

MUHLENBERG SCHOOL DISTRICT

Property: 700

Administrative Regulations: 707-AR

707-AR USE OF SCHOOL FACILITIES

I. Fee Structure and Guidelines for Payment

- A. All applications for use of school buildings and grounds shall be submitted on the approved form a minimum of thirty (30) days before the scheduled event. Payment of 75% of the estimated costs is due 30 days in advance of the event. Any remaining and/or additional charges for usage will be billed after the event.
- B. Certificate(s) of Insurance must be filed with the Business Office with the payment before final approval will be given for any activity.
- C. A three-tier rate structure has been developed to determine the fees to be charged for all groups. This structure is outlined in Appendix A and will be adjusted annually upon School Board approval. The basis of the annual adjustment is the prior calendar year's CPI plus 1%.
 - 1. Rate #1 applies to for-profit or other groups within or outside the Muhlenberg community
 - 2. Rate #2 applies to Muhlenberg community not-for-profit groups with fund raising as their major purpose and includes Berks County educational governmental institutions.
 - 3. Rate #3 will be charged to non-fund raising activities such as school related groups and events.
- D. Muhlenberg community fire, police, and municipal events; or, recreational groups based in the Muhlenberg area which benefit students and community members, may use the facilities without charge when a custodian is on duty provided their use is consistent with the School Board policy. However, a minimum of three (3) hours of custodial charges will be assessed to any group when it is necessary to add additional custodians for an activity as determined by the Coordinator of Buildings/Grounds /Transportation.
- E. Muhlenberg School District student groups conducting non-athletic activities will not be charged operational costs Monday-Friday up to 10:00 p.m. during the school year. Student groups using facilities after 10:00 p.m. on weekdays and anytime on weekends must have the approval of the principal.
- F. Community groups that use district facilities and athletic fields without charge are encouraged to make contributions to the district that will help to offset additional costs incurred by the district for the use of the district facilities and athletic fields.

II. Governmental Relationships

Requests may be made for use of school district facilities by various federal, township, and borough governmental agencies in the district. In most cases cooperative relationships exist between such agencies and the school district. The operational costs may be waived by the district provided that an application for facility use is submitted, including a request for operational costs fee waiver, at least thirty (30) days prior to the requested use.

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The (time frame described in the) waiver policy specifically excludes the various recreational uses of school district facilities made by the parks and recreation departments and sports clubs of the local townships and boroughs from paying building/grounds use fee.

Under no circumstances will a waiver of operational fees be granted if admissions are charged, donations asked or if the activity to be held could be construed as politically partisan in nature.

III. Use of District Swimming Pool

A. The Director of Athletics, Director of Aquatics, and the Coordinator of Buildings/Grounds/Transportation will be responsible for coordinating the use of the the swimming pool.

B. No swimming activity is to occur without a Lifeguard being in attendance.

IV. Exceptions

Exceptions not covered in the above procedures must be referred to the Superintendent or his/her designee with the initial application.

V. Summary

A. Applicant

1. Submits application for Use of School Buildings/or Grounds with the Office of Buildings and Grounds.
2. Assures application is signed by at least one responsible officer of the organization.
3. Presents payment made out to "Muhlenberg School District" totaling 75% of fees and insurance certificate to Business Office thirty (30) days prior to use.

B. Building Principal

1. After receiving building use form, determines space availability and then returns to Buildings and Grounds Office.

C. Coordinator of Buildings/Grounds/Transportation

1. Calculates all operational costs.
2. Identifies any special arrangements required.
3. Obtains End-User" insurance certificates.

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4. Obtains “End-User” signatures for “Release & Indemnification.”
5. Bills and collects fees according to schedule.

Established: January 11, 2012