

GATEWAY
SCHOOL DISTRICT

ADMINISTRATIVE
REGULATION

RENTAL FEE SCHEDULE AND REGULATIONS

Definition

A **community organization** is a structured organization of at least twenty (20) participants of which seventy-five percent (75% or more) are residents of Monroeville or Pitcairn.

Regulations

1. An agreement prepared by the Board of School Directors must be signed by an authorized representative of the group desiring use of the school facilities before permission is granted. The representative signing the application will be personally responsible for the enforcement of these regulations.
2. Fees for the use of the facilities shall be charged according to the schedule of rental rates.
3. An invoice with estimated expenses will be sent and payment in full is required before a permit is issued. If additional costs not reflected in the original invoice are incurred, a final invoice will be sent at the conclusion of the event. No additional rental of facilities will be permitted to any organization if there are any unpaid fees from prior rentals.
4. School functions shall have priority over all other uses. It may be necessary to cancel permits on occasion. An effort will be made to give forty-eight (48) hours notice of such cancellations.
5. When school is canceled due to building emergencies or inclement weather, please contact the District to see if permits will also be canceled.
6. The Superintendent, Building Principal, Director of Facilities or other designated school officials shall have the authority to dismiss any group using facilities for violation of any regulations governing the use of school facilities. Dismissal may result in denial of future facility usage.
7. The following rules are to be observed and in effect for buildings and groups at all times:
 - a. Alcohol illegal drugs, and weapons are not permitted on school property. Those individuals using, in possession of, distributing, or selling these substances will be removed from the school property. The police will be notified.
 - b. Smoking is prohibited on or within any District property or conveyances
 - c. Food and drink sale and consumption is restricted to designated areas.

- d. Buildings are not to be marked or defaced in any way. Damage or excessive clean up resulting from the use of the school facilities (e.g., glitter from projects, trash not in trash can, paint or tracked mud, etc) is to be paid for by the permit holder and will be in addition to rental fees.
 - e. Arrival time shall be no earlier than the time indicated on the permit.
 - f. Room assignment is specified on the rental permit. Renters may not use areas not indicated on the permit.
8. The school district does not assume responsibility for accidents that may occur on the premises nor the loss of personal valuables while the individuals or groups are in attendance at a function under the conditions of this application. Organizations using the facilities are required to carry liability coverage in the amount of \$1,000,000 and must send a copy of the policy with the application required and Gateway School District is to be added to the insurance as a rider
 9. A group representative shall properly supervise functions at all times. The supervisor of the event shall be responsible for seeing that people involved are aware of the assigned area and that they stay within the area including parking areas. All organizations shall be responsible for policing their assigned area until the completion of their activities.
 10. The school district has the right to specify facility usage hours.
 11. If it is necessary to cancel or change the use of the facility by the permit holder, the District designee must be notified by phone forty-eight (48) hours prior to the activity (followed by written confirmation). Expenses incurred by the school district as a result of cancellation will be the responsibility of the permit holder.
 12. Use of the facilities on Sundays, holidays and summer months will be limited and approved at the sole discretion of the District designee. Additionally, the rental of facilities are prohibited for political activities.
 13. When the use of the auditoriums, Sports Complex, swimming pool, or gymnasiums is requested, a Gateway School District site manager must be on duty constituting an additional fee that will be charged to the organization renting the facility.
 14. When the kitchen facilities or equipment are requested, an employee from the Food Service Department must be on duty. Paying the Food Service employee charge will be the responsibility of the organization renting the facility.
 15. When the auditorium stage lighting or sound board is required, a computer technician must be on duty, along with stage crew member(s). Charges for these individuals will be applied to the cost being paid by the organization renting the facility.

16. A school-provided lifeguard must be on duty when the pool is used. Groups may provide their own certified lifeguard, as long as the certificate is posted in the pool area during the events and their certificate is on file in the Athletic Office and the lifeguard is present at all times. The renting organization is responsible to ensure that all lifeguard requirements are met in accordance with local, state and federal regulations. To request a school-provided lifeguard, indicate that need on the application and appropriate charges will be applied to the organization renting the facility.
17. School facilities will not be used for private social functions.
18. The Board of School Directors reserves the right to deny any group or individual the use of facilities, which may disrupt, interfere with or negatively affect the mission of the district or not adhere to rental guidelines.
19. Property damage and vandalism must be reported to the custodian on duty or site manager. Failure to report damages to the custodian on duty or site manager will limit the possibility for future rentals. In either case, the organization renting the facility will be responsible for property damage and vandalism.
20. Any questions regarding use of facilities may be directed to the Superintendent's Designee at 412-373-5705, fax 412-858-1066.
21. All events must use Gateway School District's security if applicable.
22. The District reserves the right to determine the need for parking attendants and security guards for all events.