee has the discretion to authorize the use of district facilities to serve the needs of the community, residents and students.

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. These rates are subject to change from time to time.

The Superintendent has the authority to impose sanctions for groups that fail to follow this policy.

The Superintendent shall ensure that this policy is posted on the district's publicly accessible website.[2]

The Superintendent or designee shall implement administrative regulations or procedures for requesting and granting permission for use of school facilities and shall distribute the necessary information to individuals affected by them.

A~~n~~ ~~**application**~~ **request** for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the Superintendent or designee~~**, building principal, assistant principal, and/or the District Maintenance Supervisor**~~.

Guidelines

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 the Girard and Lake City communities.

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

School equipment to be used in conjunction with requested facilities shall be identified at the time that the request for use is made. Users of school equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator.

Users shall be financially responsible for damage to the facilities and for proper chaperones.

Non-school affiliated individuals or groups granted permission to use school facilities shall include in any and all publicity (including flyers) regarding the event, the following statement: **~~"Girard School District does not specifically endorse the program or individual associated with this event."~~** **"The Girard School District is not responsible for, and does not endorse, any statement, sentiment or opinion published or expressed in this document. This document is not part of, and has not been distributed as part of, the District's curricular or extracurricular programs."**

Each non-school affiliated user must present written evidence of purchase of organizational liability insurance, to the limit prescribed **~~by district rules~~** **in Policy 707 Administrative Regulations**, when registering for use of facility on the Girard School District online **~~application~~** system. This insurance must name Girard School District as an additional insured. Otherwise, the date will become available for another group.

~~Application~~ **Request** Process

An individual or community group requesting permission to use school buildings, facilities or school property must submit a request on the Girard School District online **~~application form~~** **system** at least ten (10) days in advance of the proposed date to the District Maintenance Supervisor.

The District Maintenance Supervisor will approve or deny the request based on the information provided, availability and custodial/cafeteria coverage. Once approved, the District Maintenance Supervisor shall forward the request to the building assistant principal for his/her final approval. Schedule changes must immediately be entered on the district's online system and communicated to the **~~District Maintenance Supervisor and/or assistant principal~~** **building-specific District Administrator**.

The online **~~application~~** request must specify the organization or group name; contact information; portion of the school facilities requested for use; proposed activities; number of individuals participating; equipment/supplies; and the date, time and duration of the proposed event.

Along with the completed **~~application~~** **request**, the individual or group must submit the following:

1. Evidence of organizational liability to limits required by district guidelines naming Girard School District as an additional insured.

2. Documentation evidencing the district shall be held harmless by the user for any liability that arises from use of school facilities by the individual or group.

Payment of the specified rental and/or custodial/cafeteria support fees. Fees must be paid by check payable to Girard School District and mailed to the Administration Office at 1203 Lake Street, Girard, PA 16417. **District reserves the right to require payment prior to the event date.**

~~**Application**~~ **Request** Evaluation

No application to use school facilities shall be approved if the proposed activity would result in any of the following:

1. Conflict with any school-sponsored activity.

2. Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar, or Board action.

3. Access to school facilities containing equipment or furnishings which would be detrimental to the operation of a district program if damaged or operated by an unqualified operator.

4. The proposed use would prevent or encumber district personnel from preparing school facilities for their primary purpose, because of the nature or duration of the activity.

5. Danger to the health, safety or welfare of the students, staff or community of the Girard School District.

Sports "In-Season" Category 1 School Sponsored List:

FALL	WINTER	SPRING
Football: Varsity	Boys Basketball: Varsity	Baseball: Varsity
Football: JV	Boys Basketball: JV	Baseball: JV
Football: 7th and 8th Grade	Boys Basketball: 9th Grade	
	Boys Basketball: 8th Grade	Softball: Varsity
Boys Soccer: Varsity	Boys Basketball: 7th Grade	Softball: JV
Boys Soccer: JV		
	Girls Basketball: Varsity	Track & Field: Co-Ed (~~9~~ 7-12)
Girls Soccer: Varsity	Girls Basketball: JV	
Girls Soccer: JV		Volleyball: 8th Grade
	Wrestling: Varsity/JV	Volleyball: 7th Grade
Volleyball: Varsity	Wrestling: Grades 7-9	
Volleyball: JV		Girls Soccer: 7th and 8th Grade
	Swimming: Co-Ed (9-12)	Boys Soccer: 7th and 8th Grade
Cross Country: Co-Ed (7-12)		
8th Grade Girls Basketball		
7th Grade Girls Basketball		
Golf		
~~***Effective 2017, Golf on hiatus***~~		
*Effective 2017, Tennis on hiatus		

*Refer to Administrative Regulations for complete details.

