



The School District of Jenkintown

250 West Avenue
Jenkintown, PA 19046-2698
Phone 215-885-3722
Fax: 215-885-2090

Application for Use of School Facilities

Date(s) of Use: _____ Time: _____ (note the beginning & end times)

Facility Requested

MS/HS Auditorium Elementary Gymnasium Tennis Courts
 MS/HS Gymnasium Pit Gymnasium 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 Number: _____

Attach a copy of your organization's insurance provider 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 fees 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

USE OF DISTRICT FACILITIES BY COMMUNITY ORGANIZATIONS
STATEMENT OF NONDISCRIMINATION

This is to 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: _____

The School District of Jenkintown
250 West Ave
Jenkintown, PA 19046-2698

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: _____

Facility Set Up Request

Event: _____

Date: _____

Setup Start Time: _____

End Time: _____

Event Start Time: _____

End Time: _____

Group Contact

Name: _____

Phone: _____

Email Address: _____

Facilities Needed:

HS Auditorium

HS Classroom

Pitt Gym

HS Gym

Stadium Field/Track

Media Center

Upper Field

Tennis Courts

Cafeteria

Elem Classroom

Elem Gym

Community Room

Florence Ave Field

T-Ball Field

Other _____

of Folding Tables Needed: _____

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

(may incur additional cost for cleanup)

HS Auditorium:

Overhead Presentation

Stage Use

Sound Light/Booth (may incur additional cost)

Class Room:

Smartboard

Overhead Presentation

Bathrooms:

Elem 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	1. 20 U.S.C. 7905 2. 24 P.S. 775 3. 24 P.S. 511 4. 61 PA Code 901.701 5. 20 U.S.C. 7182 6. 20 U.S.C. 7183 7. 10 P.S. 328.101 et seq 24 P.S. 779 22 PA Code 403.1 61 PA Code 901.1 20 U.S.C. 7181 et seq 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.
 2. Requests by nonschool-related community activities.
 3. Requests by private interest groups.
- The use of school facilities shall not be granted for:
1. Partisan political activity.
 2. Private social functions.
 3. Any purpose which is prohibited by law.

Equal Access

Pursuant to federal law, the district shall not deny access or a fair opportunity to meet, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the U.S. Code (as a patriotic society), that wishes to conduct a meeting, including denying such access or opportunity or discriminating for reasons based on the membership or leadership criteria or oath of allegiance to God and country of the Boy Scouts of America or of the youth group listed in Title 36 of the U.S. Code (as a patriotic society).[\[1\]](#)

Delegation of Responsibility

The Superintendent shall ensure that this policy and the accompanying administrative regulation is posted on the district's publicly accessible website.

Guidelines

School facilities will be made available to the community according to the following guidelines:

1. All extra-school use of school facilities must be scheduled in a manner which does not conflict in any way with the curricular and cocurricular activities of the school.
2. *Agreement and Insurance* – The using group is expected to complete and sign a written application which, if approved by the district, causes that group to be financially responsible for any damages to district property related to the group's use of the facilities, for any liability action taken as a result of the activity, and for proper supervision. The group may be required to post evidence of insurance against damage or liability from the use of school facilities.
3. *Fees and Payment* – Rental will be charged for the facility according to the schedule of fees approved by the Board. Payment shall become due upon receipt of billing for the use of the facility from the district office.[\[2\]](#)
4. *Engagement* – The Superintendent or the Superintendent's designee will establish procedures for requesting use of facilities that ensure consistent implementation and enforcement of Board policy.
5. If appropriate under the circumstances, the Board may arrange usage of facilities by a third party through a lease or license agreement, subject to mutually agreeable terms. Considerations regarding whether to pursue a lease or license agreement, as opposed to the normal facility use procedure, include but are not necessarily limited to a preference for non-for-profit organizations over for-profit organizations; whether the usage will generate revenue for the user; impact on the district community; whether user resides or has a principal place of business in the district; whether the usage requires the district to incur more than incidental costs; the availability of the facility sought to be used; the potential for wear and tear of the facility and whether the intended use of the facility is consistent with the mission and policies of the district. Notwithstanding these criteria, the Board retains sole discretion as to whether and to whom it leases or licenses district facilities.
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.
8. Driving or parking vehicles on unpaved surfaces and vulgar or abusive language is prohibited. Violators may be restricted from school property and may be prosecuted under law.
9. The fields will not be open to the public during bacalaureate or commencement.
10. Athletic fields shall not be used for pets due to health concerns.
11. Individuals who use the school facilities or fields but are not associated with an organized group are also subject to the conditions and guidelines of this policy.
12. All activities shall terminate by 10:00 p.m. unless special permission is granted by the Superintendent or the Superintendent's designee.

Prohibited Activities

The following activities are strictly prohibited in school facilities and on school grounds when individuals and community groups are granted written permission to use said school facilities and/or grounds: [\[3\]](#)

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.[\[4\]](#)[\[7\]](#)

6. Use of tobacco, nicotine or nicotine delivery products products.[\[5\]](#)[\[6\]](#)

Establishment of Fee Schedule

The administration shall develop, for the Board's review and approval, a schedule of fees for the use of school facilities based upon the following classifications:

Class I - Jenkintown Educational Programs; this includes school groups with administrative approval (no rental fee, no service charge, no application or certificate of insurance required).

Class II - School Related Nonprofit Groups (no rental fee, no service charge, application or certificate of insurance may be required).

Class III - All other Nonprofit Groups whose activities 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).

Class IV - All other Nonprofit 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).

Class V - All other For-Profit Groups whose activities 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).

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
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
Florence Ave Field (4 hrs.) (Field/Playground/ T-Ball)	No Charge	\$100	\$200	\$400	\$700
<u>LINK:</u>					
Community Room (4 hrs.)	No Charge	\$100	\$200	\$300	\$500

Weekend/Holiday Service Charge - additional \$200/4 hours

Multi-Use Discounts may apply