



Policy 707
Administrative Regulations
Adopted: 4-12-2010

GUIDELINES FOR USE OF SCHOOL FACILITIES POLICY

The facilities of the Western Montgomery Career and Technology Center are financed and maintained by the citizens of the Pottsgrove, Spring-Ford and Upper Perkiomen School Districts for the housing and promotion of various curricular and extra-curricular activities comprising of or related to the educational program of the technical school. No use by others shall be permitted to interfere or restrict this primary purpose.

The Western Montgomery Career and Technology Center is an integral part of the community and the Joint Committee restates its belief that the technical school belongs to the people of the communities and provides for the cultural and civic growth of all residents. Groups will be denied meeting facilities if they advocate or promote a philosophy which would produce a threat to the health, safety or welfare of students or staff, or if such use could bring damages to school facilities. Allowing the use of Western Montgomery Career and Technology Center's facilities does not represent an endorsement of program or philosophy by the Joint Committee.

Accordingly, the technical school will, through proper administration procedures, make available to the community the facility when permission has been requested in writing and approved by the designated authority within Western Montgomery Career and Technology Center. The members of the Joint Committee shall reserve the right to deny the use of school facilities.

Rules and Regulations Governing Usage

1. Permission to use school buildings and facilities will be granted first to organizations with offices or operations located in the districts that comprise the Western Montgomery Career and Technology Center. Permission may be granted to groups who are considered Class IV - VI with Joint Committee approval.
2. The use of facilities by students precludes and supersedes all commitments to other groups.
3. When school facilities are used with an admission fee, donation, or similar charge, an insurance policy of \$500,000.00 public liability and \$20,000.00 property damage is required. The policy in the name of the organization and/or technical school is to be filed with the Administrative Director's office three (3) days prior to the date of the event.
4. Requests for permits will be accepted only for the current school year. The term of the permit cannot exceed one (1) year.
5. Use of Facility applications must be received thirty (30) days prior to the event. Applications received less than thirty (30) days from the event could delay the start date of the event.
6. 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.
7. All activities must conclude by 10:00 p.m.
8. Charges will be levied if special set-up is required or for special clean-up services as a direct consequence of the group's activities.

9. All payments for rentals (if required) and services are to be made by check payable to Western Montgomery Career and Technology Center. No payments are to be made directly to service personnel. Prepayment of rental fees is required from all Class IV - VI rentals.
10. An approved person, designated by the Administrative Director, must be present to operate school equipment. Charges for this service must be paid to the Western Montgomery Career and Technology Center by the organization utilizing the building. This regulation does not prohibit the donation of services by an approved person.
11. Smoking and any use of tobacco products by any persons is prohibited in school building and on school grounds.
12. Gambling, games of chance, lotteries, raffles, or other activities require a Pennsylvania Small Games License attached to the Use of School Facilities application. This requirement will be strictly enforced in school buildings and on school grounds. Groups are responsible for contacting the Montgomery County Treasurer Office at (610-278-3066), and attach license to "Use of School Facilities" application.
13. Possession, use or distribution of illegal drugs and/or alcoholic beverages is strictly prohibited in school building and on school grounds. Violators will be reported to the local police for prosecution.
14. Possession of weapons or replica of weapons as defined in Policy 218.1 – Weapons are strictly prohibited in school buildings and on school grounds. Violators will be reported to the local police for prosecution.
15. Conduct that would alter, damage, or be injurious to any school property, equipment or furnishings is strictly prohibited in school buildings and on school grounds. Violators will be reported to the local police for prosecution.
16. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations is strictly prohibited in school buildings and on school grounds. Violators will be reported to the local police for prosecution.
17. The Administrative Director may require police assistance at any event. If police are required, the cost of such services shall be borne by the organization using the facilities.
18. All safety rules and regulations of the Department of Labor and Industry shall be observed.
19. If insurance is required, the user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by Joint Committee rules (see Addendum 707a).
20. The Joint Committee shall be held harmless by the user for any liability that arises from the use of school facilities by any nonschool-related organization, individual or activity. The lessee assumes responsibility for using only those areas in the facility designated in the application permit (see Addendum 707b). The facility must be returned to the same or better condition than when it was initially occupied.
21. Users shall be financially liable for damage to the facilities and for proper supervision. If police are required, official school police shall be employed and the cost of such services shall be borne by the organization using the facilities.
22. All payments for rentals and services are made by check, payable to Western Montgomery Career and Technology Center. No payments are to be made directly to service personnel. Prepayment of rental fees is required from all Class III, IV, and VI rentals.
23. School equipment such as, kitchen equipment, public address system, computer lab, and any other specialized equipment must be operated by and under the direction of authorized Western Montgomery Career and Technology Center personnel or approved instructor knowledgeable about the equipment. Charges for the service must be paid to Western Montgomery Career and Technology Center by the organization utilizing the building.
24. Use of indoor facilities will be allowed on Sundays, January 1st, Memorial Day, Easter Sunday, July 4th, Christmas Eve and December 25th if custodians agree to work such a shift in accordance with Western Montgomery Career and Technology Center' pay schedules.
25. The Joint Committee reserves the right not to allow the use of the facility if Western Montgomery Career and Technology Center provided custodial service is not available.