Approved Categories Listed in Priority Order:

Category 1 is covered by Girard School District Liability Insurance

CATEGORY 1 (SCHOOL-SPONSORED): School groups, such as Instructional/Classroom Activities, high school and middle school (grades 7 and 8) PIAA school-sponsored athletic programs; school theater, art and musical programs; and other district functions of an instructional nature.

Categories 2-6 MUST provide Certificate of Liability Insurance

CATEGORY 2 (SCHOOL-AFFILIATED): Organizations whose rental activities are designed to benefit Girard School District students and/or programs as determined by the administration. Examples: Student Clubs, Booster Organizations supporting PIAA sanctioned athletics, and PTA Groups, Elk Creek Recreation Board, and Girard School District Community Foundation. *School-Affiliated designation requires that ninety percent (90%) or more of the children participating in the activity must reside in the Girard School District.

CATEGORY 3 (COMMUNITY YOUTH): Organizations whose rental activities are designed to benefit Girard School District students, as determined by the administration. Examples: Religious Education Classes, Youth Athletic Organizations and Scout Groups. *Community Youth designation requires that ninety percent (90%) or more of the children participating in the activity must reside in the Girard School District.

CATEGORY 4 (COMMUNITY/CHARITABLE): Organizations whose rental activities are designed to benefit Girard School District citizens, whose motive is to raise funds to support the general community welfare. Examples: Churches, Religious Organizations, Borough Councils/Township Commissioners, Fire/Police/EMS, Employee Recreation Groups, and Service Clubs.

CATEGORY 5 (COMMUNITY NON-CHARITABLE): Groups or organizations that have their principal place of business in the Girard School District whose rental activities are for-profit or personal gain. Example: Local Businesses.

CATEGORY 6 (NON-COMMUNITY/NON-CHARITABLE): All other outside groups or individuals requesting use of school facilities.

*Specific building activities at Elk Valley Elementary School will have first priority for facility usage.

*When an overlap of "In-Season" occurs due to playoffs, the Athletic Director will collaborate with the coaches to allocate playing time for the affected sports. Upon completion of playoffs, the team is no longer considered "In-Season" and any previously scheduled gym time is removed and open for the next "In-Season" sport to schedule.

Limitations

When individuals and community groups receive notification that their request has been approved to use school facilities under this policy, such use shall be conditioned upon strict compliance with the following:

1. Individuals shall not use, access or enter upon any portions of the school facilities or their contents not specified in the approved request form.

2. Individuals shall refrain from any conduct or activities not specifically identified in the approved request form.

3. All activities must begin after student dismissal.

4. All activities must terminate and all individuals and community group members must exit the school premises by 10:00 p.m. **Extensions may be approved by the Superintendent.**

5. Sunday facility use is available on a limited basis and is subject to the availability of custodial/maintenance staff. The express permission of the Superintendent or designee is required prior to the event.

6. When advertising or promoting activities held at school facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the district **by including the following statement: "The Girard School District is not responsible for, and does not endorse, any statement, sentiment or opinion published or expressed in this document. This document is not part of, and has not been distributed as part of, the District's curricular or extracurricular programs."**.

7. School equipment used in conjunction with requested facilities shall be identified when the ~~**application**~~ **request** is submitted. Users of school equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator, provided by the school.

Prohibited Activities

The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities:[3]

1. Possession, use or distribution of controlled substances prohibited by state or federal law.
2. Possession of weapons.
3. Conduct that would alter, damage or be injurious to any district property, equipment or furnishings.
4. Conduct that would constitute a violation of the Pennsylvania Crimes Code and/or state and federal laws and regulations.
5. Use of tobacco and vaping products, and other e-cigarettes, as defined in the law.[4] [5] [6] **[7]**

   Products approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, are permitted, as long as the product is not inhaled.
6. Medical marijuana products as prohibited by federal law.
7. Possession, use or distribution of alcoholic beverages.
8. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Board or administration.[8] [9]

Violations

The district reserves the right to remove from district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.[3]

In the event an individual or community group violates this policy or the terms under which permission was granted to use school facilities, that individual or community group forfeits the right to submit future written requests to use district property, unless otherwise decided by the Board.

