

No. 1330
SECTION: COMMUNITY RELATIONS
TITLE: USE OF SCHOOL FACILITIES

ADOPTED: 2/15/77
READOPTED: 7/13/09;1/29/14;11/15/16;
11/19/19;
REVISED: 3/26/91;4/25/00;3/25/03;
2/21/06;6/20/13;1/21/20

OXFORD AREA SCHOOL DISTRICT

- A. The primary purpose of the school plant, facilities, and equipment in the Oxford Area School District is to provide for the educational needs of students of the Oxford Area School District. Individuals and community groups shall be permitted to utilize school facilities for worthwhile purposes when such use does not interfere with the primary purpose of the school facility. The intent of the School Board is to safeguard the assets of the District.
- B. School sponsored organizations may use school facilities for school related purposes without charge upon approval of the principal responsible for the facility requested.
- C. School related and nonprofit community organizations may utilize school district facilities and may be charged the direct cost to the school district for the use of all facilities, equipment and personnel as required.
- D. Other corporations, businesses, individuals or organizations may request the use of school district facilities to generate profit so long as they meet district requirements and fees.
- E. Permission to use school buildings and facilities will be limited to organizations with offices or operations in the school district and organizations where 51% of the memberships are school district residents. A membership roster is to be submitted with the application.
- F. Organizations or individuals that do not pay property taxes within the school district may use school property only at the invitation of the Oxford Area School District for an approved fee.
- G. Groups may not schedule any event which would include animal rides, mechanical rides, hot air balloons, fireworks, bonfires or any other event which may create a danger or risk because of the inherent nature of the activity.
- H. No group or person receiving a use permit shall assign its rights under said contract to another group or person.
- I. No more than one use of facility may be made for for-profit corporations, unless at the express invitation of the Oxford Area School District.

- J. The school district, at its sole discretion, can determine the minimum amount of police or security personnel required for any event, the costs of which will be paid by permit holder.
- K. Any advertising of for-profit corporations for any events on school property must include the language: "No endorsement of this event is given or implied by the Oxford Area School District."

All advertising must have prior approval of the school district.

- L. The Board of School Directors delegates to the Superintendent the authority to administer the community use of the school facilities consistent with the policies relating thereto. Unusual requests for use of the Oxford Area School facilities not covered by policy shall be considered by the Board individually when a request in writing by the potential user is submitted at least sixty (60) days in advance of the requested use.
- M. The Board of School Directors, or its representatives, reserves the right to deny an application, revoke a permit previously granted at any time, and shall bear no responsibility, expressed or implied, for inconvenience caused by such action.
- N. The Superintendent of Schools shall develop procedures for the implementation of this policy.
- O. The school district reserves the right to deny the use of facilities for any reason.
- P. The Fee Schedule needs to be approved by the Board and reviewed when deemed necessary by the Administration.

OXFORD AREA SCHOOL DISTRICT
NO. 1330 USE OF SCHOOL FACILITIES
ADMINISTRATIVE PROCEDURES

The following administrative procedures shall be followed when community organizations or individuals request the use of school district facilities:

A. Eligibility

The below-listed organizations are considered eligible for purposes of utilizing school district facilities and are categorized by the indicated classes.

1. Class I Organizations. Class I organizations include all school organizations such as clubs, athletic teams, school classes, Student Council or groups engaged in school activities. The Oxford Area Parent Teacher Organization and Booster organizations for school programs shall also be established Class I organizations.
2. Class II Organizations. Class II organizations include those nonprofit organizations whose objectives and efforts are directed toward improving the quality of life for students and the citizens of the Oxford Area.

Class II A. Non-profit organizations that meet on a weekly or less basis. Examples of Class II A organizations are Boy Scouts, Girl Scouts, Oxford Area Athletic Association, official activities of municipal governmental bodies comprising the Oxford Area School District, recognized service clubs such as Lions, Research Club, Jaycees, League of Women Voters, Grange, church groups, fire companies, Women's Auxiliary of fire companies, Sportsmen Club, political parties, veteran groups, and taxpayer groups.

