

School District of Jenkintown
250 West Avenue
Jenkintown, PA 19046

Application for Use of School Facilities

Date(s) of Use: _____ Time: _____ (note the begin and end time)

Facility Requested:

____ MS/HS Auditorium	____ Elementary Gymnasium	____ Tennis Courts
____ MS/HS Gymnasium	____ Pit Gym	____ Cafeteria ____ Kitchen
____ Upper Baseball Field	____ Stadium/Track	____ Florence Avenue Field
____ T-Ball Field	____ Classroom	____ Other _____

Number of Participants: _____ Will there be an Admission Charge? YES NO

Organization: _____

Contact Name: _____

Contact Address: _____

Contact Phone #: _____

Attach a copy of your organization's insurance ride naming the School District of Jenkintown as an additionally insured in the amount of \$1,000,000. Each Occurrence/\$2,000,000 Aggregate for General Liability, attach a copy of the signed affirmative action statement provided.

In submitting this application, I have read and agree on my behalf of my organization to comply fully with the School District of Jenkintown's Facility Use Policy #707. Failure to comply with the above named policy will among other things result in cancellation of my approved permit for use of school property. I, the user, am aware that building, staffing and energy dees may be applicable in order for my organization to execute their use.

Signature of Applicant

Date

Attachment:
Policy 707
Nondiscrimination Statement
Facilities Memo
Hold Harmless
Fee Schedule

School District of Jenkintown
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**Use of District Facilities By Community Organizations
Statement of Nondiscrimination**

This is the certify that _____
(name of entity or person)

Assures equal access and opportunity in membership and activities regardless of race, color, religion, sex, age, national origin or handicap, in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Signature

Name and Title

Date: _____

School District of Jenkintown
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I, (We) the undersigned, the duly authorized representatives of

In consideration of the permission given to use the facilities of the School District of Jenkintown do agree to defend and save harmless the School District, its directors, employees, and agents from all suits, claims, demands, charges costs and expense whatsoever, in any way arising from our use of the School District's facilities.

Signature

Name and Title

Date: _____

School District of Jenkintown
250 West Avenue
Jenkintown, PA 19046
Facility Set Up Request

Event: _____ Date: _____

Setup Start Time: _____ End Time: _____

Event Start Time: _____ End Time: _____

Group Contact:

Name: _____ Phone: _____

Email Address: _____

Facilities Needed:

<input type="checkbox"/> HS Auditorium	<input type="checkbox"/> HS Classroom	<input type="checkbox"/> Pitt Gym
<input type="checkbox"/> HS Gym	<input type="checkbox"/> Media Center	<input type="checkbox"/> Media Center
<input type="checkbox"/> Upper Field	<input type="checkbox"/> Tennis Courts	<input type="checkbox"/> Cafeteria
<input type="checkbox"/> ES Classroom	<input type="checkbox"/> ES Gym	<input type="checkbox"/> Community Room
<input type="checkbox"/> Florence Ave Field	<input type="checkbox"/> Stadium Field/Track	<input type="checkbox"/> T-Ball Field
<input type="checkbox"/> Other: _____		

Number of Folder Tables Needed: _____ Number of Chairs Needed: _____

Additional Services Needed:

Needed Doors Unlocked: _____ Time Open: _____ Time Closed: _____

Cafeteria Link HS Auditorium HS Gym Lobby

Cafeteria:

Will Food Be Served: YES NO (Extra cost may be incurred for cleanup)

HS Auditorium:

Overhead Presentation Stage Use Sound/Light Booth - may incur additional cost

Classroom:

Smartboard Overhead Presentation

Bathrooms:

ES Cafeteria HS Auditorium HS Gym Lobby

Trash Removal Needed: YES NO (May incur additional cost)

Other Needs: _____

Please include a diagram of needs/layout if you feel it is useful for our preparation.



Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Code	707
Status	Active
Legal	<u>1. 20 U.S.C. 7905</u> <u>2. 24 P.S. 775</u> <u>3. 24 P.S. 511</u> <u>4. 61 PA Code 901.701</u> <u>5. 20 U.S.C. 7182</u> <u>6. 20 U.S.C. 7183</u> <u>7. 10 P.S. 328.101 et seq</u> <u>24 P.S. 779</u> <u>22 PA Code 403.1</u> <u>61 PA Code 901.1</u> <u>20 U.S.C. 7181 et seq</u> Pol. 000
Adopted	March 3, 2003
Last Revised	March 18, 2019

Purpose

The Board desires to make its facilities available for community purposes that serve the educational mission of the district and promote the notion of the district being a focal point for community spirit. However, the Board recognizes that the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment. Therefore, school facilities of this district shall be made available for the community provided that such use does not conflict with the school programs.

