

# **Dunmore School District**



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## **Guidelines for the Use of School Facilities**

## Availability

All requests for facilities are dependent upon the availability of the facilities. The school program and its organizations have prior right to use all facilities. School programs shall also enjoy priority. Approved non-school groups will be assigned space according to the order of receipt of the request. The use of school facilities shall not be granted for any purpose which is prohibited by law.

School facilities will be made available to non-school related groups in accordance with the procedures established in this policy.

Permission for use of facilities to any individual or group not affiliated with the Dunmore School District will be at the discretion of the Board of Education. The Board of Education also reserves the right to determine the classification of any individual or group requested the use of school facilities.

Requests for use of facilities should be made to the Building Principal, or Office of the Superintendent at **least one (1) month prior to the proposed activity.** Under no circumstances will the school building and/or equipment be used for personal profit or gain.

### **1. Liability**

Any group/individual given permission to use the school building/facilities must render the **DUNMORE SCHOOL DISTRICT "HARMLESS"** for any injury or liability resulting from the use of school facilities in connection with the approval. The Dunmore School District requires a certificate of liability insurance with included the Dunmore School District as an "additionally insured" party.

### **2. Guidelines**

Since the Board of Education is charged by law with the responsibility for providing, maintaining, and protecting school facilities, the right to deny the use of the school facilities must be reserved when deemed necessary in the public interest. The following will be used in interpreting the "public interest."

- Responsible adult supervision must be provided by the sponsoring organization.
- It shall be the responsibility of the organization using the facilities to control the conduct of persons attending the activity.
- Organizations using the facilities shall be responsible for the upkeep and maintenance of the building and grounds. (School authorities shall be sole judges for what constitutes good condition.)
- The organization agrees to absolve the Board of Education from any liability for accident or injury to persons in attendance.
- Intoxicants, narcotics, or gambling is not permitted on school property. Smoking is not permitted inside the building or outside the facility. This is a "Smoke-Free" environment.
- The use of signs, banners, pennants, etc., placed in or on school buildings or on school grounds by any group must be approved by the Superintendent.
- The applicant agrees to assume responsibility for confining all parties involved to the rooms or parts of the building specifically included in the agreement.
- No equipment is to be brought into a school building without written approval from the Superintendent.

- There shall be no installation of equipment or alterations to existing facilities or equipment by the applicant or maintenance personnel.
- If the Administration of the District deems security is necessary, the renter is responsible for payment of security fees. This may include police, fire or emergency personnel.
- The Board of Education reserves the right to refuse any individual organization use of school buildings and grounds at any time.
- A Certificate of Insurance is required from all organizations prior to approval of facility use naming the Dunmore School District as additional insured.

### **3. Standard Fees**

Fees will be charged according to the group classifications defined below. The Board of Education reserves the right to assign the group classification and may waive fees.

#### **Classroom:**

- Dunmore School District -Related Organization – No Charge
- Group Classifications A and D – No Charge
  - Custodial fee
- Group Classifications B and C - \$200.00 up to 4-hours and \$50/hr. thereafter
  - Custodial fee

#### **Gymnasium and Athletic Fields:**

- School-Related Organization – No Charge
- Group Classifications A and D – No Charge
  - Custodial fee
- Group Classifications B and C –
  - Athletic Field (Football/Soccer)
    - \$2,500 for a day contest
    - \$3,000 for a night contest
  - Gymnasium (Basketball/Volleyball)
    - \$300 for a single game
    - \$500 for a doubleheader
  - Payment for security (police and fire) is the responsibility of the requesting party. Coordination of coverage for events is also the responsibility of the requesting party
  - Custodial fee – The requesting party will be charged a fee for Dunmore School District Maintenance Personnel to work all events.
  - Ticket Collectors – The requesting party will pay all ticket collectors and parking attendants for events. This personnel will be assigned by the Dunmore School District.
- **All concession and apparel stands will be controlled by Dunmore School District Organizations. This stipulation may be discussed with the Superintendent.**

#### **Auditorium:**

- School-Related Organization – No Charge
- Group Classifications A and D – No Charge

- Custodial fee
- Group Classifications B and C - \$250.00 up to 4-hours and \$50/hr. thereafter
  - Custodial fee

\*Fee for Technical Director/related staff may be added if applicable.

\*A Custodial fee of \$40 per custodial hour will be charged to groups when custodians are not on regular duty. Assignment of custodial personnel will be determined and made by District Administration.

#### **4. Classification of Non-School Related Groups**

- A. Local civic and service organizations: There are organizations recognized for the service they provide to the community at large. Such organizations shall have the majority of membership composed of District residents or have its headquarters located within the District. Examples include Boys and Girls Scouts of America, alumni associations, DPD, PSP, DFD, emergency responders, nonprofit youth associations.
- B. Sports leagues, camps or clinics: Any sports league, camps or clinics which charge any fees to the spectators and/or participants and the proceeds are kept by the individual or organization.
- C. Profit-making organizations or individuals: Any organization of individual which does not fall into one (1) of the classifications above who charges any fees to the spectators and/or participants or benefits financially in any way from the rental.
- D. Other organizations or individuals: Any approved organization or individual which does not fall into one (1) of the classifications above and does not charge any fee to the spectators and/or participants or benefit financially in any way from the rental.

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Please fill out the attached forms. If you have any questions, please call the District Office at 570-343-2110.

Our fax number is 570-343-1458

E-mail: [DSDinfor@dunmoreschooldistrict.net](mailto:DSDinfor@dunmoreschooldistrict.net)

**DUNMORE SCHOOL DISTRICT**  
**FACILITY USE APPLICATION**

Name of Club/Organization: \_\_\_\_\_

Phone Number and E-mail Address: \_\_\_\_\_

Facility Requested: Auditorium: \_\_\_\_ Cafeteria: \_\_\_\_ Kitchen: \_\_\_\_ H. S. Gym: \_\_\_\_ Main Field: \_\_\_\_

Baseball Field: \_\_\_\_ Softball Field: \_\_\_\_ Amphitheater (DEC): \_\_\_\_ DEC Gym: \_\_\_\_ Track: \_\_\_\_ Trail: \_\_\_\_

Other (Please Specify): \_\_\_\_\_

Reason: \_\_\_\_\_

Date(s) and Time(s) needed: \_\_\_\_\_

Please list all the dates and times you need including practice/rehearsal

If Kitchen is requested, please specify what you need (ex. Oven, stove, freezer, coffee maker): \_\_\_\_\_

Additional equipment needed (Please Specify): \_\_\_\_\_

(If tables, chairs, podium, etc... please specify where and how you want them placed):

\_\_\_\_\_

Do you need security for your event? Yes: \_\_\_\_ No: \_\_\_\_

(It is the requesting organization's responsibility to contact DPD, DFD, etc...)

Do you need stage or technical equipment? (Lighting, audio, projector) Yes: \_\_\_\_ No: \_\_\_\_

\_\_\_\_\_

District Use Only

Group Classification: \_\_\_\_ Fees to be Charged: \_\_\_\_\_ Payment received: \_\_\_\_\_

\_\_\_\_ Approved (Board Meeting Date: \_\_\_\_\_)

\_\_\_\_ Not Approved

Copy to Building Principal: \_\_\_\_\_

Copy to Maintenance: \_\_\_\_\_

Copy to Club/Organization: \_\_\_\_\_

Copy to Business Office: \_\_\_\_\_

Copy to Athletic Director: \_\_\_\_\_

Copy to Superintendent: \_\_\_\_\_

