

**POTTSTOWN SCHOOL DISTRICT**  
**230 BEECH STREET, POTTSTOWN, PA 19464**  
**Phone: 610-970-6611 Fax: 610-326-6540**  
**APPLICATION FOR USE OF SCHOOL FACILITIES**

*Please complete this form, be as detailed as possible and return one copy to the above address, "Attention: Business Administrator".*

Date of Application \_\_\_\_\_

Name of Organization or Individual \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Address of Applicant or Billing Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Building Requested \_\_\_\_\_ Room(s) Requested \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Set-Up Time \_\_\_\_\_ Break-Down Time \_\_\_\_\_ Beginning Time of Event \_\_\_\_\_ Ending Time of Event \_\_\_\_\_

Type of Event \_\_\_\_\_ How many will attend the event? \_\_\_\_\_

Describe the event \_\_\_\_\_

Will admission be charged? Yes \_\_\_\_\_ Cost \_\_\_\_\_ No \_\_\_\_\_

Check the equipment to be provided by Pottstown School District:

\_\_\_\_\_ PA System \_\_\_\_\_ AV Equipment \_\_\_\_\_ Tables How Many?

\_\_\_\_\_ Microphone \_\_\_\_\_ Athletic Equipment \_\_\_\_\_ Chairs How Many?

\_\_\_\_\_ Stage Lighting \_\_\_\_\_ Scoreboard

**Please describe the set up of chairs & tables and any other detailed requests** \_\_\_\_\_

Signature of Applicant (Organization Official) \_\_\_\_\_

By signing this application, the person whose signature appears below signifies that he or she is responsible for the group, will see that the buildings are not misused, that groups have proper adult supervision, and that the buildings and grounds are used in conformity with the rules and regulations of the board of education. It is also hereby understood that school activities have priority for the use of the buildings and facilities.

**TO BE COMPLETED BY THE BUSINESS OFFICE**

Hourly Rates:

Cafeteria Worker - \$30per hour     Custodian - \$35per hour     Ground Crew - \$30per hour     Maintenance - \$45per hour

Security required (to be billed by Pottstown Police Department)

Stage Crew required (to be billed by Stage Manager)

Enter FS Direct \_\_\_\_\_

Approved by: \_\_\_\_\_

Business Administrator

Date

**POTTSTOWN SCHOOL DISTRICT**  
**POTTSTOWN, PA**  
Statement of Insurance Requirement  
For Use of District Facilities

The School District is required to request from any organization or individual using a district facility a Certificate of Insurance subject to the following guidelines:

- (1) Minimum commercial general liability: **\$1,000,000** combined single limit each occurrence.
- (2) Products liability: (only required if food will be sold and/or served) **\$1,000,000** Products/Completed Operations/Aggregate.
- (3) Automobile liability: (only required if vehicles of organization or individual renting facilities will be on school district property) **\$1,000,000** combined single limit on all owned, hired, and non-owned vehicles.
- (4) Worker's compensation: only required if organization or individual renting facility has employees.
- (5) If any organization renting a school district facility has amusement or outside concessions, the minimum liability shall be **\$1,000,000** combined single limit
- (6) If applicable, Professional Liability Coverage will be required.
- (7) All certificates shall contain 30 day notice of cancellation.
- (8) All coverage shall be written with insurance companies licensed to do business in the Commonwealth of PA.

**The Certificate of Insurance shall include the following clause:** THE LESSEE SHALL INDEMNIFY AND SAVE HARMLESS THE POTTSTOWN SCHOOL DISTRICT AND THE BOARD OF DIRECTORS, ITS MEMBERS, THE SECRETARY, HIS OR HER ASSISTANTS, AND ALL OTHERS WHO MAY ACT FOR THE BOARD OR THE SCHOOL DISTRICT FROM ALL SUITS AND ACTIONS OF EVERY NATURE AND DESCRIPTION BROUGHT BY THE USE AND/OR RENTAL OF SCHOOL FACILITIES AGREEMENT HERE PROPOSED. **THE POTTSTOWN SCHOOL DISTRICT IS AN ADDITIONAL INSURED ON THIS POLICY.**

If you should have any questions in regard to this requirement, please call the Business Administrator Office at (610) 970-6611.



Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Number	707
Status	Active
Adopted	May 19, 2011

### **Purpose**

The Board may make school buildings and facilities available to community-based organizations for functions that are public, civic, and/or nonprofit in nature and that are cultural, educational and/or recreational for the civic good of the community so that maximum use is made of the facilities under the Board's jurisdiction.

### **Authority**

The Board shall establish rental fees and charges for the use of school facilities by approved groups. [\[1\]](#)

### **Delegation of Responsibility**

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.