Fee Schedule

Use of school facilities for activities directly related to the educational program and district operations shall be without cost to users, except that the user shall be responsible for extra custodial and cafeteria helper fees.

Legal Footnotes

[1] 24 P.S. 775
LEGAL REFERENCE

[2] 24 P.S. 510.2
LEGAL REFERENCE

[3] 24 P.S. 511
LEGAL REFERENCE

[4] 18 Pa. C.S.A. 6306.1
LEGAL REFERENCE

[5] 20 U.S.C. 7972
LEGAL REFERENCE

[6] 20 U.S.C. 7973
LEGAL REFERENCE

[7] Pol. 904 — Public Attendance at School Events
POLICY REFERENCE

[8] 10 P.S. 328.101 et seq
LEGAL REFERENCE

[9] 61 PA Code 901.701
LEGAL REFERENCE

POLICY 707 Administrative Regulations

SCHEDULING PROCESS

Strong ties with the community lead to more partnerships and programs outside the classroom, which in turn can be utilized to directly support instruction and empower students to learn. Whenever possible utilizing our community partnership with the Elk Creek Recreation Board, for youth athletics in grades 8 and under is recommended.

Facilities Use Request Process

The following provisions must be met before the Girard School District will make facilities available for use by organized groups:

1. Facilities are available only when their use does not interfere with school programs staff use of individual rooms, school maintenance, or the rescheduling of school activities and during the regular hours of custodial/maintenance staff unless overtime for custodial/maintenance staff can be arranged.

2. All groups and individuals requesting use of the school facilities must ~~**complete**~~ **submit** a facilities use ~~**application**~~ **request** through the District's scheduling software found on the District's Web site at least ten (10) days in advance. Exceptions may be granted under extenuating circumstances. Use of facilities will be considered in accordance with the Approved Categories priority listing.

3. Facilities are not available for use on holidays, when school is closed, or when school has been cancelled for emergencies or inclement weather.

4. The use of facilities after regular school hours or on weekends at Elk Valley Elementary and Rice Avenue Middle School is contingent upon the availability of a custodian and/or cafeteria employee, responsible school employee, or approved activity sponsor. Regular Saturday custodial hours at Girard High School have been established from 9**:00** AM – 5:30 PM**, subject to change**.

5. Sunday facility use ~~**restricted to after 2 PM,**~~ **is available on a limited basis and** is subject to the availability of custodial/maintenance staff, and with the express permission of the Superintendent **or designee prior to the event**. When appropriate, use of facilities on Sunday for the purpose of practice, will be allowed and must be pre-approved by the Superintendent **or designee** prior to the practice(s). Use of the facilities on Sunday for non-practice related events, must also be preapproved by the Superintendent **or designee** and are subject to related fees. A custodian will be assigned to events unless a school district employee, or approved supervisor, assumes responsibility for the facility and is present for the event.

   Charges will be imposed on the group for custodial response during non-working hours or other circumstances deemed extraordinary by administrators.

6. A minimum of one trained school employee or approved technical specialist must be present when a group uses the auditorium.

7. A minimum of one cafeteria employee must be present when a group uses a kitchen

facility, unless an appropriately certificated person is approved to replace the café employee.

8. The group agrees to name one (1) adult to be responsible for:
   a. Supervising the activity and participants throughout the duration of the event.
   b. Remaining in the area during the event and until all persons have left the building.
   c. Confining the activity and its participants/observers to those portions of the building previously agreed upon.
   d. Ensuring that the facility is secure when leaving by confirming all accessible exits are locked.
   e. Monitoring the activities and use so that the facility and equipment remain in pre-existing condition.
   f. Keeping exterior doors locked to maintain safety, security and energy conservation.

9. The group agrees to leave the facility in a clean and orderly condition with all items returned to their proper places. When a kitchen facility is used, the area must be thoroughly cleaned before leaving. An additional cleaning fee may be charged if deemed appropriate by the Superintendent or designee.

10. Groups requiring use of audio-visual, amplifying or other District-owned equipment agrees to make prior arrangement through application for that equipment. Fees may be charged for the set-up, use and/or damage of said equipment.

