



USE OF SCHOOL FACILITIES

The West York Area School District, upon request and subject to the following policies and procedures, encourages the general public to use school facilities when such facilities are not in use for school purposes.

Procedures for the use of School District Facilities and Grounds

In case of an emergency that involves serious risk to the safety of persons on or near school property, contact 911 first, then contact the Supervisor of Buildings and Grounds at the number below. Less serious incidents, concerns, or questions may be directed to the Supervisor of Buildings and Grounds at (717) 309-7807.

General

1. All requests must be made on a standard Application for the Use of School Facilities form and received in the administration office fourteen (14) working days prior to the third Tuesday of the month in which the request is being made. Forms are available in the administration office and all school building offices. Informational flyers must accompany the application. If scholarships are available to West York students, please include that on the brochure. **Please complete the application in full, any missing information will delay the approval.**
2. Organizations or individuals utilizing facilities shall establish contact with the Accountant at least seven working days prior to the use date(s) in order to complete detailed arrangements.
3. The Principal in charge of the requested facility, the Supervisor of Buildings and Grounds, and the Athletic Director, when appropriate, will be responsible for reviewing and determining venue availability according to schedule.
4. After the application has been approved, the applicant may not assign, sublet, or transfer its usage rights or privileges to any other individual, group, or organization.
5. District administration shall determine the required extent and nature of responsible supervision, including technical, custodial, cafeteria, and police services. District personnel and security fees will be billed directly, along with any rental fees, to the sponsoring individual or organization.
6. Rental fees and charges for wages are payable within ten (10) days after the date shown on the invoice. Checks shall be made payable to the West York Area School District and shall be mailed to 1891 Loucks Road, Suite 100, York, PA, 17408.
7. Supervisors, custodians, cooks, etc., shall not be expected to assist in any work not normally considered to be a part of their regular duties unless permission has been received from the Supervisor of Buildings and Grounds or the Principal in charge.
8. No event may exceed the rated seating capacity of the school venue involved. Chairs must never be placed in the aisles, and standing in the aisles is prohibited.
9. All equipment and related items belonging to the renter must be removed from District property promptly upon the completion of the rental period.
10. All facilities must be vacated by 11:00 p.m. unless prior authorization has been obtained.
11. The renter will assign at least one (1) person to direct and be responsible for the use of the facility during occupancy. The assigned person(s) is to be present during the entire time the facility is being used.
12. The renter agrees to assume responsibility for confining spectators and participants to the rooms or parts of the building specifically included in the application as finally approved by the WYASD Administration.
13. District equipment may not be moved outside the building except upon prior written authorization. Equipment may be relocated within the building only after authorization of the Building Principal, Supervisor of Buildings and Grounds, or the custodian on duty.

14. Possession or drinking of alcoholic beverages is prohibited in District buildings and/or on District property.
15. Tobacco use of any kind is prohibited in District buildings and/or on District property.
16. All Fitness Centers, Climbing Walls, and the Stadium Football Field are dedicated to West York Area School District students and athletic teams and are not available for general public use or rental.
17. Renters are strictly responsible for making sure that persons under their charge do not attempt to open or utilize the climbing walls and will be held responsible for damages or injuries caused by unauthorized access or use of the walls.
18. The Superintendent, or designee, has the power to revoke permission if, in his/her judgment, proper use is not being made of District property. If an event needs to be canceled and the doors do not need to be opened, the renter must notify the District by 4:00 PM on the day of the event. If this does not occur, usage in the future could be denied.
19. The District reserves the right to modify rental rates and policies at any time prior to the actual use of any facility or field. Daily rates will not be prorated.
20. All renters will provide a \$750 security deposit prior to the use of facilities or fields unless exempted by the Superintendent or designee.
21. The District reserves the right to alter any of the regulations governing the use of the facilities. The above regulations do not create any rights to the use of school buildings and/or grounds.

Usage Priorities

1. The first priority for usage of any school facilities will be given to school organizations.
2. Availability to non-school organizations will be determined after school needs are met.
3. No individual will be permitted to use school facilities without adequate liability insurance or for personal financial gain. Certificate of Insurance must be attached to the application.
4. At the sole discretion of the West York Area School District, all permits are subject to cancellation or postponement, at any time, upon determination by the District that facilities are needed for school use or if the District determines that allowing the event to continue would likely damage school property or cause undue risk. The District maintains this right without recourse and without incurring financial or other liability due to losses incurred by the renter by such postponement or cancellation.
5. The District maintains the right to reject or refuse any application for the use of facilities to any group(s) or individuals who have created, or may likely create, a disturbance on school property or inflict damage upon school buildings, grounds, and/or property. These groups or individuals will be banned from further use of school facilities.

Inclement Weather and Field Use

If inclement weather occurs prior to or during the use of a District facility, the applicant is required to contact the Supervisor of Buildings and Grounds or the Athletic Director to obtain permission to commence or continue the event. As noted above, the District has sole discretion to cancel or postpone an event due to current or forecasted weather conditions.

