

## **PROCEDURES FOR USE OF SCHOOL DISTRICT FACILITIES**

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The following describes the procedure for the use of School District facilities:

1. Any individuals, groups and organizations who wish to use School District facilities must obtain and complete a Facilities Use Application form available at each school and also the Administration Building. All applications should be received by the Building Principal or Designee at least thirty (30) business days ahead of the scheduled event.
2. The use of the School District facilities by Radnor Township Parks and Recreation Department will be coordinated by and through the office of the Building Principal or Designee. The Township should request use of the District facilities at least thirty (30) days prior to the scheduled event or activity.
3. The Principal/Designee reviews the applications for completeness, intended use, any advertising or signs, scheduling and availability of the requested space and approves or disapproves the use, forwards the completed application to the Director of Operations.
4. The Director of Operations determines the appropriate rental fee per the attached Fee Schedule and charges for custodial and security services.
5. The business office prepares and forwards a letter of approval to the user. Copies of the approval letter with a copy of the application will be sent to the Director of Operations and the appropriate Building Principal or designee.
6. The invoicing procedure for the District will be administered by the business office. Questions regarding rental applications may be made to the Director of Operations, 610-688-8100, extension 6103.

# SCHEDULE OF FEES AND CHARGES

## Schedule of Rental Fees Per Use (for a period of four (4) hours or less):

SCHOOL:	AUDITORIUM	GYM		CAFETERIA	CLASSROOM	POOL
Radnor Elementary	\$200.00	\$150.00		\$150.00	\$50.00	
Ithan Elementary	\$200.00	\$150.00		\$150.00	\$50.00	
Wayne Elementary	\$200.00	\$150.00		\$150.00	\$50.00	
Radnor Middle School	\$800.00	Main \$800.00	Aux \$300.00	\$250.00	\$50.00	
Radnor High School	\$800.00	Main \$800.00	Aux \$500.00	\$250.00	\$50.00	Pool \$100.00/hr

### Outside Areas:

Main Football Field (High School)	\$375.00 (\$575.00 for night games)
Tennis Courts	\$15.00/hour per court
Athletic Fields: Per Use-	\$75.00 any location

**USAGE IN EXCESS OF FOUR (4) HOURS WILL INCUR ADDITIONAL CHARGES.**

### SERVICE CHARGES:

1. The School District shall determine what events will require District personnel (custodial and/or security) and make appropriate assignments.
2. A \$50.00 per hour per person service fee will be charged for the use of School District personnel (supervisory, custodial, maintenance, security, technical or audio/sound).
3. Special fees will be assessed for use of the Food Services preparation areas.

**SPECIAL SPACES SUCH AS COMPUTER ROOMS, LARGE GROUP INSTRUCTIONAL ROOMS, BAND ROOMS, WILL BE CHARGED AT A RATE TO BE DETERMINED BY THE DISTRICT AT TIME OF USE. REFER TO TECHNICAL EQUIPMENT PLANNING FORM.**

### THE FOLLOWING WILL APPLY FOR ALL REQUESTS:

1. Rental fees and service charges may be revised at the discretion of the District.
2. Charges will be made for breakage and damage to District facilities and equipment at replacement values
3. The District will prepare and submit billing for facilities uses and services.

## SCHEDULE OF CRITERIA AND FEES

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The following criteria and fee schedules will be used in determining the use of the Radnor Township School District facilities:

**NOTE:** *For the purpose of this policy, community and/or community-based groups refers to any organization/group whose normal membership is greater than 50% of Radnor Township residents.*

### **Group I: Radnor Twp. organizations exempt from rental fees and most service charges:**

1. School sponsored or school related organizations/groups.
2. Recognized civic, service, educational institutions, charitable and recreational organizations using facilities during regular school hours.
3. Parent Teacher Organizations directly related to the school activities; Radnor Township recreation activities and official public meetings.

### **Group II: Organizations exempt from rental fees but subject to service charges:**

1. Group I (2 & 3) organizations may be subject to service charges when using facilities beyond regular school hours or when expenses are incurred by the District in support of the activity.
2. Community-based charitable or non-profit service, social, educational and recreational organizations for fund-raising purposes.