Class II B: Non-profit organizations that meet more than once a week. Examples of Class II B organizations are YMCA, Oxford Golden Bears, Oxford Junior Wrestlers, Oxford Little League, S.C.C. Soccer League, Oxford Recreation League.

3. Class III Organizations. Class III organizations include those which are of a nonprofit category but are not Oxford Area based and/or do not contain a substantial (51%) number of participants from the Oxford area and those of a for profit category and are Oxford Area based and/or do contain a substantial (51%) number of participants from the Oxford Area.
4. Class IV Organizations. Class IV organizations include those which are operated for profit but are not Oxford Area based and/or do not contain a substantial (51%) number of participants from the Oxford Area.

B. Facilities Available

1. School plant facilities which may be used by an approved organization include:
 - a. Gymnasium
 - b. All-purpose room/large group instruction areas
 - c. Auditorium
 - d. Locker rooms
 - e. Kitchens
 - f. Athletic fields, stadium
 - g. Classroom or meeting rooms
 - h. Other areas upon justification to school authorities
2. Selected school equipment may be made available at the discretion of the Superintendent.
3. School grounds may be made available to Class I community organizations on a no-charge basis to conduct approved programs which benefit boys and girls of the Oxford area. The grounds are available only when they are not required by the educational program of the Oxford Area School District and only when the fields are suitable for play. The athletic director has the final word whether a field is suitable for play.
4. Use of the building and facilities shall be confined to those areas for which proper application has been made and approved.

C. Application Procedure

1. All applications for use of school facilities must be submitted on the approved application for use of school facilities form. Class I organizations requesting use of school facilities for fund raising activity must complete facility use request Appendix A. All other organizations must submit Appendix B.
2. Applications for use of school facilities or equipment may be secured from the Business Administrator at the administration office or from the building principal. To assure full consideration, the completed application must be submitted to the Business Administrator for consideration at least 20 days (60 days if Board approval is required) prior to the date of requested use of school facilities.
3. The Business Administrator shall notify the applicant promptly of action taken on the application (within five (5) working days).
4. It is the responsibility of the applicant for timely follow up of the application to ascertain whether arrangements are in accordance with the application and the activity to be conducted.

5. A list of building use conditions approved by the Board of School Directors is listed on the back of or attached to the Application for Use of School Facilities.
6. Permission to use school property shall not carry with it any right to exclude any official representative of the school district.

D. Hours

1. Individuals, groups or organizations shall not be permitted to use equipment, school buildings or playground facilities at times when there may be a conflict with any part of the educational program of the school, including school-sponsored extracurricular activities.
2. The Application for Use of School Facilities shall state the specific hours during which school facilities would be used if approval is granted. In-door sports use should run no later than school sports.

E. Fees

1. No charge shall be made for Class I organizations except in those cases when the activity is for the purpose of raising funds.
2. Class II, III and IV organizations as defined in these procedures may be charged for the use of school district facilities, equipment and personnel per attached fee schedule.
3. A deposit of \$100 attached to the application is required for all movable equipment requested. In the event no damage is incurred, the deposit will be promptly returned in full.
4. The Director of Buildings and Grounds will assign a custodian(s) to the building being used. The custodian(s) will insure that the building is opened, lighted, heated, ventilated, cleaned, and closed. The custodian(s) may not deviate from approved procedures and will report variances and enforce regulations. A custodian and/or other authorized school employee shall be on duty whenever property is in use. A charge, in addition to the rental fee as per schedule, will be made for custodial services when a custodian is not ordinarily on duty or if additional work is required for preparations before or cleaning after a rental, or approved use.
5. All fees, stated or incurred, are the responsibility of the using organization and will be itemized by the Oxford Area School District. The using organization will also be responsible for any direct cost to the school district for the repair of any damage to facilities or equipment as a result of their use.
6. All rental fees and security deposits will be paid two (2) weeks prior to use. All other charges are payable within thirty (30)

days after the billing date. Checks should be mailed to the Oxford Area School District, Attention: Business Administrator, 125 Bell Tower Lane, Oxford, PA 19363.

