



District Administration Office  
227 Nichols Street  
Wellsboro, PA 16901  
(570) 724-4424  
FAX: (570) 724-5103

Every Child,  
Every Opportunity, Every Day...  
Striving For Success

**Policy** – The Board established that district facilities and buildings shall be made available for community purposes, provided that the purpose does not interfere with the education program of the schools.

**Procedure** - Read the regulations for use of school facilities. Complete this form and return to the principal's office along with "certificate of insurance" (liability coverage of at least \$300,000) signifying WASD as an additional insured. By signing the attached Facilities Request Form you are agreeing to the district's Hold Harmless Clause.

**Fee** - (See below) **If rental or other charges are indicated, you will be billed.** Make checks payable to the Wellsboro Area School District. The school will bill all users and renters who are required to pay personnel fees. Do not pay the staff member directly.

The school district encourages the use of facilities by a variety of groups. However, the district discourages groups from reserving facilities and then not using them. This practice restricts other potential users from gaining access. Therefore, the school district will charge a twenty-five dollar (\$25) deposit upon application for use of the facilities that will be credited to the final billing. The deposit will not be refunded in the event that a facility is reserved but not used. If group is not in good standing financially with the school, the group will be removed from the approved users list. Cancellations will be accepted by calling the business office up to seven (7) days prior to the event. Cancellations may also be accepted on an emergency basis with prior approval at the business office. Cancellations due to inclement weather will be considered an emergency.

Human blood, body fluids, and other body tissues are widely recognized as vehicles for the transmission of human disease. In the event an area or item is soiled with body fluids (vomit, blood, urine, feces, etc.), user must contact district custodial staff to disinfect the area/item. Under no circumstances should the user attempt to clean up the soiled area/item.

Wellsboro Area School District Facility Use Fees

Area of Facility Use	Category 1	Category 2	Category 3	Category 4
Auditorium	\$ -	\$ -	\$20/hr or \$100/day	\$20/hr or \$100/day
Auditorium w/AC	\$ -	\$ -	\$35/hr or \$175/day	\$35/hr or \$175/day
Gymnasium	\$ -	\$ -	\$20/hr or \$100/day	\$20/hr or \$100/day
Gymnasium H.S. w/AC	\$ -	\$ -	\$35/hr or \$175/day	\$35/hr or \$175/day
Classroom	\$ -	\$ -	\$10/hr	\$10/hr
Classroom H.S. w/AC	\$ -	\$ -	\$25/hr	\$25/hr
Kitchen	\$ -	\$ -	\$35/hr	\$35/hr
Kitchen H.S. w/AC	\$ -	\$ -	\$50/hr	\$50/hr
Cafeteria	\$ -	\$ -	\$20/hr	\$20/hr
Cafeteria H.S. w/AC	\$ -	\$ -	\$35/hr	\$35/hr
Multi – Purpose Room	\$ -	\$ -	\$20/hr or \$100/day	\$20/hr or \$100/day
Athletic Fields	\$ -	\$ -	\$50/hr	\$50/hr
Custodian	\$30/hr	\$30/hr	\$30/hr	\$30/hr
Light/Sound Technician	\$30/hr	\$30/hr	\$30/hr	\$30/hr

Note: Rate charged if facilities requested during non-working hours. **Excess garbage fees will be assessed based on usage.**

Revised 8/28/2019



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## REGULATIONS FOR USE OF SCHOOL FACILITIES

### **Procedure for Requesting Facilities**

All requests for the use of facilities by ALL groups/organizations shall be made through the principal's office. Requests shall be submitted on the district application form at least three (3) weeks prior to the date the specified facilities are desired.

Requests shall then be forwarded to the Superintendent's Office for final approval.

No reservation will be made until the application and certificate of insurance are returned and approved by the Superintendent (see Responsibilities of the User).

Users will be billed after the event in accordance with the schedule of usage fee or rental charges. All checks should be made payable to the Wellsboro Area School District.

Organizations and groups using school facilities must designate one (1) adult member of its group to be in charge of and responsible for the program or activity at the time application for use of the facilities is made. This person shall in turn be responsible to the principal of the school in which the event is taking place.

The Wellsboro Area School District reserves the right to request an organization to arrange security personnel to be present in the case of large group meetings. The exact number of security personnel required and rates to be paid will be determined by the school district, and/or local police department. There will be no eating or drinking in auditoriums, gymnasiums, the LGI, or in any room not reserved for that purpose.

Only gym shoes or sneakers shall be permitted on gym floors when they are used for sports.

When stage facilities are used, the organization will provide stagehands or operators to operate the scenery. If there is a request for audiovisual equipment to be used, district personnel or properly trained equipment operators must be used to operate lights and the soundboard at a rate established in the fee schedule. If district/ properly trained operators are not available to operate the lights and sound system the facility request will be denied.

Putting up decorations or scenery, moving pianos or other furniture is prohibited unless special permission is granted by the district.

Scenery or other property will not be stored in school building without special permission from the district.

The Board assumes no responsibility for properties left on the premises by the approved user.

### **Responsibilities of the User**

A certificate of insurance with liability coverage of at least \$300,000 and naming the Wellsboro Area School District as an additional insured must accompany applications.

The user of any school facility must assume full responsibility for personal injury to participants and spectators. Please consider this statement our Hold Harmless Clause. By signing the attached Facilities Request Form you are agreeing to the district's Hold Harmless Clause.