### **Group III: Organizations subject to rental fees and service charges:**

1. All commercial organizations, religious activities, profit-making function or non-community based groups.

**RADNOR TOWNSHIP SCHOOL DISTRICT  
 APPLICATION FOR USE OF SCHOOL DISTRICT FACILITIES  
 ALL APPLICATIONS MUST BE SUBMITTED AT LEAST 30 DAYS IN ADVANCE  
 ALL ENTRIES BELOW MUST BE COMPLETED**

Name, Organization or Person \_\_\_\_\_

Nature and Composition of Applying Group: School Dist. Affiliated? \_\_\_\_\_ Twp. Affiliated? \_\_\_\_\_

Non Profit \_\_\_\_\_ State Tax Exempt # \_\_\_\_\_ Citizen's Group (Percentage of Radnor Twp. Residents) \_\_\_\_\_

For permission to use the following School District Facility \_\_\_\_\_

on \_\_\_\_\_ 20\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Date (s) Time (s) of entering facility Time (s) of leaving facility

- |                        |                       |                          |                                   |
|------------------------|-----------------------|--------------------------|-----------------------------------|
| _____ Auditorium       | _____ Showers         | _____ Parking Lot Areas  | _____ Security                    |
| _____ Multi-Purpose Rm | _____ Ticket Booth(s) | _____ Athletic Field     | _____ Custodial                   |
| _____ Classroom(s) No  | _____ Cafeteria       | _____ PA System          | _____ Other (please specify)      |
| _____ Gymnasium        | _____ Kitchen         | _____ Scoreboard         | _____                             |
| _____ Locker Room      | _____ Lavatories      | _____ Audio Visual Equip | _____ Advertising (Attach sample) |

The purpose for which the said facilities and equipment or grounds will be used is \_\_\_\_\_ and for no other purpose.

\_\_\_\_\_ Admission Charge \_\_\_\_\_ Tickets Sold \_\_\_\_\_ Donation \_\_\_\_\_ Estimated Attendance

Exact area or facility needed \_\_\_\_\_

Name and address of responsible officer: \_\_\_\_\_

Street \_\_\_\_\_ City, State, Zip \_\_\_\_\_ Name of Officer

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Business Phone (\_\_\_\_\_) \_\_\_\_\_

Name of the supervisor(s) who will be **PRESENT AT ALL TIMES:** Name \_\_\_\_\_

Street \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Business Phone (\_\_\_\_\_) \_\_\_\_\_

It is agreed that the applicant will comply with and be bound by the regulations of the School District, a copy of which is printed on the back hereof, and subject to any amendments made thereto.

(Signed) \_\_\_\_\_ Street \_\_\_\_\_  
Applicant Title

Print Name \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_  
Applicant

City, State, Zip \_\_\_\_\_ Business Phone (\_\_\_\_\_) \_\_\_\_\_

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**\*\* FOR OFFICE USE ONLY \*\***

APPROVED \_\_\_\_\_

DISAPPROVED \_\_\_\_\_

REMARKS \_\_\_\_\_

- FEES:
- Rental \_\_\_\_\_
  - Custodial \_\_\_\_\_
  - Maintenance \_\_\_\_\_
  - Security \_\_\_\_\_
  - Technical \_\_\_\_\_
  - Other \_\_\_\_\_

Principal/Designee \_\_\_\_\_  
 Date \_\_\_\_\_

Director of Operations \_\_\_\_\_  
 Date \_\_\_\_\_

# TECHNICAL EQUIPMENT PLANNING FORM

## Special Events/Presentations

Requested by: \_\_\_\_\_ School extension #: \_\_\_\_\_

Email: \_\_\_\_\_

Length of event/presentation: \_\_\_\_\_ Location in the district: \_\_\_\_\_

Brief description of event/presentation: \_\_\_\_\_

### EQUIPMENT REQUESTED:

LCD projector \_\_\_\_\_  
Overhead projector \_\_\_\_\_  
Podium \_\_\_\_\_  
Portable sound system \_\_\_\_\_  
Compact disc player \_\_\_\_\_  
Videoconferencing equip \_\_\_\_\_  
Laptop (iBook or PC) \_\_\_\_\_  
Printer (color or b&w) \_\_\_\_\_  
Internet connection \_\_\_\_\_

