

SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED:

REVISED: 11/01/2008, 12/06/10, 03/09/15

707 AR Use of School Facilities

Personnel and Facilities Fees Applicability and Schedule

Applicability and Schedule:

Class I

School Sponsored Organizations as well as all authorized educational and extracurricular activities shall generally be exempt from fees including applicable Personnel fees and Facilities fees as defined by the policy.

Colonial League and District 11 competitions and events such as cheerleading and sports tournaments may be charged applicable fees such as Personnel and Facilities fees where appropriate, as determined by the Superintendent or his/her designee.

Organizations requesting kitchen usage will generally be subject to appropriate Facilities and/or Personnel fees.

Access to Southern Lehigh School District facilities by individuals or organizations not identified within the definitions above may be limited at the discretion of the District.

Class II

School Support Organizations and Booster Club activities shall generally be exempt from fees including applicable Personnel fees and Facilities fees as defined in the policy, excepting that organizations requesting weekend banquet facilities (non-kitchen) may be subject to Personnel and/or Facilities fees as determined by the Superintendent or his/her designee.

Class III

Non-Profit (qualified under Section 501 (c) (3) of the Internal Revenue Code) Community, Civic, Service or Athletic Organizations within the Community shall generally be exempt from Personnel fees when compensated custodial staff is present. These organizations may be required to pay Personnel fees when events are held on weekends or during school holidays. Class III organizations are generally exempt from Facilities fees unless otherwise specified by the Superintendent and/or his/her designee. Organizations classified as within the Southern Lehigh Community require that a majority of participants or members

reside within the district and that the sponsor of the organization is also a district resident.

Class IV

For-Profit (not qualified under Section 501 (c) (3) of the Internal Revenue Code) Community, Civic, Service or Athletic Organizations within the Community shall be subject to applicable Personnel and Facilities fees in accordance with the Facilities fees schedule below. Payment of Personnel and Facilities fees by For-Profit (not qualified under Section 501 (c) (3) of the Internal revenue Code) organizations may be waived at the discretion of the Superintendent or his/her designee. Organizations classified as within the Southern Lehigh Community require that a majority of participants or members reside within the district and that the sponsor of the organization is also a district resident.

Class V

Non-Profit (qualified under Section 501 (c) (3) of the Internal Revenue Code) Individuals/Organizations outside the Community shall be subject to applicable Personnel and Facilities fees in accordance with the fee schedules below. Payment of Personnel and Facilities fees by Non-Profit (qualified under Section 501 (c) (3) of the Internal revenue Code) organizations may be waived at the discretion of the Superintendent or his/her designee. Access to Southern Lehigh School District facilities by Class V organizations or individuals may be limited at the discretion of the School District.

Class VI

For-Profit Individuals/Organizations outside the Community shall be subject to applicable Personnel and Facilities fees in accordance with the fee schedules below. Access to Southern Lehigh School District facilities by Class VI organizations or individuals may be limited at the discretion of the School District.

Personnel:

Definitions

Event Manager: District employee responsible for the management of a Class I (or Class II, at the discretion of the Superintendent or his/her designee) event pursuant to the conditions stated in the Use of School Facilities Policy.

Site Manager: District employee responsible for enforcement of the Use of School Facilities Policy and the protection of the facility in which a Class II, III, IV or V event is held, and the proper conduct thereof.

Stage Manager: District Employee responsible for the enforcement of the Use of School Facilities Policy and the proper usage of audio-visual facilities and equipment during a Class II, III, IV or V event.

Stage Technician: a student or adult assisting in the operation of audio-visual equipment and facilities under the supervision of a Stage Manager during a

Class II, III, IV or V event.

Assignment of Personnel to an Event:

Event Managers, Site Managers, Stage Managers, or Stage Technicians shall be assigned at the discretion of the District. Salaried (exempt) employees shall be assigned to these duties whenever possible due to Fair Labor Standards Act provisions,

Invoicing of Personnel Fees to Users:

Site Manager, Stage Manager, and Custodial time will be invoiced at \$ 50.00per hour.

Security services will be invoiced at actual incurred hourly rate.

Food Services will be Invoiced at \$25.00 per hour.

Stage Technicians will be invoiced at \$20.00 per hour

All rates listed above are subject to change up to the amount actually incurred by the District should any negative difference (undercharge relative to actual costs) be identified.

Payment of Personnel:

The services of Event Managers, who receive compensation under the provisions of the Ancillary Employee Wage Policy, shall not be separately invoiced under the provisions of this AR.

Event Managers are paid per schedule approved by the Board of Education in the Ancillary Employees Wage Policy.

Site Manager: paid per schedule approved by the Board of Education in the Ancillary Employees Wage Policy.

Stage Manager: paid per schedule approved by the Board of Education in the Ancillary Employees Wage Policy, unless on stipended duty.

Adult Stage Technician: paid at \$15.00 per hour, unless on stipended duty.

In the event that a District employee fulfills one of the roles above in addition to the performance of regular employment duties (non-stipended), payment shall not be made for multiple roles. Should it be necessary to assign an Hourly employee to work any of the events referenced in this AR, the hourly employee(s) shall be paid at his/her normal hourly rate of pay in accordance with the Fair Labor Standards Act or the rate assigned to the duty by this section, whichever is higher.

No pyramiding of overtime shall be permitted in any event.

Invoicing of Facility Fees: (all fees are hourly and rounded up to the nearest quarter hour unless otherwise noted)

	<u>Class I, II, III</u>	<u>Class IV, V, VI</u>
Classroom	25.00	50.00
Auditorium (meeting)	100.00	200.00
Gymnasium	75.00	150.00
Gymnasium (spectator act)	150.00	300.00
Library	25.00	50.00
Computer Lab	30.00	60.00
Football Stadium		
Without lights	75.00	125.00
With lights	200.00	400.00
Additional Cleanup (flat fee)	100.00	175.00
Cafeteria Fee	50.00	125.00
High School outside fields		
Soccer	50.00	100.00
Lacrosse	50.00	100.00
Baseball	100.00	200.00
Softball	100.00	200.00
Tennis Courts	40.00	80.00
Middle School outside fields		
FB practice field	50.00	100.00
Elementary fields	50.00	100.00
Hours of use invoiced will include facility preparation costs and/or closing costs of facility operation.		
Use of the District's facilities by individual or groups for purposes of performances or events for which an admission fee of any kind is charged will result in the imposition of Facility Fees as listed above.		
For the purposes of Policy #707 and 707 AR, non-profit status must be documented by the submission of the recognition letter of Section 501 (c) (3) status from the Internal Revenue Service.		
Fees may be waived or reduced by the Superintendent in situations where he/she believes that a program or activity may benefit the students of the District or in cases when local partnerships have been established that are mutually beneficial such as partnerships with local universities.		

The District may increase rates and fees periodically.

Insurance:

Organizations, individuals, and/or groups which use any school equipment and/or facilities shall furnish to the School District a certificate of insurance for bodily injury and/or property damage liability with amounts of coverage satisfactory to the School District. The School District may require the organization, individual or group to add the District as an “additional insured” under their general liability policy. A hold harmless/indemnification agreement and a waiver of liability in favor of the School District and signed by the organization, individual, and/or group is required.

The requirement for a certificate of insurance may be waived by the Scheduler/Athletic Director for activities that involves no physical activity and does not require the use of any District equipment. It is not intended that this insurance requirement necessarily apply to simple meetings, etc.