Authority

The Board will provide for the use of school facilities when permission has been requested in writing and has been approved by the Board in accordance with the following order of priority:

1. Requests by school-related organizations.

6. Users understand that the district's facilities exist primarily to serve the district's educational and related programs. If use of a facility is granted but the Superintendent determines that the district has a need for the use of the facility or that the use of the facility by the third party will interfere with some aspect of the district's operations, then the Superintendent may cancel the use and refund any portion of the facility use fee paid by the third party.

Provisions for the Use of School Grounds

The Board is interested in making its school grounds and other outdoor facilities available for community purposes that serve the educational mission of the district and promote the notion of the district being a focal point for community spirit. Citizens must realize, however, that school property is not public property, and is subject to reasonable regulations of the Board. The recreational facilities of the district are available to district residents according to the following guidelines:

1. The facilities of the district set aside as playground shall be freely available to the use of district residents, except that playgrounds will be closed to the public:
 - a. During school hours,
 - b. Between dusk and dawn and
 - c. When otherwise posted or arranged by school officials.
2. The playing fields and other outdoor facilities of the district shall be reserved for the scheduled use of the district's athletic teams. The emergency use of the grounds for school purposes preempts any other reservations granted for nonschool use.
3. The use of the playing fields or other outdoor facilities of the district by an organized group must be scheduled and approved by the offices of the Athletic Administrator or his/her designees. Use may be approved or denied based upon the condition of the field or facility; the wear and tear to which the field or facility will be subjected; the need for recovery time before the next use by the district's program; the time of the activity or the nature of the activity. The district has the authority to discontinue the use of the field or facility at any time that excessive damage comes into evidence. The Athletic Administrator, his/her designee or any school administrator may deny the use of a field when the playing surfaces are too wet or soft or when use could reasonably unduly damage the surface.
4. Groups requesting the use of the playing fields or other facilities will be charged for their use based on the Fee Schedule attached to the accompanying administrative regulation and will be responsible for damage to the field or facility and pay for its restoration to pre-use condition.
5. Groups using the fields or other facilities shall be responsible to leave all school equipment as it was found and to remove all litter from the facilities. Groups may not remove or move school property such as portable backstops, pitchers' mounds, home plates, benches, bleachers, base pegs etc. without permission.
6. School fields may be open to the community when not being used by high school, middle school or elementary school programs for games, practices or activities, subject to the restrictions and guidelines contained in this policy.
7. School fields will not generally be scheduled for public use on Sunday, unless such use is authorized by the Superintendent or the Superintendent's designee. No district-sponsored or approved athletic contests or practices may be scheduled on Sunday.

Class VI – All other For-Profit Groups whose activities do not directly include at least seventy-five (75%) of Jenkintown students/residents (rental fee, weekend/holiday service charge may apply, application and certificate of insurance required, security deposit may be required).

Violations

The district reserves the right to remove from 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 and/or grounds, that individual or community group forfeits the right to submit future written requests to use district property, unless otherwise decided by the Board.

Attachment A – Fee Schedule

THE SCHOOL DISTRICT OF JENKINTOWN FEE SCHEDULE FOR USE OF SCHOOL FACILITIES

	<u>CLASS I/II</u>	<u>CLASS III</u>	<u>CLASS IV</u>	<u>CLASS V</u>	<u>CLASS VI</u>
<u>HIGH SCHOOL</u>					
Stadium (5 hrs.)	No Charge	\$700	\$2,500	\$5,000	\$7,000
Track Only (5 hrs.)	No Charge	\$100	\$200	\$400	\$700
Auditorium (4 hrs.) Performance	No Charge (includes one rehearsal)	\$300	\$500	\$1,000	\$2,000
Auditorium (4 hrs.)	No Charge (Additional rehearsal)	\$100	\$200	\$300	\$500
Gym (4 hrs.)	No Charge	\$400	\$700	\$1,000	\$2,000
Pit Gym (4 hrs.)	No Charge	\$150	\$300	\$400	\$500
Classroom (4 hrs.) (Per Room)	No Charge	No Charge	\$50	\$100	\$150
Upper Field (4 hrs.)	No Charge	\$100	\$150	\$300	\$500
Tennis Courts (4 hrs.)	No Charge	\$100	\$200	\$400	\$700
<u>ELEMENTARY SCHOOL:</u>					
Gym (4 hrs.)	No Charge	\$100	\$450	\$700	\$1,000
Cafeteria (4 hrs.)	No Charge	\$150	\$350	\$500	\$750
Cafeteria (4 hrs.) (with kitchen)	No Charge	\$200	\$500	\$750	\$1,000
Classroom (4 hrs.)	No Charge	No Charge	\$50	\$100	\$150
Field/Playground (4 hrs.) (Includes T-Ball Field)	No Charge	\$100	\$200	\$400	\$700
<u>LINK:</u>					
Community Room (4 hrs.)	No Charge	\$100	\$200	\$300	\$500

Weekend/Holiday Service Charge may apply- \$200/4 hours
Multi-Use Discounts may apply