### **Guidelines**

The use of all buildings, grounds, and equipment owned by the district shall be governed by the following guidelines:

1. The use of school facilities shall be limited solely to those facilities listed on the rental agreement, unless an exception is approved by the Board.
2. Request for use of school facilities by school groups and employees shall be made on the required form in accordance with applicable Board policy. [\[2\]](#)
3. Request for the use of school facilities by nonschool groups shall be made in writing and shall specify the date(s), duration of activity, facility to be used, and what support equipment and/or services are required from the district, and each request must show the name of a person who will be present during the activity and responsible for compliance with the rules of the district.
4. School facilities shall not be used for any purpose which is in conflict with the aims and objectives of the district.
5. The rental availability of school facilities shall at all times be subject to convenience requirement and activities of the school.

6. Every organization requesting the use of school facilities shall sign a contract and agreement required by the Board and pay the specified rental charges and fees at least one (1) week prior to the event.
7. The Board reserves the right to determine the length of rental, rental fees, and terms of any long-term rental.
8. No organization or person shall assign their rights under contract to another group or person.
9. Organizations shall be financially liable for damage to the facilities and for proper supervision.
10. When school facilities are used by nonschool groups pursuant to this policy, the Board assumes no responsibility for injury to persons, property or loss of property. Any nonschool group utilizing facilities will be required to execute in favor of the Board a liability release form releasing the Board from any liability.
11. The Board shall not provide any form of insurance coverage to nonschool groups utilizing school facilities.
12. Any organization or individual requesting use of a school facility is required to have insurance in accordance with established administrative regulations.
13. No food, drinks or refreshments of any kind shall be taken into any gymnasium, auditorium, or large group instruction room (LGI). Refreshments must be consumed in the cafeteria (all-purpose rooms in the elementary buildings) unless special permission is granted by the building principal.
14. Gym shoes must be worn on all gymnasium floors for athletic activities.
15. All decorations used must be nonflammable.
16. Chairs or other obstructions must not be placed in corridors, aisles of auditoriums or other emergency exit lanes.
17. Organizations and groups which have children participating and using the facilities are responsible to have adequate adult supervision.
18. No equipment may be brought into the building unless permission is granted in writing, and all properties not belonging to the Board are to be removed after the last event or no later than the day after.
19. The Board will not be responsible for any equipment owned by others while it is on school property.
20. Nonschool related activities may not extend beyond 10:30 p.m. on school days; group members must leave the premises before 11:00 p.m.
21. District property shall not be removed from school premises.
22. No changes or alterations shall be made to school facilities without written approval of the Business Administrator. In addition, charges made for all alterations approved by the Business Administrator shall be added to the basic rental charge.
23. When inclement weather causes the regular school program to be canceled, groups holding rentals must cancel their activity unless there are special circumstances to be determined by the Business Administrator.

24. Groups will not receive permission to use district-owned equipment unless such equipment is operated by authorized school personnel.
25. Cars must be parked only in designated parking areas.
26. Arrangements for traffic control shall be made with the local police department by the requesting group as required by the Board.
27. No facility shall be subject to overcrowding or use by groups in excess of permitted capacity.
28. Preparation of athletic fields shall be done with the approval of or at the direction of the Supervisor of Buildings and Grounds.
29. Organizations will be classified to determine rental rates as follows:
  - a. Class A - Any school district sponsored activity or event and any charitable or non-profit community organization of Pottstown offering to present free, a lecture or program, instructive and beneficial to the public.
  - b. Class B - Any charitable or non-profit community organization within the geographical boundaries of the school district offering to present a lecture or program instructive and beneficial to the community when admission is charged or fund-raising activities are conducted for profit.
  - c. Class C - Any non-Pottstown organization or organizations, any group from which an individual or individuals may profit, or any organization not included in the above Classes (A and B).
  - d. PAL, PTA, PTO, Music Association, Alumni, Boosters Club, and Boy and Girl Scouts, Cavalcade of Bands organizations shall be classified on the same basis as regular public school activities with no charge for the use of facilities except the charges determined by the Board for a school employee to be on duty. Howard Brown Fundraiser will be classified on the same basis as regular public school activities with no charge for the use of facilities and incremental fees will be billed to the Foundation For Pottstown Education.
  - e. Rental rates for other non-profit organizations of Pottstown and/or governmental agencies' requests to use facilities may be waived at the discretion of the administration.
30. Custodian and/or other authorized school employees shall be on duty whenever property is in use, and charges will be made for custodial services for preparation before and cleaning after a rental at the discretion of the administration.
31. The Board reserves the right not to allow the use of a building or a facility if custodial or maintenance service is not available.
32. A cafeteria employee shall be on duty whenever the cafeteria kitchen facilities are used, for which an extra charge will be made, and only school cafeteria employees are allowed to operate the cafeteria kitchen equipment.
33. The manipulation of lights, stage scenery, public address system, technology labs, or other specialized equipment is under the direction of authorized district personnel, and arrangements will be made to have stage crew and support staff on duty for their operation; an appropriate fee will be charged for their services.
34. When the athletic stadium or the gymnasium of the senior high school and middle school is rented for an athletic event, a charge will be made for the presence of the Director of Co-Curricular Activities and Athletics or Game Manager, who will be in complete charge of the

facility.

