

**Procedures for the
Use of
Schuylkill Technology Center
Facilities**



Technology is our middle name!

PROCEDURES FOR THE USE **OF SCHOOL FACILITIES**

1. **APPLICATION:** All requests for use of school facilities shall be made on the Application for Facility Usage, which is available on the Schuylkill Intermediate Unit 29 (IU29) website (www.iu29.org) or the Schuylkill Technology Center (STC) website (www.stcenters.org) The Application and proof of insurance shall be submitted thirty (30) days prior to use in order to provide for processing.

2. **FEES:** Applicable fees will be charged based on School Board Policy. Payment is required ten (10) days prior to the first event and should be sent directly to the Business Office. Your request will not be considered unless proof of insurance is attached with the Application for Facility Usage. Proof of insurance is a Certificate of Insurance from your insurance company in the amount of \$500,000.00 listing the Schuylkill Technology Center as an additional insured and certificate holder.

Please send all applications to:

Schuylkill Intermediate Unit 29
Office of the Executive Director
PO Box 130, 17 Maple Avenue
MarLin, PA 17951

3. **APPROVAL:** Your request will be considered based on Board Policy with school sponsored activities take precedence over outside group events.

A copy of the Facility Use Application and an invoice will be returned stating terms of approval or denial. The Custodial/Maintenance Staff will be responsible for inspecting the designated rental areas prior to and following the renter's use. A list of any damage will be reported to the Facility Manager in writing immediately following the rented event.

4. **FOLLOW-UP PROCEDURES:** Contact the Office of the Executive Director to make changes. Any changes to the Application for Facility Usage must be communicated in writing five (5) business days prior to the first event.

GENERAL PROVISIONS FOR THE USE OF SCHOOL FACILITIES

For the purposes of these provision and the regulations therein, facilities shall be defined to include all STC structures and surrounding grounds and use of services, equipment or any permits to which the STC is a licensee.

1. All attendees should enter through front entrance of building only.
2. School equipment and instructional apparatus shall be used only with the consent of the Building Administrator, Coordinator of Technology Service, and/or Facility Manager. Modifications to electrical and mechanical systems shall be made only by the Facilities Manager or designee.
3. All tobacco products, alcoholic beverages and controlled substances are expressly prohibited in or on all STC facilities or property.
4. No outside equipment shall be brought into the school without permission of the Building Administrator, Coordinator of Technology Service, and/or Facility Manager.
5. Organization Representative (must be at least 21 years of age) and shall remain in the building until all persons have left. The building shall be vacated at the time indicated on the Application for Facility Usage.
6. Organizations must confine themselves to the rooms and corridors approved on their Facility Use Application.
7. No gasoline, hazardous or toxic substances, explosives, oil, open flames, smoke machines or artificial lights shall be permitted in said buildings or on said grounds without the consent of the Facility Manager
8. Facility sidewalks, passageways, halls, stairways, seating and exits shall not be obstructed by the group or any other person.
9. No person shall be permitted to bring into the facility or keep therein anything that shall increase the rate of fire insurance on the facility. All decorative material should be flameproof.
10. No animals, excluding service animals, shall be brought into the facility.

11. Groups or organizations have the right to cancel the Application for Facility Usage by providing in writing, a five (5) - business day notice of cancellation. If notice is not received as stated, groups or organizations will be responsible for charges incurred until the five (5) day notice has been satisfied. Requests must be made to the Office of the Executive Director. Any changes to the Application for Facility Usage will also require in writing a five (5) business day notice to change the Application. All changes are subject to approval of the Office of the Executive Director. Any cancellations that incur cost to the STC will be billed to the renter (I.E. cancellations on weekends).
12. Days when school is closed, cancelled or dismissed early due to any circumstances, ALL activities, including Applications for Facility Use, are cancelled. Schuylkill Technology Center officials make this decision.
13. No subleasing or assignments of school facilities shall be permitted.
14. The STC will not assume responsibility of liability that may occur from a lessee using the STC facilities.
15. The STC shall not discriminate on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap, age or physical, mental, emotional or learning disability.
16. Renters are responsible for leaving school facilities in a neat, orderly fashion. The furniture arrangement in the rooms shall be left as originally found. If the facilities are not left in their original condition, the STC reserves the right to charge for any additional work needed to return them to their original condition. Inspections will be performed by a designated employee before and after event. The STC is not responsible for items that are left on STC school property, including when renters are not present.
17. Repair of damage will be charged to the particular group concerned and the named adult in charge.
18. The STC is not liable to the user, its agents, employees, representatives, customers or invitees for any personal injury, death or damage to property caused by theft, burglary, utilities, fire or for any other cause occurring on or about the property.
19. Continual use of a school facility by any organization is contingent upon the organization taking proper steps to protect school property, to ensure complete safety, and to reimburse STC for expenses. If the facility is being misused by any organization, issues will be addressed with the Primary Legal Adult Contact in order to prevent further misuse. If misuse continue to occur, an investigate will be conducted to determine whether the organization should be prohibited from any further use of the schools/facilities.
20. Heating and air conditioning are pre-programmed according to STC.

21. No nails, tacks, staples, brad, or other things shall be driven into any portion of the facility. No changes, alterations, repairs, painting, staining or the doing of anything that will change the finish, appearance or contours of the facility. For adherence purposes, only painter's tape will be utilized in the STC facilities. The use of duct tape, masking tape, scotch tape or any other type of adhesive is strictly prohibited.
22. No cooking in school facilities permitted.
23. No weapons on school property.
24. If necessary, both girls' and boys' lockers rooms can be made available. The STC will not be responsible for items left in locker rooms. If you feel security is needed to protect your equipment, it is your responsibility to do so.
25. Vehicles are prohibited on grass, sidewalks, and from parking in the Fire Lane. Handicapped parking areas are only to be utilized for those with an issued disabled parking permit.
26. Use of any electrical appliances will require surge protection provided by applicant. Failure to comply can result in immediate dismissal of said appliance and applicant will be charged for any and all receptacle/electrical panel disruption or ~~repair~~.
27. STC reserves the right to request applicant to do a pre-plan walk through to ensure the safety and well-being of attendees and the facility. A review of items and appliances being used will be completed during the application process to determine if a pre-plan walk through is necessary.

FACILITY USE FEE SCHEDULE

Cafeteria/Auditorium

*Hourly Rate - \$30/hr.

Restaurant

*Hourly Rate - \$15/hr.

Conference Room

*Hourly Rate - \$20/hr.

Computer Lab

*Hourly Rate - \$50/hr.

Classroom

*Hourly Rate - \$10/hr.

Rates listed above are for the facility usage only. Additional fees may be applied for but not limited to additional custodial services, security, meeting supplies, etc.

***ADDITIONAL FEES:** Custodial overtime is charged to all groups using a facility when normal custodial coverage is not scheduled or additional time and/or custodial personnel are required for an event. Custodial rates include employee's hourly wage and all related benefits (based on hourly wage)