Building Equipment and Technical Operations

1. Only District-authorized personnel may operate stadium lights, light panels, projectors, public address equipment, stage apparatus, and other technical equipment that belongs to the District. All technical needs must be identified on the application for the use of the facility. Cost for technical services will be billed to the applicant at a flat hourly rate to be determined yearly by the District.
2. Custodians are not permitted to furnish technical equipment not identified on the building usage permit except by authorization of the Supervisor of Buildings and Grounds.

Liability

1. The School Board and the District shall be held harmless by the user for any liability that arises from the use of school facilities or equipment.

2. The District requires a certificate of liability insurance in the amount of \$1,000,000 from any group, organization, or individual using the facilities. CERTIFICATE MUST BE ATTACHED TO THE APPLICATION.
3. If a student participation fee is charged, an independent certificate of liability is required, even if this is a Booster Club sponsored event.
4. The entity obtaining a permit is liable to the District for property damage resulting from the use of the buildings, property, and/or equipment and shall financially reimburse the District if such damage should occur.
5. The renter will be responsible for all theft(s) of school property, all damage(s) thereto, and/or all destruction(s) thereof. Upon demand, the renter shall reimburse the District for such theft(s), damage(s), and/or destruction(s). Reimbursement will be based on the new replacement cost.
6. The applicant group or person hereby agrees to indemnify, save harmless, and defend the West York Area School District and its directors, employees, agents, or assigns, from and against any and all claims, demands, and suits of whatsoever nature on account of property damage, personal injury, or death suffered by any applicant group member(s), or others, arising or growing out of or in connection with the use of school facilities granted pursuant to the application.

Custodial/Security/Technician Requirements and Costs

1. No activity may be held in any building unless a custodian or other responsible District personnel is on the premises. The District reserves the right to determine the extent of custodial, security and/or technical needs. Custodial charges will also apply to the laying of and removal of protective mats. Custodial, technical &/or security costs shall be billed at a flat hourly rate to be determined each year by the District.
2. A custodian or other responsible District personnel must be on duty at all times when a building is in use. All labor costs incurred through the use of District personnel, when incurred outside of normal working hours, will be charged to all renters, regardless of the tax status of the renter or the nature of the activity, except those activities directly associated with the functions of the District. Use of District personnel during normal working hours will not normally be charged to renters unless the services are determined to be excessive or beyond the normal scope of the staff involved.
3. The applicant is responsible for the preservation of order. Security costs incurred by the District shall be billed to the applicant according to District regulations. Outside security costs will be billed at the actual cost to the District.
4. All applicants shall make every reasonable effort to take proper security precautions for the security of their own persons, people under their charge, as well as District students, personnel, and property. Such precautions should include but are not limited to:
 - a. Not allowing suspicious or unknown individuals to roam within the building(s)
 - b. Not allowing doors or other potential entrances to be propped open so as to circumvent security equipment or procedures
 - c. Keeping people in general, and children in particular, away from dangerous equipment or circumstances where harm might arise
 - d. Keeping people under your care within the actual room(s) or areas rented
 - e. Contacting emergency personnel promptly should the circumstances so warrant

Cafeteria/Kitchen Use

1. Individuals must be eighteen (18) years or older to operate kitchen equipment.
2. Requested kitchen facilities, equipment, and utensils will remain under the direction and/or control of authorized District cafeteria personnel.
3. Requests may be made for District cafeteria staff to serve at banquets or special functions. Such requests may be accepted or declined by the Director of Food Services. All such personnel costs will be billed to the requesting organization.

4. No food or beverages shall be sold, served, or consumed in connection with any activity except in the cafeteria or lobby or as assigned by the District.

Rental Classifications

- A. West York Area School District Educational and Support Groups; West York Area Education Association; West York Area School District Representation Committees; and all West York Area School District plays, athletic competitions, or other events sponsored by the West York Area School District. This classification is not charged any fees.
- B. Groups or organizations sponsored and supervised by the Recreation Commissions of West Manchester Township and/or the West York Borough and/or directly affiliated groups or local governmental entities; the West York Area Parent-Teacher Associations; and the West York Booster Clubs. In addition, groups whose participants support (feeder programs) the West York Area School District's interscholastic athletic program. This classification is not charged rental fees for facility use, but is charged for equipment use and all necessary personnel costs. These groups will also be charged for all field maintenance fees unless a reciprocal cost or revenue sharing agreement exists to offset the cost of field deterioration, as approved by the Superintendent.
- C. Any not-for-profit group/organization; in addition, any individual/group operating any sort of charitable fund-raiser. This classification is charged 50% of the facility rental fees plus maintenance fees and all necessary personnel costs.
- D. Any organization or business sponsoring an activity for commercial purposes. This classification is charged 100% of the facility rental fees plus maintenance fees and all necessary personnel costs.