11. The group agrees that no food or drinks may be served or consumed in classrooms, auditorium or gymnasiums.

12. The group agrees to accept responsibility for all damages to any part of the building, equipment, furnishings or grounds which may occur, and does agree to indemnify and hold forever harmless the Girard School District, its successors and assigns, its Directors, administrators, employees and insurers from and against loss from any and all claims, demands, suits, actions in law or that may hereafter at any time be brought against the GSD arising out of or on account of any accident or injury to person or property sustained by any such person or such property in consequence of the use of the premises of the School District pursuant to the grant of permission by School District to use~~s~~ such premises. (Requires signed Indemnity Agreement.)

13. The group agrees to remit payment to the District business office within thirty (30) calendar days following receipt of an invoice. Any amount due for damages as result of using the facilities must be paid within the same period of time.

14. The organization (or individual) using the facility agrees to provide liability insurance in the amount of $1,000,000.00 listing Girard School District as additional insured.

Time of Use

1. When school is in session, school buildings ordinarily will be available only between the hours of 2:45 until 10 PM for Girard High School and Rice Avenue Middle School and 3:45 until 10 PM for Elk Valley Elementary. Other times must be specifically arranged with the Superintendent or designee.

2. Buildings will be opened one-half hour before the scheduled time of the program and closed one-quarter hour after the scheduled end of the program. Extended time requirements must be requested in advance.

3. When classes are cancelled for any reason, all scheduled activities will be cancelled as determined by the Superintendent ~~**of Schools**~~ or designee.

Services

1. 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**~~ **request form**. 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 or permission by the school principal or their designee.

2. 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.

3. Physical education, science, business, or any other equipment or supplies will not be used by any group except school organizations.

4. 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 Girard 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.

5. Admission charges to activities held in school facilities shall be made only as stated by the ~~**application**~~ **request form**.

6. 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 Business Manager. The School District will not be liable for the payment of any taxes due on admission charges.

7. 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.

8. 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**~~ **Director of Business or designee** with a certificate of insurance in the amount of at least $1,000,000 which specifically names the Girard School District as additional insured.

9. 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.

10. No equipment of any type (sound, lighting, musical, electrical, etc.) shall be moved or altered without specific contract approval. The moving of heavy equipment (e.g. pianos), shall be done only by authorized personnel assigned by the School District.

11. 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.

12. 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.

13. Any decorations shall be erected in a manner that will not be destructive to school property, and such erection shall be approved by the Principal and/or District Maintenance Supervisor. 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.

14. 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 Superintendent or designee.

15. 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.

16. The Board reserves the right to adjust fees on an individual basis when it believes conditions are warranted.

17. 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.

Public Use of Recreational Facilities During the School Day/School Year

Access to all Girard School District campuses, athletic facilities, and playgrounds 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 3:30 pm with the exception of the walking track. School district facilities include: football field, tennis courts, soccer fields, baseball/softball fields, gym, ~~**pool**~~, fitness centers and playgrounds.
b. All school district facilities will be closed to the public during school hours and while in use by Girard School District sponsored athletic teams to include: all athletic fields, tennis courts, gymnasiums, ~~**pool**~~, fitness centers and playgrounds. Failure to comply will result in a visitor being asked to leave District property.
c. All school district recreational facilities will close at 10:00 p.m.
d. All school district playgrounds will close at dusk.

Public Use of Recreational Facilities During the Summer

Access to all Girard School District campuses, athletic facilities, and playgrounds will be restricted as outlined below.

a. All school buildings undergo cleaning and repairs over the summer in preparation for

the next school year. For this reason, requests for use of facilities must ~~be coordinated with the District Maintenance Supervisor and Principal of the building~~ **submitted on the District's online request system**.

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.