Screen \_\_\_\_\_  
Camcorder \_\_\_\_\_  
Tripod \_\_\_\_\_  
VCR / DVD \_\_\_\_\_  
TV monitor \_\_\_\_\_  
Microphone(s) \_\_\_\_\_  
Mic stand(s) \_\_\_\_\_

Web address: \_\_\_\_\_

### PRESENTER WILL BRING:

Laptop (iBook or PC, indicate operating system, i.e. OSX, Windows 2000, XP)

Floppy disk with files (indicate the program, i.e. PowerPoint, Word, AppleWorks)

CD with files (indicate the program, example: PowerPoint, Word, AppleWorks) or DVD to be presented \_\_\_\_\_

### ATTENDEE ACCESS:

Number of attendees \_\_\_\_\_

Number of computers or laptops needed \_\_\_\_\_

### AUDITORIUM USAGE:

Special lighting / sound requests \_\_\_\_\_

Other needs not identified \_\_\_\_\_

### OTHER NEEDS:

Assistance required? \_\_\_\_\_

Please be specific. If assistance is needed during after school hours, approval is required.

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# **RADNOR TOWNSHIP SCHOOL DISTRICT**

## **REGULATIONS FOR USE OF SCHOOL DISTRICT FACILITIES**

1. Written application for facilities use shall be made to the Building Principal or Designee and shall be signed by the
2. applicant and/or responsible officer of the organization requesting use of District facilities.
3. All applications reviewed and approved by the Principal or Designee of the school for which application is made must be reviewed by the Director of Operations before final approval is granted.
4. The School District reserves the right to request applicant to furnish to the School District additional information, including a certificate of insurance in such amounts as may be deemed advisable by the School District prior to the time of use by the applicant of school facilities.
5. The applicant for the use of School District facilities hereby releases and agrees to indemnify and defend the Radnor Township School District and its officers, employees, agents and School Directors, and to hold them forever harmless from and against any and all losses, liabilities, costs, expenses (including attorneys fees), claims, damages, and demands of every kind or nature whatsoever, both at law and in equity, including those relating to personal injuries, death or property damage, arising from or relating to the use of School District facilities (including buildings, grounds and equipment) pursuant to this application. The applicant also agrees upon demand of the Radnor Township School District to pay for or reimburse the School District for any expenses of any kind arising from damage to School District or other property caused by the applicant or any person or persons attending any function conducted on school premises by the applicant pursuant to this application.
6. Organization will be charged the minimum four (4) hours of service charges for all cancellations of activities unless the District is notified at least 24 hours prior to cancellation.
7. Every school facility approved for use may require one or more school personnel in attendance, the charge for which will be established by the School District. The minimum charge shall be four (4) hours. If kitchen facilities are used, at least one member of the cafeteria personnel is required to be on duty at an additional cost. The School District reserves the right to furnish the services of School Security (when not requested by the applicant) and to pass the cost of such services on to the applicant.
8. The use of School District facilities and equipment shall be restricted to the purpose for which its use was permitted and the School District reserves the right to restrict and so supervise the use of the facilities as to carry into effect the provisions and intent of these rules and regulations.
9. Possession of intoxicating beverages and non-prescribed drugs is prohibited. In accordance with the State of Pennsylvania Law, smoking on School District property is prohibited. No food or beverages are to be sold or distributed unless approval is granted. Under no circumstances shall food and/or beverages be permitted in areas other than the cafeteria without prior specific permission.
10. Disorderly conduct of any kind is prohibited and persons engaging in such conduct shall be removed from School District property.
11. The premises must be entered and vacated in accordance with the time(s) noted on the approved application.
12. Any advertising intended to be used on school premises associated with any school facilities must be noted on the application and an accurate color representation of the intended advertisement must be submitted with the application.
13. All applications are subject to review by the School District, and the School District reserves the right at any time to cancel any application, approval of which may have been given.
14. It is the policy of the Radnor Township School District not to discriminate on the basis of race, color, national origin, sex and handicap on its educational and vocational programs or employment as required by Title IX, Section 504 and Title VI.