26. User organizations will not be charged a custodial fee if the event takes place during the custodian's normal work schedule unless the user organization does not adequately clean up after themselves. Western Montgomery Career and Technology Center reserves the right to charge a user organization custodial fee when a custodian is pulled away from his/her normal duties as a result of work left by the user organization.
27. Political forums such as Meet the Candidates' night are permitted as a bi-partisan or non-partisan effort.
28. No food, drinks, or refreshments of any kind are to be served or consumed without specific permission granted in advance.
29. Any organization that uses approved school facilities is responsible for monitoring the admittance and supervising the conduct of participants and spectators. All entrance doors are locked and shall be closed when an adult is not assigned to monitor the traffic flow in/out of building. All organizations shall have adults assigned to maintain traffic flow, insure supervision of the activity, and see that the group(s) activity is restricted to the part of the building.
30. The Business Office may request financial information from any applicant at any time, and from time to time, to verify the applicant's classification.

Group Classifications

Class I School Related Groups and Organizations

School related groups and organizations are those in one of the contributing districts who sponsor events. This includes, but is not limited to, such organizations such as home and school leagues, school-sponsored academic programs, school-sponsored interscholastic and intramural athletic programs, music associations, Booster Clubs, community education and school-sponsored recreation programs.

Class II Youth and Adult Activities Where Program is delivered by Volunteers

The class includes any organizations located within the community whose primary purpose is the betterment of the community and the providing of services to the residents whose sponsors and organizers are volunteers in general. Class II groups can be a Class III group if the event is outside the original activity scope of the general use as specified in the original application. The exception to this is youth groups which may have an annual dinner where there is not an admission fee. This includes, but is not limited to, organizations such as the Cub Scouts, Boy Scouts, Girl Scouts, Fire Companies, Community Recreation Leagues (for example, adult volleyball, youth basketball, and any youth wrestling and Little League programs), and Community Service Organizations. Class II organizations can charge membership fees which benefit the continuation of the program developed by the organization.

Class III Municipal Meetings, Community Service Organizations
- Charging Admission, Fundraising, Dinners, etc.

Class III (a) – The class includes organizations which fundraise for the betterment of the community, (example, total collection benefits Project Outreach, Meals on Wheels, etc.). Also, organizations listed in Class II classification which charge an admission or a service fee or conduct a fundraiser will be considered Class III and charged accordingly.

Class III (b) – Municipalities and their agencies within the school district may have four (4) meetings annually (January to December 31st) at no charge. Meetings annually beyond that number will be considered under Classification III.

Class IV Activities of Commercial/Religious/Residential Groups

Class IV groups are groups located within the boundaries of the contributing districts conducting religious activities, meetings or services primarily for the members of the organization. Class IV groups are groups which take collections that support the organization as a whole, commercial / residential groups paying taxes, or groups developed by commercial organizations contributing funds to support education programs (e.g. church services, commercial companies, homeowner’s associations).

Class V Activities of “Not-For-Profit” and Commercial Organizations

Class V – are activities of not-for-profit organizations which provide a variety of activities for residents of the contributing districts where program is delivered by paid staff. These organizations include, but are not limited to YMCA, YWCA, and YMJAS.

Class VI Other Groups

Class VI groups are those who serve the community, but do not originate in the community. Class VI groups would include colleges and universities using the facilities for seminars and courses.

RENTAL FEES				
Classification	I & II	III	IV	V & VI
Classroom	No Fee	\$ 25.00	\$ 50.00	\$100.00
Technical Lab	No Fee	\$ 60.00	\$110.00	\$160.00
Cafeteria (No cooking)	No Fee	\$100.00	\$200.00	\$200.00
Dining Room (No cooking)	No Fee	\$ 40.00	\$ 80.00	\$130.00

Rental fees for Classes II - VI do not include cost for special services including custodial fees.

RENTAL CHARGES AND SERVICE FEES

The Joint Committee shall establish a schedule of fees for the use of school facilities based upon listed group classifications. Rental charges are defined as fixed charges for the use of the facilities and additional charges for the use of specialized equipment. Service fees are defined as labor costs for custodial and operator services.

Special events as determined by Western Montgomery Career and Technology Center on weekends will be charged for on-site custodial supervision and services according to the established fee schedule.

Class I – No rental charge. However, organizations are responsible for cost of additional services required beyond the normal operation of a school district and shall pay the cost of additional services required for the event. Service fees include custodial, cafeteria, security, police, and set-up and clean-up services.

Class II – No rental charge. However, organizations are responsible for cost of additional services required beyond the normal operation of a school district and shall pay the cost of additional services required for the event. Service fees include custodial, cafeteria, security, police, and set up and clean up services.

Class III – Rental Charges and Service Fees.

Class IV – Rental charges and Service Fees.

Class V – Rental Charges and Service Fees.

