

Pol. 915

Booster Club - A booster club is an organization that promotes, assists or augments the mission of the Philipsburg Osceola Area School District and only booster clubs that have been recognized by the School Board of Directors. Acknowledgment by the district of such an organization's existence is confirmed by the club providing a current list of the names, addresses and phone numbers of all officers, as well as a copy of its constitution and bylaws. As a recognized representative of the district, a booster club's actions shall be the responsibility of the Philipsburg Osceola Area School District. The district's publication Guidelines for Booster Clubs provides specific recommendations for a booster club's role.

1. Concession stands will be operated by the in season sport and can not be delegated to any other entity. If the interscholastic booster club at their designated sport chooses to not operate their concession stand, It must be offered to other interscholastic related booster club organizations only. Junior Olympic organizations and non-school related organizations can only operate concession stands during non-school related events.

Interscholastic athletic booster clubs are permitted the use of the Philipsburg Osceola Area School District facilities with Class A privileges for the following purposes:

1. To hold regular and special club meetings to conduct business.
2. To operate a concession stand at interscholastic athletic competitions. Booster clubs will be required to clean up after the event at least by the subsequent day.
3. To stage open gyms for POASD interscholastic athletes under the supervision of the coaching staff during their sport's off-season.
4. To sponsor one fund raising clinic/competition/event per year, not to exceed more than one day.

The Pennsylvania Interscholastic Athletic Association will be classified as follows:

1. Class A for the purpose of P.I.A.A. officials' meetings.
2. Class C for the purpose of staging P.I.A.A. post season tournament events not involving Philipsburg Osceola Area School District Teams.

School-Related, Community, Civic/Service Organization – Any nonprofit organization within the Philipsburg Osceola Area School District whose primary purpose is the betterment of the community and the providing of service to the residents in general.

Community – The geographical area encompassed by the Philipsburg Osceola Area School District.

Personnel Fee – Fee charged to building users for personnel costs incurred as a result of a given activity. This includes, but is not limited to, custodians (weekends), technology assistant, maintenance staff and security. A fee schedule is attached.

General Provisions

1. This policy does not create any rights to the use of school buildings and grounds.
2. The Board of School Directors reserves the right to refuse for cause any individual or organization’s use of school buildings and grounds at any time.
3. The Board of School Directors reserves the right to revoke any permit that has heretofore been approved.
4. The availability of the school facilities shall at all times be subject to the conveniences, requirements, and activities of the school. Buildings are available for Class C and D groups until 9:00 p.m. (**Auditorium will be the exception on performance nights; usage will be permitted until 10:00 p.m.) (See other under fees).**
5. The school district reserves the right to assign necessary employees to staff the building at the expense of the organization using the facilities.
6. The school district reserves the right to refuse any application if personnel are not available to accommodate the event(s).

Eligibility

1. School, school-related, community or civic/service, and other organizations offering a program of sound educational, civic, recreational, or cultural value that is instructive and beneficial are eligible to use the school facilities. governmental agencies may use school facilities for hearings and public meetings. Religious organizations may hold worship services during nonschool hours.
2. At the secondary level, religious secular meetings that are student-initiated and supervised by a school employee may be permitted during noninstructional time.

school employees who are present, as monitors, may not direct, control or participate in the meeting. **Noninstructional time** occurs before school convenes in the morning and after school is dismissed in the afternoon.

Nonschool persons are prohibited from directing, conducting, or regularly attending student-initiated meetings of a religious or political nature.

3. Eligibility will be verified by administrative review. Then, if eligibility is Contested, the request will be referred to the Board of School Directors.

Ineligibility

1. The school district has a compelling interest to shield its students and personnel from harassment, as well as vulgar, obscene and/or disruptive speech or other similar activities that are not compatible with the mission and function of the School district. No organization shall utilize school facilities for any purpose that would tend to violate these interests.
2. No meeting shall be held in or on school facilities for purposes that are essentially commercial in nature.
3. Under no circumstances will anyone be granted permission to use the following areas; Industrial Arts/Tech Ed. room, Nurses stations, administrative/school offices, faculty rooms and business office.

Categories Of Individuals, Groups, and Organizations

The individual groups and/or organizations that may request permission to use the Philipsburg Osceola Area School District facilities are defined as follows.

Class A – Philipsburg Osceola Area School District Related Organizations –

Organizations whose primary purpose and function is the support of educational activities of the Philipsburg Osceola Area School District. Sports Teams, Booster organizations, and school clubs.

Class B – Centre/Clearfield Region Municipal and Centre/Clearfield County Governmental Organizations –

Departments of the Centre/Clearfield Regional Municipal and Centre/Clearfield County Governments, including Centre/Clearfield Region Parks and Recreation.