Any group using the facilities of the Wellsboro Area School District is required to restore to original conditions any property destroyed or suffering from more than normal wear and tear. The Wellsboro Area School District shall be the sole judge of destruction of property or excessive wear and tear.

The user is responsible to financially restore any property destroyed or suffering from more than normal wear and tear.

Human blood, body fluids, and other body tissues are widely recognized as vehicles for the transmission of human disease. In the event an area or item is soiled with body fluids (vomit, blood, urine, feces, etc.), user must contact district custodial staff to disinfect the area/item. Under no circumstances should the user attempt to clean up the soiled area/item.



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### **Use of Custodial, Cafeteria, Audiovisual Staff**

Whenever the service of any off-duty custodian is required, or if one is required to remain after the normal workday, the user will be billed at the established rate for overtime including additional time for opening and closing the building (one half (1/2) hour before the event and one-half (1/2) hour after departure of all participants).

Use of school cafeterias with kitchens for functions requiring catering service will be under the general supervision of the building principal and food service director/head cook. When using stage facilities or audiovisual equipment, the user will be billed a rate established for audiovisual staff.

Payment for overtime will be made by the school district. The school district will then bill the organization for reimbursement. **At no time is an organization to pay the employee directly.**

### **Classification of Groups for Rental Purposes**

Fees for the use of school facilities shall be governed by the classification of the requests listed below.

#### **Category 1:**

1. The group or organization has been approved by the Superintendent as an **approved school group**.
  - a. The Superintendent shall establish an approved users list of groups or organizations that qualify for the use of school buildings and facilities. In order to qualify, the group must meet the following criteria: be a recognized local group that conducts education, cultural, civic, or recreational functions.
2. The group using school facilities provides adequate supervision of the activity.
3. The facilities used are scheduled for the hours the school is normally open and covered by custodial staff. If event is outside normal hours a custodial fee will be charged.
4. No admission is charged, or collection taken; no materials or merchandise are sold, given away, or exhibited; or any other attempts made to raise money. (This will not apply to school organizations or PTO functions approved by the Superintendent).
5. The group using the facility will leave it ready for school use. (The custodian on duty is not required to clean up after any group using district facilities, but only to care for them according to established school policies. Custodians have their regular duties to perform. Users of school facilities must leave the building in the condition in which they found it).

#### **Category 2:**

1. The group or organization has been approved by the Superintendent as an **approved school-related group**.
  - a. The Superintendent shall establish an approved users list of groups or organizations that qualify for the use of school buildings and facilities. In order to qualify, the group must meet the following criteria: be a recognized local group which conducts education, cultural, civic, or recreational functions.
2. The group using school facilities provides adequate supervision of the activity.
3. The facilities used are scheduled for the hours the school is normally open and covered by custodial staff. Fees may be assessed for hours not regularly covered by employees.
4. No admission is charged, no collection taken, no materials or merchandise are sold, given away, or exhibited; or any other attempts made to raise money. (This will not apply to school organizations, athletic tournaments, or PTO functions approved by the Superintendent).
5. The group using the facility will leave it ready for school use. (The custodian on duty is not required to clean up after any group using district facilities, but only to care for them according to established school policies. Custodians have their regular duties to perform. Users of school facilities must leave the building in the condition in which they found it).
6. The school will not be obligated to provide equipment for use by the group.



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**Category 3:**

1. Any group not listed in Category 1 or 2 that does not collect a fee for private gain.
2. Usage fee as listed in Attachment 1.
3. Personnel fees will be assessed.

**Category 4:**

1. A rental fee and payment of personnel fees will be required when any group or individual organization requests use of any facility for private gain.

**Priority of Building Use and Approved Users Criteria**

*Priority for use of school facilities will be as follows:*

1. Public school purpose.
2. Public school-related organizations.
3. Approved users (see below).
4. Nonprofit organizations within the district.
5. Other groups.

**List of Approved users Meeting Criteria under Category 1**

1. All student athletic and activity groups as recognized in the Professional Contract (does not include the parent/booster group).\*
2. Baccalaureate.\*
3. In-house staff working with district students only.\*
4. Law enforcement.
5. Borough/Township/County or State officials and/or planning commissions.
6. Leisure Interest Program
7. School district union representatives.
8. Groups being asked to present by the school.\*
9. Any organization requested by the district to present programs.
10. Bus driver training.\*

\*Organization does not need to provide proof of insurance coverage.

**List of Approved users Meeting Criteria Under Category 2**

1. Booster clubs – School Board approved.\*
2. Little League baseball/softball teams, Cinderella Softball, youth soccer, youth basketball, youth wrestlers, youth football.
3. Parent-Teacher Organization\*
4. Boy/Girls Scouts
5. 4-H
6. CONCERN

\*Organization does not need to provide proof of insurance coverage. (Additional groups will be added to this list as they are identified by category and approved).



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**List of Approved users Meeting Criteria Under Category 3**

1. Civic Groups (with no private gain)
2. American Red Cross
3. Community Athletic Groups
4. Community Theatre Groups
5. Wellsboro Area Chamber of Commerce

**List of Approved users Meeting Criteria Under Category 4**

1. Church Fundraisers
2. Hamilton Gibson
3. Mansfield University Athletics