Class VI – Rental charges and Service Fees.

Additional Fees as Required:

Security is charged at \$40.00 per hour per person.

Western Montgomery Career and Technology Center reserves the right to require the applicant to pay for the hiring of security personnel.

Application Approval/Usage Permit Guidelines/Procedures

Application must be completed on the Western Montgomery Career and Technology Center' s Application form available at WMCTC or on our website (www.westerncenter.org). Application forms must be submitted to the Business Manager at Western Montgomery Career and Technology Center at least thirty (30) days in advance for single events and sixty (60) days in advance for long-term events or activities.

Required Insurance

- | | |
|------------------|-----------------------|
| 1. Comprehensive | General Liability |
| \$1,000,000 | Per Occurrence |
| \$2,000,000 | General Aggregate |
| \$1,000,000 | Products/Completed |
| | Operations/Aggregate |
| \$1,000,000 | Personal/Advertising |
| \$ 50,000 | Fire Damage Liability |
| \$ 5,000 | Medical Payments |
2. Products Liability – Only required if food will be sold and/or prepared and served.
 3. Automobile Liability – Only required if vehicles will be used as part of the event.
 4. Worker's Compensation – Only required if organization or individuals utilizing the facility has an employee (s).

Liability Insurance carried by Western Montgomery Career and Technology Center protects only Western Montgomery Career and Technology Center' employees and named insured. No insurance protection is provided by Western Montgomery Career and Technology Center to other groups or organizations using school facilities.



77 Graterford Road
Limerick, PA 19468

APPLICATION FOR USE OF FACILITIES

DATE: _____

NAME OF ORGANIZATION: _____

DATE(S) OF EVENT: _____

TITLE/PURPOSE OF EVENT: _____

FACILITY REQUESTED (Classroom, Technical Lab, Cafeteria, Dining Room): _____

SET UP TIME _____ EVENT TIME _____ BUILDING CLOSING TIME _____
(When building must be open)

EQUIPMENT NEEDED: _____

ANTICIPATED ATTENDANCE: _____ ADMISSION TO BE CHARGED \$ _____

NUMBER OF SCHOOL DISTRICT RESIDENTS _____ NUMBER OF NON-RESIDENTS _____

APPLICANT(S) IN CHARGE: Name _____
Resident of _____ School District
Address _____
Telephone _____

SUPERVISOR OF EVENT (Person in Attendance) _____
Resident of _____ School District

I have read the Use of School Building and Facilities Policy and agree to abide by it. Failure to do so will result in the cancellation of this application and/or financial charges. I understand that any exception to the regulations must be Joint Committee approved and that the school authorities may revoke permission at any time.

Signed: _____ Date: _____

**PLEASE RETURN ALL FORMS TO THE ADMINISTRATIVE DIRECTOR or BUSINESS OFFICE
DO NOT COMPLETE BELOW THIS LINEFOR BUSINESS OFFICE USE ONLY**

SCHOOL FUNCTION _____ CLASS I _____ CLASS II _____ CLASS III _____ CLASS IV _____ CLASS V _____ CLASS VI _____

Charges: Rental \$ _____
Security \$ _____
Custodial \$ _____
Other \$ _____ Bill will be mailed after the event

COMMENTS: _____

SPECIAL PERSONNEL NEEDS (i.e., Computer Aides): _____

APPROVAL: _____ DATE: _____

ATTACHED
_____ HOLD HARMLESS/INSURANCE VERIFICATION _____ COPY OF INSURANCE



Addendum 707a

COMMUNITY USE OF SCHOOL FACILITIES

CERTIFICATE OF INSURANCE

The Joint Committee shall reserve the right to require that applicants for the use of school facilities or grounds carry insurance to cover injuries or any damages that occur during the use of by the applicants.

Each application for use will be considered individually with respect to the need for insurance. The preferable form of certification shall be the assignment of Western Montgomery Career and Technology Center as an additional insured on the policy certificate.

The Administration shall require a certificate of insurance for all activities meeting the following criteria.

Activities requiring insurance shall generally be those that involve physical activity (as sports and recreational exercise), the use of equipment (either powered or mechanical), or the use of certain places (laboratories and food preparation areas). Activities which will generally be exempt from insurance requirements are those low risk activities normally associated with meetings, classroom instruction or administrative functions of a sedentary nature.

Groups using Western Montgomery Career and Technology Center property shall be held responsible for any damages to property resulting from such use.



Addendum 707b

HOLD HARMLESS CLAUSE

The undersigned agrees to hold harmless, indemnify and release Western Montgomery Career and Technology Center Joint Committee and all its administrators, agents, employees and director for any damage or loss or injury which may occur during the course of the event proposed by the undersigned. The indemnification and release shall include indemnification for all acts or events created by Western Montgomery Career and Technology Center Joint Committee, its agents, employees, and director and shall include, but not be limited to, all costs of the suit, defense or judgment entered against Western Montgomery Career and Technology Center.

Signature: _____

Date: _____

Organization: _____

Witness: _____