7. Any organization or group who uses approved school facilities is responsible for admission and conduct of participants and spectators. Facilities users will adequately protect the facility, equipment, participants, and spectators.

Individuals and/or groups accept facilities with understanding that during heating season (September-May) buildings are cooler on evenings and weekends.

8. Any organization or group which uses approved school facilities will designate one group member who is responsible to supervise the activity. This person is responsible to the custodian(s) on duty. Failure to have a responsible person on site will result in revocation of usage permit.

9. All permits issued are for specific rooms, spaces, and hours. The designated organization person-in-charge has responsibility for all persons involved in the facility use which is restricted to that part of the building requested for the activity. All other building areas are restricted and may not be entered.

Applicants who have approved permits may use only assigned fields and/or facilities and only for the time(s) and date(s) specified in the permit.

School district fields may be used only for the specific, intended and approved purposes. Organizations that have approved applications to use school district playing fields for athletic events or practice must carefully consider potential damage to the fields if practice or scheduled competition occurs during the following conditions: during inclement weather which means when the ground is wet, soggy, and muddy or when precipitation is falling or has recently fallen. If the playing fields will possibly be damaged under the preceding conditions, the organization and/or group authorized to use the facility should not practice or compete on those fields until field conditions permit.

Field areas which have recently been seeded, landscaped, repaired, renovated and/or otherwise designated as temporarily out-of-use will not be used.

Vehicles may be parked only in designated areas.

Violation of this policy requirement will cause any approved permit to be immediately revoked.

10. Organizations and groups are responsible for damage to buildings, equipment and grounds. If facilities users find the part of the premises approved for use to be damaged or defective, the responsible organization person will report this condition to the custodian on duty prior to using the facility. Cost of damage, theft of school property or any other loss to the district will be paid or

reimbursed by the organization at a rate determined by the district. The district may require a security deposit for usage as outlines in Section E3.

11. Facilities use is automatically cancelled when the facilities are closed by school authorities because of local, state or national disaster, or emergencies (fire, flood, storms or mechanical failure, as well as normal weather related school closings).
12. Organizations using school facilities must comply with state laws, local ordinances and rules of the police and fire departments regarding public assemblies. Adequate police protection must be arranged for by the approved user for all public assemblies.
13. Permits, once issued, may not be transferred to any other person, group, company or organization.
14. Permission to use fields and/or building facilities will be immediately revoked for misuse, abuse, damage, malicious mischief, vandalism and/or any act of conduct or misconduct that causes the fields or facilities to be in less desirable or usable condition after approved use.
15. Outdoor school facilities are closed and off limits after dark, except those areas lighted for nighttime use.
16. Lights, stage scenery, score boards, projectors, public address systems and other school equipment that requires a skilled operator will be supervised by a school district employee. Expenses for equipment operator and necessary students required for "stage hands" will be paid by the organization using the property. The equipment operator must be an employee of the Oxford Area School District.
17. School district equipment may not be used unless specifically requested on the application and approved. Charges may be assessed for school district equipment use.
18. All decorations and any temporary materials used must be fireproof and must be approved by school officials. Open flame decorations will not be used anywhere in the buildings. No object in auditoriums and foyers may be fastened to the floors in any manner that will damage floor finish without permission. All objects, furnishing and equipment must be installed and removed by the user under school staff supervision. Removal (along with debris) will be completed immediately when the activity ends.
19. To protect students, employees and the public from a potential health hazard, smoking by employees, visitors and all adults is prohibited at all times in all Oxford Area School District buildings and on all school district premises. Smoking is prohibited at all times on school buses, in all classrooms, in all instructional areas and in or about all employees work spaces.
20. All intoxicants, including alcohol, drugs and/or any illegal chemical substance are strictly forbidden on school district premises or in buildings at any time.