35. The Business Administrator may require police protection at any event and, if required, the cost shall be paid by the organization using school facilities.
36. The Board may withdraw or extend its permission for the use of facilities at any time and reserves the right to alter or make such additional rules and regulations as may be in the public interest.

#### 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 illegal drugs and/or alcoholic beverages.
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. 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. [\[4\]](#)[\[5\]](#)
6. Use of tobacco products. [\[6\]](#)[\[7\]](#)[\[8\]](#)

#### Violations

The school district reserves the right to remove from school 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 school district property, unless otherwise decided by the Board.

Legal

[1. 24 P.S. 775](#)

2. Pol. 710

[3. 24 P.S. 511](#)

4. 10 P.S. 311 et seq

[5. 61 PA Code 901.701](#)

[6. 35 P.S. 1223.5](#)

[7. 20 U.S.C. 7182](#)

[8. 20 U.S.C. 7183](#)

[24 P.S. 779](#)

[22 PA Code 403.1](#)

[61 PA Code 901.1](#)

[20 U.S.C. 7181 et seq](#)

[20 U.S.C. 7905](#)

Pol. 000

[707 Facility Fee Schedule 4-24-17.pdf \(86 KB\)](#)

Last Modified by Joanne Rhoads on April 27, 2017

**POTTSTOWN SCHOOL DISTRICT DAILY FEE SCHEDULE**

<u>HIGH SCHOOL</u>	<u>CLASS A</u>	<u>CLASS B</u>	<u>CLASS C</u>
Audion Room(LGI)	\$35.00	\$85.00	\$165.00
Auditorium ( seats 1,000)	\$225.00	\$605.00	\$1,100.00
Gymnasium	\$200.00	\$605.00	\$1,100.00
Gym w/ Shower & Locker Rm	\$225.00	\$715.00	\$1,500.00
Library	\$40.00	\$85.00	\$110.00
Locker Room	\$50.00	\$85.00	\$110.00
Stadium -	\$225.00	\$615.00	\$1,300.00
Tennis Courts *fee per court (6 courts)	\$10.00	\$20.00	\$30.00
<b><u>MIDDLE SCHOOL</u></b>			
Lower LGI(Wayne Deegan Rm)	\$35.00	\$85.00	\$160.00
Auditorium ( seats 800)	\$200.00	\$495.00	\$1,000.00
Gymnasium	\$200.00	\$600.00	\$1,100.00
Gym. w/Shower & Locker Rm	\$225.00	\$710.00	\$1,500.00
Library	\$40.00	\$85.00	\$110.00
<b><u>ELEM. SCHOOLS</u></b>			
All Purpose Rooms	\$75.00	\$160.00	\$220.00
Library	\$25.00	\$60.00	\$110.00
<b><u>ATHLETIC FIELDS</u></b>			
Baseball, Softball Field	\$75.00	\$110.00	\$220.00
Bobby Shantz Field	\$50.00	\$220.00	\$330.00
Practice Fields & Band Field	\$30.00	\$70.00	\$130.00
Softball Field	\$30.00	\$60.00	\$150.00
<b><u>GENERAL</u></b>			
Cafeteria * Dinning Area MS/HS	\$100.00	\$220.00	\$650.00
Cafeteria + Kitchen MS/HS	\$150.00	\$300.00	\$750.00
Classrooms	\$25.00	\$35.00	\$60.00
Parking Lot - Administration (53) spaces	\$50.00	\$50.00	\$50.00
- Annex (24) spaces	\$25.00	\$25.00	\$25.00
- Barth Elem. (49) spaces	\$50.00	\$50.00	\$50.00
- Edgewood (86) spaces	\$90.00	\$90.00	\$90.00
-Franklin Elem. (16) spaces	\$20.00	\$20.00	\$20.00
-Lincoln Elem. (30) spaces	\$30.00	\$30.00	\$30.00
- Rupert Elem. (28) spaces	\$30.00	\$30.00	\$30.00
- Middle School (98) spaces	\$100.00	\$100.00	\$100.00
- HS Main Lot (120) spaces	\$120.00	\$120.00	\$120.00
- HS Gym Lot (105) spaces	\$100.00	\$100.00	\$100.00

**PARKING RESTRICTIONS - no parking is permitted on grass areas**

*Parking fees do not apply to building space rentals except when charged by applicant.*

**OTHER DISTRICT BILLABLE SERVICES: Cafeteria, Custodial, Grounds Crew**

**STAGE CREW SERVICES:** billed by Stage Crew Advisor

**SECURITY:** billed by Police Department

**HOLIDAY RENTALS** - no holiday rentals during school holidays

**SUMMER RENTALS:** restricted to district summer hours