Class C – Nonprofit/Nonschool-Related Organizations –

Nonprofit organizations within the Philipsburg Osceola Area School District whose primary purpose is the betterment of the community and the providing of service to the residents in general.

Class D – Private Interest Groups –

Other private organizations providing programs which are instructive and Beneficial to the participants.

Application For Use

1. Requests for the use of facilities by Class A, B, C and D groups must be made on forms provided for this purpose and submitted through the board secretary at least two (2) weeks prior to the scheduled event.
2. In the case of athletic-related booster clubs, all facility requests must have an officer's and head varsity coach's signatures. Additionally, facility requests by booster clubs must receive the approval of the Supervisor of Building and Grounds. Regardless of the facility requested.
3. Applications will be reviewed and approved and such application shall not be considered accepted until approved in writing.
4. An authorized representative of the organization making the application shall sign each application.
5. Organizations whose applications are approved will be mailed signed contracts.
6. Applications that are denied will be returned to the requesting organizations with an explanation for denial.
7. Activities may be postponed or canceled by the applicant, sent to the board Secretary, and the cancellation must be received at least two (2) days in advance, Except in emergencies. Applicants failing to comply with this regulation will be Required to pay fifty percent (50%) of their fee to cover the incurred operating cost.
8. Appeal process – If an organization wishes to appeal the fees assessed according to policy 707. The organization representative will need to submit, in writing to

the School Board, the reason for the appeal and the board will then decide if there is reasonable cause to vote on a motion.

9. Clearances – Any persons submitting a building usage request and/or in contact With students must provide the following:

After school paid positions – Must have the following clearances:

- Act 34 (Criminal)
- Act 151 (Child Abuse)
- Act 114 (FBI Fingerprinting)

After school non-paid positions – Must have the following clearances:

- Act 34 (Criminal)

The above includes any person(s) volunteering as a coach, advisor, drama position, concession stand workers, etc.

Fee Schedule

Fees shall be assessed to groups using school facilities. Specific rates will be determined by the district administration and updated on an annual basis.

The fee schedule will be reviewed annually by the Finance and Maintenance Department, and adjusted if necessary.

All rental fees and/or other charges are due and payable within thirty (30) days after the billing date. Checks should be mailed to the Philipsburg Osceola Area School District, Attention: Board Secretary, 200 Short Street, Philipsburg, Pennsylvania 16866. No payment shall be made directly to employees for fees generated by this policy.

Fees will be assessed according to the following schedule (with additional fees for special use areas):

Class A	No Fee
Class B	Personnel Fee and Security Deposit
Class C	Personnel Fee, Security Deposit and Operating Fee
Class D	Personnel Fee, Security Deposit and Rental Fee

	<p>Special use area fees:</p> <p>Computer Labs</p> <p>Stage</p> <p>Memorial Field</p> <p>Kitchen</p> <p>Other</p>
	<p>All Class B, C and D groups will have qualified district staff member present during lab use and pay associated costs.</p> <p>All Class B, C and D groups will be assessed for qualified district staff members when lights and other stage equipment is used.</p> <p>All Class C and D groups will be assessed staffing costs.</p> <p>All Class B, C and D groups will be assessed electric cost if lights are used.</p> <p>All groups will arrange for use of Kitchens through the office of the Director of Food Services. All requirements of the food service policy must be met.</p> <p>A food service employee shall be on duty whenever the kitchen facilities are used for which an extra charge will be made. Only school food service employees are permitted to operate kitchen equipment. Food service charges will be billed separately.</p> <p>Fees may be assessed for use of any district owned equipment. Arrangements for use of any equipment must be requested and approved in advance.</p> <p>The district may require an applicant to secure police protection and assume associated costs for any event.</p>

If usage exceeds the time allowed according to school policy and/or time requested on application, additional fees will be assessed. Extenuating circumstances may occur at which time the board has the right to make an exception. Examples: power outages and technical issues.

Scheduling

1. Applications will be accepted up to but not more than 3 months in advance. Scheduling will be completed on a first come/first serve basis with the following exceptions:
 - a. Class A groups will be given first priority in use of facilities. They may negate any previously approved contracts if a conflict occurs.
 - b. Class B will have second priority. They may negate other Class C or D contracts but not Class A contracts.

