



STEELTON-HIGHSPIRE SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT BUILDING –USE REQUESTS

- I. **PURPOSE:** Explain the process for all building permit requests that involve the use of Steelton-Highspire School District, during non-instructional weekday hours and weekends, including school-based activities. All building principals and other designees of the school system must follow the guidelines outlined below.

- II. **STEELTON-HIGHSPIRE SCHOOL DISTRICT ESSENTIAL:** *Resources that Promote High Achievement for every student*

- III. **GOVERNING POLICY/REGULATORY IMPLICATIONS:**
 - A. Circular No.1 Series 2008-2009

- IV. **IMPLEMENTATION GUIDELINES:**
 - A. Permission to use school buildings shall be granted only with the expressed written understanding that the person or association to whom permission is granted is responsible for any damage to the grounds, buildings, or contents resulting from the use of school buildings. Responsible persons or associations may request permits to use school buildings or areas for public, civic, community, or educational meetings and events. School buildings are not available for private fundraising purposes. Permission to use school buildings is granted only when an *Application/Permit for the Use of a School Building* has been processed and finalized by the Facilities Administrator. Permits are non-transferable and all unauthorized users will be required to immediately vacate buildings and grounds where permission has not been granted.

 - B. The application form must be completed for school-based activities (dances, athletics, etc.) as well as for activities sponsored by outside organizations or individuals. Special approval and the issuance of an appropriate insurance (1 million per occurrence or 2 million aggregate) statement are needed for a fair on school grounds. Building-use requests that exceed one year in duration will require School Board approval. Building Permits are not applicable to bilateral or multilateral agreements (such as a Memorandum of Understanding).

 - C. Organizations wishing to use a facility, parking lots, and/or fields must make an initial request to the Building Principal. School buildings may only be used at times that will not interfere with regular school sessions and/or other bona fide educational activities and programs of the school system. The Building Principal must consult their master calendar to determine availability of the requested room, location, or field. If the Facilities Administrator has any concerns related to the request, such as a potential



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conflict with another scheduled request, he/she should include such comments or concerns in the application. School principals shall also inform the Facilities Administrator or designee whenever a request is considered unusual or raises a concern (e.g., principal is a relative, has interest, or is associated with the requesting organization). School principals do not make the actual determination to accept or deny applications. Instead, school principals are to indicate the availability or non-availability and any specific concerns related to request. The actual or final decision to grant approval is made by the Facilities Administrator or designee.

- D. Applications must be submitted at least two weeks prior to the event/activity. Applicants shall not negotiate with nor compensate any Steelton-Highspire School District staff member directly. Fee waivers can only be granted by the Facilities Administrator or his/her designee. Personnel fees (i.e. custodial or cafeteria) must cover a period of time beginning at least one hour before and lasting one hour after the event or meeting. School Police services, and security will be required as found needed and will be billed to the Organization/Group.
- E. Following review and acceptance of the application, the applicant shall make payment by cash, certified check or money order, payable to the Steelton-Highspire School District, and submitted to the Facilities Administrator as identified below. No personal checks will be accepted. Failure to make payment no less than 48 hours prior to the event will result in cancellation of the application. Upon receipt of payment, verification of the *Application/Permit for the Use of a School Building* will be issued to the following:
1. School principal.
 2. Requesting organization.
 3. Facilities maintenance and operations.
 4. School police.
 5. Business Office.
- F. Users must adhere to all regulations governing the use of school buildings which are stipulated on the application and on the permit. Steelton-Highspire School District may refuse the use of any school building if it appears that the use is likely to provoke or add to a public riot or breach of the peace or create a clear and present danger to the peace and welfare of the Steelton-Highspire community or the Commonwealth of Pennsylvania. If Steelton-Highspire School District must cancel the use of space due



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to a problem with an approved site, the funds will be prorated and refunded. When school buildings are closed due to an emergency, inclement weather or any other event that is beyond the control of Steelton-Highspire School District, community-use activities will also be canceled. In such instances, the applicant may request reimbursement of fees or a rescheduled date.

- G. A minimum of three working days prior to the date of the use is required to cancel the application by the applicant in order to secure a refund. If notice were not given, Steelton-Highspire School District will assess fees reflecting all costs incurred.

CONTACT INFORMATION:

All requests for school usage, questions, and/or concerns are to be submitted to the following address:

Facilities Administrator
250 Reynders Avenue
P.O. Box 7645
Steelton, PA 17113-7645
717-704-3802 phone
717-705-3808 fax
Facilities@shsd.k12.pa.us



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Note: In accordance with policies of the Board of School Directors, permission to use school buildings will be granted only under the following conditions:

- A. The applicant/ permit holder(s) shall pay for all necessary fees.
- B. The use of tobacco, drugs, alcohol, and all illegal substances upon school premises is prohibited.
- C. Only the room or area specified in the application and permit is to be used.
- D. The applicant/permit holder shall bear the responsibility of all damages to the building or its contents caused by the applicant/permit holder and guests of the applicant/permit holder.
- E. The applicant/permit holder shall indemnify, defend, and hold harmless Steelton-Highspire School District, its appointed officials, employees, and agents from any and all claims, demands, suits, and actions as a result of issuing a permit.
- F. If for any reason, facilities were not used at times covered by the applicant/permit, the indicated charge (s) will be made unless notification is received no later than three working days prior to the event for the school system to cancel commitments for fees.
- G. An audit report showing the use made of all funds collected in connection with an event may be requested and, if requested, be submitted to the Board of School Directors.
- H. Steelton-Highspire School District employees shall have access to any part of the building at all times.
- I. If police and/or fire department services are needed, it is the responsibility of the organization using the building to arrange for these services.



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APPLICATION/PERMIT FOR THE USE OF A SCHOOL BUILDING

This application must be submitted to the Facilities Administrator at least two weeks prior to the event/activity.

Section I: To be completed and approved by the Facilities Administrator.

<i>School name</i>	Steelton Highspire High School	
<i>School address</i>	250 Reynders Ave, Steelton, PA 17113	
<i>Name of requesting organization</i>		
<i>Name of contact person</i>		
<i>Address of organization/zip code</i>		
<i>Telephone number</i>		
<i>Fax number</i>		
<i>Date of request</i>		
<i>Date of event</i>		
<i>Time of event (from /to)</i>		
<i>Room number or area to be used for the event</i>		
<i>Type of event</i>		
<i>Number of persons attending event/activity (approximate number, if unknown)</i>		
<i>Is there a charge for this event/activity? Admission charge</i>		
<i>Representative of requesting organization</i>	<i>Signed and dated:</i>	
<i>To be completed by Facilities Administrator:</i>		
<i>Availability of requested areas</i>	<i>Available (Yes/No):</i>	<i>Not available (Yes/No):</i>
<i>Comments:</i>		
<i>Acknowledged, Facilities Administrator</i>	<i>Signed and dated:</i>	
<i>Certificate of Insurance attached _____ Insurance limits approved _____</i>		

Submit to: Facilities Administrator
250 Reynders Ave., P.O. Box 7645
Steelton, PA 17113-7645

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Fax: 717-704-3808
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