***Personnel costs, equipment use fees, field maintenance fees, and minor field use fees are not discounted.

<u>High School</u>		<u>Middle School</u>		<u>Elementary Schools</u>	
Auditorium	\$720	Auditorium	\$720	NA	
Rehearsal Only	\$110	Rehearsal Only	\$110	NA	
Aux. Gym	\$610	Gym	\$610	Multi-Use Room	\$165
New Gym		Gym	\$610	Multi-Use Room	\$165
Court 1	\$700				
Court 2	\$700				
Entire Gym	\$1,400				
Mezzanine	\$400				
Floor Mats-Mezzanine	\$150 (Not Incl. Labor)	NA	NA	NA	NA
Floor Mats-One Court	\$150 (Not Incl. Labor)				
Floor Mats – Whole Gym	\$300 (Not Incl. Labor)				
Cafeteria w/kitchen	\$610	Cafeteria w/kitchen	\$610	Multi-Use Room w/Kitchen	\$220
Classroom	\$135	Classroom	\$135	Classroom	\$135
All Irrigated & Major Sports Fields	\$55 Plus \$25/Day Field Maintenance Fee**	All Irrigated & Major Sports Fields	\$55 Plus \$25/Day Field Maintenance Fee**	Varsity Baseball Field (Sunset Lane)	\$55 Plus \$25/Day Field Maintenance Fee**
All Other Fields or Tennis Courts \$6 Per Use - Max \$100/Season		All Other Fields- \$6 Per Use Max \$100/Season		All Other Fields-\$6 Per Use Max \$100/Season	
LCD Projectors or Similar Equipment	\$25	LCD Projectors or Similar Equipment	\$25	LCD Projectors or Similar Equipment	\$25
Other Electronic Equipment Including Scoreboards	\$6 Per Item Per Day	Other Electronic Equipment Including Scoreboards	\$6 Per Item Per Day	Other Electronic Equipment Including Scoreboards	\$6 Per Item Per Day
Track or Stadium Lights	\$55	NA	NA	NA	NA
		**FIELD MAINT.			
		FEES CAPPED AT \$1,000 PER SPORT SEASON			

WEST YORK AREA SCHOOL DISTRICT
APPLICATION FOR THE USE OF SCHOOL FACILITIES

Please complete this form. Incomplete applications will delay the approval of this form.

Name of Requesting Organization, Business, or Individual: _____

Type of Organization (See Rental Classifications): _____ (If none appear appropriate put "Other")

Name of Responsible Requester: _____

Billing Address: _____

Telephone No. Home: _____ Work: _____ Cell: _____

E-Mail Address: _____ (1st)

E-Mail Address: _____ (Alternate)

Building Desired: (One Only-Use a Separate Application for Each Building) _____

Facility Desired: _____

Purpose of Use (be specific): _____

Date(s) Desired: _____

Times Desired: From _____ a.m. p.m. (circle one) to _____ a.m. p.m. (circle one)

Doors need to be Set to OPEN?: YES NO (circle one)

If yes:

Door Opening Times: From _____ a.m. p.m. (circle one) to _____ a.m. p.m. (circle one)

Please use a separate sheet, if necessary for multiple dates and times.

Is a rehearsal needed? YES NO (circle one)

If yes:

Date(s) _____ From _____ a.m. p.m. (circle one) to _____ a.m. p.m. (circle one)

Briefly describe the activity (If the activity is a lecture - briefly describe the topic): _____

Is this event a tournament? YES NO (circle one)

If a Spectator event, will admission be charged? YES NO (circle one)

If this is an elective training/camp/clinic, will a participation fee be required? YES NO (circle one)

***If a student participation fee is charged, an independent Certificate of Liability is Required.**

**If a student participation fee is charged, will scholarships be available for West York students who are unable to pay? YES NO (circle one)

Is this a fund raising activity: YES NO (circle one)

YES to any of the above questions requires the Application to be Board approved.

Applicable Applications must be received by the Chief Finance and Operations Officer 45 days prior to the event date.

Please list all District equipment needed: _____

Please detail any particular concerns or needs related to this application in terms of venue, personnel, or equipment:

Please list the name, address, telephone number, and e-mail address of at least one, preferably two, responsible officials of your organization who will be present at the time the facilities requested are being used and who will accept responsibility for adherence to the rules and regulations set forth herein:

Name Address Phone No. E-Mail

Name Address Phone No. E-Mail

You must attach the following to the application:

CERTIFICATE OF INSURANCE MUST BE ATTACHED

INFORMATIONAL FLIER OR BROCHURE MUST BE ATTACHED

Please sign the following:

Organization's Authorized Signer Title Date

SUPERVISOR OF BUILDINGS AND GROUNDS APPROVAL SIGNATURE DATE

ATHLETIC DIRECTOR APPROVAL SIGNATURE (GYMS/ATHLETIC FIELDS) DATE

BUILDING PRINCIPAL APPROVAL SIGNATURE DATE

CHIEF FINANCE AND OPERATIONS OFFICER APPROVAL SIGNATURE DATE