~~Swimming Pool~~

~~1. Swimming will not be permitted at any time unless an appropriate number of lifeguard 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.~~

~~2. Participants in the swimming program must remove excessive facial treatments, oily hair lotions, hairpins, bobby pins and contact lens before entering the pool area.~~

~~3. A shower must be taken by individuals before entering the swimming pool. It is recommended that a shower also be taken after leaving the pool.~~

~~4. 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.~~

~~5. Bathing suits are required for all participants in any swimming program.~~

~~6. Bathing suits must be made from fabric such as nylon or Dacron that will not add to the load of the filtering system.~~

~~7. 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.~~

~~8. Any boy or girl under 4' 6" in height must be accompanied by at least one parent and the parent must accept full responsibility.~~

~~9. Personal swimming equipment normally used in outdoor swimming areas will not be permitted.~~

~~10. There is to be no running in the swimming pool area.~~

~~11. Glass containers are prohibited in the swimming pool area. This~~

~~**includes the swimming pool deck and spectator viewing area.**~~

~~**12. All school groups requesting authorization to use the swimming pool are to be scheduled by the Director of Facilities and Property Services.**~~

~~**13. The School District will not be responsible for items belonging to participants using the swimming pool.**~~

~~**14. The School District will not be liable for injuries to participants using the swimming pool except as required by law.**~~

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. **See policy 719 for further information on drone usage.** Any person using a skateboard, roller skates, ~~**or using**~~ in-line skates, hover boards, drones or assisting another us**e**ing 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.

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.

Fireworks/Skyrockets

No fireworks**/skyrockets** will be shot off on School District property, unless pre-approved by the building principal as part of the regular school curriculum. No fireworks**/skyrockets** of any kind are permitted on District property unless pre-approved in writing by the Superintendent ~~**of Schools**~~ or designee. References SC 511, 775 PA Code Title 22 Sec. 12.9 707-10

~~**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.**~~

Safe and Secure School/Building Door Access Procedure – ~~Effective 2020-2021 School Year~~

1. All doors will now be locked and require badge access for all groups including athletics, band, theater, chorus, clubs, boosters, PTA, and outside organizations. A facilities request agreement must be signed before any access will be given.

2. Organizations will designate a responsible individual as their "contact" person in writing to the District. The organization will provide a written list of those individuals within the organization who will receive a badge. The designated contact person will then be responsible for distributing these badges to the individuals in their organization that will use them to get

access to the facilities. The District reserves the right to limit the number of badges per organization.

3. All badges are to be returned to the IT Department at the end of their season. Badges will then be reassigned when the new season starts and a request/agreement ~~**have**~~ **has** been finalized. Organizations that require year-long access are not required to return badges between seasons.

4. Each time the designated contact or an individual that has been assigned a badge changes within the organization, the District must be informed in writing.

5. Badges will be set to open:

a. Only those doors that have been assigned.
b. Only the buildings that have been approved ~~**o**~~ **and** only during the time period that access has been granted.

6. Consideration for entry without utilization of an assigned badge may be reviewed for large events and/or special events on a case-by-case basis. Examples may include tournaments, concerts, recitals and large community events.

7. Individuals caught propping doors open, using their access card inappropriately, violating District policies and procedures, or purposely trying to circumvent the established access controls, will risk the organization's approved use of the facilities.

8. The District reserves the right to assign buildings and hours of usage. The School District's goal is not to restrict the use of the facilities for any group, but to provide required access for our commitment in providing safe and secure schools for everyone at all times.

Facilities Rental Fee Structure

	Category 1 -4		Category 5-6	
		Fee per hour	Bundle 25+ Hours	Season 50+ Hours
Indoor Facilities				
Elk Valley Elementary School	N/A	50/hr.	47/hr.	45//hr.
Rice Ave Middle School	N/A	50/hr.	47/hr.	45//hr.
Girard High School	N/A	50/hr.	47/hr.	45//hr.
Energy Costs per location	N/A	25/hr.		
Custodial costs if after hours	N/A	42.25/hr.		
Technology Support/Setup	N/A	30/hr.		
Outdoor Facilities		Fee Per Day	Bundle 10+ days	Season 25+ days
Baseball/softball Per field	N/A	200/day	175/day	150/ day
Soccer	N/A	200/day	175/day	150/ day
Football/Track	N/A	200/day	175/day	150/ day
Football/Track with Lights	N/A	400/day	350/day	300/ day

*Proof of insurance must be provided for Category 2-6. The minimum coverage must be 1 million per occurrence and 2 million aggregate

** Bundle discount applies to a commitment of at least 25 hours for indoor facilities and 10 days for outdoor facilities during a two (2) month period

** Season discount applies to a commitment of at least 50 hours for indoor facilities and 25 days for outdoor facilities during a two (3) month period