21. Refreshments and/or food must be served only in cafeteria dining rooms. Absolutely no food or drink is permitted in the gymnasiums.
22. Footwear and appropriate dress will be worn inside the buildings. Sneakers or gym shoes will be worn when using gymnasiums for athletic purposes.
23. District owned equipment will not be taken from school premises by school district personnel or any other person except for school business.
24. The Business Administrator may require police protection. If required, the cost will be paid by the organization responsible for school facility use.
25. School authorities may take necessary action to preserve order and to protect school property. This action does not relieve applicant's responsibility.
26. No payments will be made directly to school employees for their services (except as set forth in Item 29 below).
27. Chairs and/or other obstructions will not be placed in aisles, entrances or exit areas.
28. School authorities reserve the right to limit, restrict or prohibit proposed school facilities use when this use is not in the interest of the district or community.
29. Private music lessons may be taught in the district's facilities under the following guidelines:
 - a. All arrangements for private music instruction, including any contracts or other agreements are between the instructor and the student's parents. Oxford Area School District is not a party to any arrangements for private music instruction. The district's participation is limited to permission to use school district space.
 - b. Instructors may include, but are not limited to, district employees. All instructors must be approved by the Superintendent or his/her designee for instruction after consultation with the music staff.
 - c. Private music lessons are not intended to be a direct extension of district band, orchestra or choral programs. Therefore, students shall be taught music different from that being taught in district band, orchestra and chorus.
 - d. Private music instruction is limited to students enrolled in Oxford Area School District.
 - e. A uniform instructional fee shall be set by the district.
 - f. Private music lessons shall not be scheduled during the teacher workday.

F. Liability Insurances

1. Any group or organization requesting the use of school district facilities must provide evidence of insurance coverage in the minimal amount of \$500,000 for bodily injury and property damage combined naming the Oxford Area School District as an additional insured.

2. A copy of the insurance certificate must accompany the application for facility use.
3. An exception to this requirement will be made for groups or organizations directly associated with the school district and officials from local municipalities.

Policy 1330

Adopted: 2/15/77

Readopted: 7/13/09;1/29/14;11/15/16;11/19/19

Revised: 3/26/91;4/25/00;3/25/03;2/21/06;6/20/13;1/21/20

APPLICATION FOR USE OF SCHOOL FACILITIES
CLASS I ORGANIZATIONS

Please TYPE or PRINT

Building Use for Class I Organization (complete in duplicate)

A. Organization: _____

B. Purpose: _____

C. Building or Facility Requested:

D. Dates and Time of Use:

E. Responsible School Employee(s)

Names _____

F. Security guards recommended? Yes _____ No _____ Number

G. Notes:

Appendix A, Policy 1330
Revised: 4/25/00; 2/21/06; 6/20/13; 1/21/20
Re-adopted: 7/13/09; 1/29/14; 11/15/16; 11/19/19
Copy: 1 Principal
2 Business Administrator

Please TYPE or PRINT

Policy #1330

Appendix B

Readopted:7/13/09;1/29/14;11/15/16

Oxford Area School District
125 Bell Tower Lane, Oxford, PA 19363

APPLICATION FOR BUILDING/GROUNDS RENTAL

(Return all copies)

1.School _____ 2.Area: Gym _____

3.Date(s) of Use _____ Cafeteria _____
(Month/day/year)

Auditorium _____

Classroom No. _____

Day(s) of the Week: Mon/Tues/Wed/Thur/Fri/Sat/Sun
(Circle appropriate days)

Library _____

4. Time: From _____ To _____

Field/Lot: _____

Name of field/lot

5. Person to be contacted:

Name _____

Location _____

Street Address/P.O. Box _____

City _____ Zip _____

Telephone: _____

6. Organization Desiring Use _____

7. Purpose: _____

8. Responsible Person On-Site at Usage: _____

Alternate Person On-site at Usage: _____

I certify that I have read and understand the school district's policy concerning school usage. I also certify that all members of my group will be provided with the building rules prior to the first use.