Rules and Regulations

Rules and regulations for use of school facilities are as follows (exceptions to any of the rules must be secured from the building principal and/or Supervisor of Building and Grounds prior to the event):

1. Any organization or group using the approved school facilities is responsible for admittance and the conduct of both participants and spectators and shall make adequate provisions to handle anticipated crowds, etc.
2. Any organizations or group using the approved, designated school facilities shall designate one (1) member of the group as being in charge and responsible for supervision of the activity in the facility in use. This person shall, in turn, be responsible to the building principal and the staff on duty.
3. All permits issued shall be for specific areas and for specific hours. It shall be the responsibility of the organization and the person in charge of the group using the facilities to have complete control over all persons involved and to see they are restricted to the portion of the building requested for the activity and that the remainder of the building is not entered or molested.
4. The use of any building is automatically canceled when the facilities have been closed by school authorities because of local, state, or natural disaster or emergencies such as fire, flood, storms, or mechanical failure, etc. When classes

	<p>are cancelled or dismissed early due to inclement weather, all building activities for that evening are canceled.</p> <ol style="list-style-type: none">5. Organizations or groups shall be responsible for any damages to the buildings. groups shall leave facilities in the condition they found them. Damages to a school and theft of school property are to be paid by the organization using the school facilities (upon demand).6. Organizations using the school facilities must comply with state laws, local ordinances, and rules of the police and fire departments regarding public assemblies. The approved user must arrange for adequate police protection for all public assemblies.7. Permits, once issued, may not be sublet or transferred to any other person, company or organization.8. Misuse of school facilities shall result in the termination of the agreement with a prorated charge.9. Outdoor school facilities shall be closed and off limits after dark except for those areas lighted for nighttime use.10. If admissions is charged, the applicant shall be fully responsible for paying any taxes required by law.11. No changes or alterations shall be made to property without approval of the Supervisor of Building and Grounds.12. A representative of the maintenance department must inspect any additional electrical equipment used, which cannot be plugged into existing receptacles, and a temporary certificate issued. All equipment must be connected twenty-four (24) hours before the activity and the sponsoring group must pay all costs. Applications for inspection must be given to the Supervisor of Building and Grounds three (3) days before the activity is given.13. The operation of lights, stage scenery, scoreboards, projectors, public address systems, and other school equipment requiring a skilled operator shall be under the direction of an employee of the school district.14. Equipment belonging to the school district may not be used unless specifically requested on the application and approved.
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Pol. 323, 423., 523

15. Any and all decorations to be used must be fireproof and subject to the approval of school officials. No open flame decorations shall be used anywhere in the buildings; no decorations in the auditoriums and foyers shall be fastened to any walls, ceilings, and/or floors. No decorations shall be fastened to the floors, walls or ceilings with nails, screws, or any other fasteners that will damage the finish of the floors, walls, or ceilings. Any and all decorations, furnishings, and equipment shall be installed and removed by the user under the direction and supervision of the school staff, and any removal (along with debris) shall be completed immediately upon termination of the activity.
16. Use of tobacco products is not permitted on school property. Persons or organizations shall assume responsibility for making appropriate announcements to all persons in attendance pertaining to these regulations.
17. Weapons are not permitted on school property.
18. No intoxicants or drugs of any kind shall be permitted on any school premise at any time.
19. Gambling or other games of chance are prohibited.
20. All refreshments or food must be served within cafeteria dining rooms or the designated concession area.
21. Footwear and appropriate dress shall be worn inside the buildings. Sneakers or gym shoes shall be worn at all times when using gymnasiums for athletic purposes.
22. The school authorities may, at their discretion, take such action, as may be necessary, to preserve order and to protect school property, and the taking of such action shall not in any way relieve the applicant of his/her responsibilities in that regard.
23. The lessee shall provide a certificate of insurance. The certificate must be submitted with the application for permission to use school facilities. The minimum insurance limits provided shall be \$500,000 for bodily injury and \$100,000 for property damage. The school district may waive this insurance requirement for routine meetings of organizations. The lessee will be informed of the required insurance at the time of the signing of the contract.
24. The lessee shall be required to execute and deliver to the school district an agreement to be solely liable for any damages, accidents, or injuries which may occur to persons or property arising out of the use of the school district premises and also to indemnify and save harmless the school district, its agents and

employees against any and all loss, damage, cost, and expense which the school district may hereafter suffer, incur, or be put to pay by reason of any accident, injury, or claim ascertained against the school district arising from the lessee's operations and activities.

25. No one under the age of sixteen (16) is permitted to work or be present within concession stands or areas.

References:

School Code – 24 P.S. Sec. 511, 775, 777, 779

State Board of Education Regulations – 22 PA Code Sec. 403.1

Department of Revenue Regulations – 61 PA Code Sec. 901.1, 901.701

Local Option Small Games of Chance Act – 10 P.S. Sec. 311 et seq.

School Tobacco Control – 35 P.S. Sec. 1223.5

Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.

Boy Scouts of America Equal Access Act – 20 U.S.C. Sec. 7905