Responsible Person

APPLICATION MUST BE COMPLETED 30 DAYS IN ADVANCE OF REQUESTED USAGE

TO BE COMPLETED BY BUILDING PRINCIPAL

Approved Per Board Policy

Disapproved

Principal's Signature

Date

TO BE COMPLETED BY BUSINESS OFFICE

Classification of Usage _____

Fees to be paid prior to use of building:

Applicable fees to be billed prior to use of the building:

Amount of Payment Due \$ _____

Rental Fee _____ \$ _____ per use/hour

Date Bill Sent _____

Custodial _____ \$ _____ per hour

Date payment received _____

Cafeteria _____ \$ _____ per hour

Date Building Principal _____

Notified of Approval _____

Business Administrator

Approval Date

Please TYPE or PRINT

OXFORD AREA SCHOOL DISTRICT
125 Bell Tower Lane, Oxford, PA 19363

RELEASE AND INDEMNIFICATION AGREEMENT

KNOW ALL MEN BY THESE PRESENTS, that _____
(outside group or organization), for and in consideration of the permission granted by the Oxford Area School District to use _____ (name and description of facility) on _____ [date(s)], does hereby remise, release and forever discharge the Oxford Area School District, its governing body, officers, employees, agents, successors, and assigns, of and from all and all manner of actions, causes of action, suits, debts, dues, judgments, contracts, obligations, liabilities, agreements and all other claims and demands of any nature whatsoever, whether at law or in equity, especially including but not limited to all claims, obligations and liabilities which the undersigned now have or which may hereafter accrue on account of or in any way growing out of any and all known and unknown, foreseen and unforeseen, temporary or permanent bodily and personal injuries and property damage and the consequences thereof resulting or to result from any accident, incident, casualty, or event occurring on or about the date or dates written above and in connection with the use of the above-described facility of the Oxford Area School District including ingress and egress thereto and there from; and including any such claim or demand which against the said Oxford Area School District, its governing body, officers, employees, agents, successors or assigns, the undersigned in any capacity ever had, now has, or which its heirs, executors, administrators, successors, assigns, governing body, officers, employees, agents, invitees or guests, shall have, for, or by reason of any cause, matter of thing whatsoever, from the beginning of the world to the date of these presents.

AND FURTHERMORE, the undersigned does hereby expressly stipulate and agree, in consideration of the benefits to the undersigned described hereinabove, to indemnify and hold forever harmless the said Oxford Area School District, its governing body, officers, employees, agents, successors and assigns against loss from any and all claims, demands and actions in law or in equity as described hereinabove, including the reasonable cause of defense thereof; and the undersigned hereby waives any and all rights of exemption or contribution to which it may be entitled under the laws of this or any other State as against such claim or indemnity.

IN WITNESS WHEREOF, _____
(outside organization or group) has here unto set its hand and seal this _____ day of _____ 20____.

[OUTSIDE ORGANIZATION OR GROUP]

Witness

By: _____

OXFORD AREA SCHOOL DISTRICT

By: _____
Business Administrator

Oxford Area School District
125 Bell Tower Lane, Oxford, PA 19363

School Facilities Use

Rules for Use of Facilities

- A. No facility use is allowed without a valid permit. The Board may withdraw or extend its permission for the use of facilities at any time with responsible cause, and reserves the right to alter or make additional rules and regulations in the public interest.
- B. School activities have priority over any other building use.
- C. Smoking or use of tobacco in any form is not permitted at any time by anyone in any district vehicle, building or on any school grounds.
- D. The district will provide and empty trash receptacles under normal circumstances.
- E. The use of profanity and alcoholic beverages within any of the school buildings or on school grounds is strictly prohibited.
- F. Gym shoes must be worn on all gymnasium floors for athletic activities. Floors must be protected from any equipment brought onto them.
- G. Refreshments are not allowed in locker rooms, gymnasiums, auditoriums or carpeted areas. Prior Approval is required for use of any district food preparation/serving areas.
- H. Special permission must be obtained to serve refreshments in any area other than the cafeteria. Sale of products in the school is prohibited unless permission is obtained in advance.
- I. It is the responsibility of the requesting organization to contact the police and arrange adequate police protection and supervision of the activity as required by the Board.
- J. All decoration used must be non-flammable.
- K. The following are prohibited on school grounds:
 - 1. Climbing on fences or buildings
 - 2. Throwing stones or other missiles
 - 3. Loitering
- L. Chairs or other obstructions must not be placed in corridors, aisles of auditoriums or other emergency exit lanes.
- M. If any school pianos or heavy equipment must be moved, prior approval of the building principal must be obtained and any costs must be paid by the applicant organization.
- N. No nails, scotch tape, screws or attachments of any kind are to be applied to walls or woodwork, nor is anything to be done which will in any way mar or deface the building, its furnishing or appointments. All facilities must be left in the same condition as found. Clean-up/repair costs, as

required, will be billed to the using organization.

- O. Storage use for scenery and properties is not available between facility use dates.
- P. It will be the responsibility of the organization sponsors to see that their group is confined to the area to which it has been assigned.
- Q. Responsible adult supervision must be provided by the renting organization throughout the period of building use.
- R. No equipment may be brought into the buildings unless permission is granted in writing on the approved permit. All properties not belonging to the Board are to be removed after the last event, or not later than the date after.
- S. Non-school related activity may not extend beyond 10:00 p.m. on pupil attendance days; group members must leave the premises before 10:30 p.m. (exceptions must be approved in writing in advance.)
- T. When the regular school program is canceled due to inclement weather, groups holding permits must cancel their activity unless there are special circumstances as determined by the Superintendent or designee.
- U. Groups will not receive permission to use district-owned equipment unless such equipment is operated by authorized school personnel. Fees, as applicable, will be noted on the permit. (Examples: auditorium lighting, public address system, scoreboard).
- V. Cars must be parked in designated parking areas only. No parking in driveways or on grass areas is permitted. Arrangements for traffic control shall be made with respective local police departments by the requesting group, as required by the Board.
- W. No facility shall be subjected to overcrowding or used by groups in excess of permitted capacity.
- X. Preparation of athletic fields shall be done with the approval of, or at the direction of, the Supervisor of Buildings and Grounds. Fees, as applicable, will be noted on the permit.

I have read and understand the rules for use of the Oxford Area School District facilities and I will share a copy of these rules with all participants in my organization. I understand that failure to comply to these rules will result in the revocation of our building use permit.

Signature

Date

**OXFORD AREA SCHOOL DISTRICT
FEE SCHEDULE
FACILITIES USE POLICY 1330**

CLASSIFICATION	I	II A	II B	III	IV
Auditorium*					
High School	No Charge	\$500	\$500	\$1,500	\$2,500
Middle School	No Charge	\$300	\$300	\$1,000	\$2,000
(Half fee for rehearsals and practices)					
Gymnasium					
Middle School - Per Season	No Charge	\$150	\$300	\$500	\$1,000
Middle School - Per 1 Time Use	No Charge	\$50	\$50	\$250	\$375
Elementary School - Per Season	No Charge	\$150	\$300	\$500	\$1,000
Elementary School - Per 1 Time Use	No Charge	\$50	\$50	\$250	\$375
Cafeteria Dining Area					
High School	No Charge	\$50	\$50	\$150	\$250
Middle School	No Charge	\$50	\$50	\$150	\$250
Elementary	No Charge	\$50	\$50	\$150	\$250
Classrooms or other spaces					
All Schools	No Charge	\$10	\$10	\$40	\$70
Large Group Room	No Charge	\$15	\$25	\$50	\$75
Band or chorus room	No Charge	\$15	\$25	\$50	\$75
Athletic Fields/Other					
Soccer/Utility	No Charge	\$50	\$500	\$250	\$250
Baseball/Softball	No Charge	\$50	\$500	\$250	\$250
Football Stadium Per Event	No Charge	\$50	\$500	\$500	\$1,000
Parking Lots					
High School	No Charge	No Charge	No Charge	\$500	\$1,000
Middle School	No Charge	No Charge	No Charge	\$500	\$1,000
Elementary School	No Charge	No Charge	No Charge	\$500	\$1,000

In addition to above fees all organizations shall pay the salaries and benefits of custodians, cafeteria employees, police, stage crew, etc. that may be required. If any organization uses outdoor facilities that require the fields to be lit, a charge for the use of lights will be assessed.

Per day rate is based on 1-4 hours use of time. Over 4 hours will be billed accordingly.