

USE OF SCHOOL FACILITIES
ADMINISTRATIVE PROCEDURES
(Attachment for Policy No.707)

I. Procedures for Users of School District of Philadelphia (“School District”) Facilities

A. New Customers

1. To become an established customer, the new customer must:
 - a. Submit an EH45C – New Customer Request Form to the Office of Use of Facilities at buildingusage@philasd.org. Once the EH45C is approved, the new customer will receive a customer number.

B. Established Customers – External to the School District

2. To request a facility
 - a. Submit a principal-approved Use of Facilities Request (Form EH-45) to the main office of the requested building. The main office staff will process the form, and submit the request number to the Office of Use of Facilities.
 - b. Submit the following required documents to the Office of Use of Facilities:
 1. Indemnification Form. See section XIII for indemnification requirements.
 2. Certificate of Insurance. See section XIII for insurance requirements.
 3. *A Use of Facilities request will not be approved until the User has submitted both a signed Indemnification Form and a Certificate of Insurance acceptable to the School District’s Office of Risk Management.*
 4. Applicant must pay in full, at least 10 days advance, prior to each usage. An invoice will be sent to the applicant for all charges. If payment is not received, requests will not be guarantee and maybe subject to cancellation.
 5. Requests that satisfy the preceding guidelines will be confirmed. Requestor will be sent a confirmation email detailing their events. A copy can be obtained in the main office of the requested school.

C. Established Customers – Internal to the School District

3. To request a facility
 - a. Submit a principal-approved Use of Facilities Request (Form EH-45) online. The request must include payment information (i.e. ABC budget code).
 - b. Email buildingusage@philasd.org with the reference number.
 - c. Once the request is confirmed, a confirmation email will be sent to the requestor.

II. Procedures for the Principal for Use of a School District School Facility

A. Principal as Use of Facilities Approver

1. The principal shall review each request and approve or reject each request. The School District Facilities Office may override a principal's decision.
2. The principal or his/her designee must submit the approved request on the online Use of Facilities application, and email the reference number to buildingusage@philasd.org.

B. Principal as Use of Facilities Customer

1. Submit a Use of Facilities Request (Form EH-45) that includes an ABC budget code to the online Use of Facilities application, and email the reference number to buildingusage@philasd.org.
2. Once the request is confirmed, the principal or his/her designee will receive a confirmation email.
3. Payment is required for all events held outside of school hours, weekends, summer and school holidays.

III. Procedures for the Athletic Field Usage

- A. Submit a Use of Facilities Request (Form EH-45) directly to buildingusage@philasd.org. The request will be forwarded to the Executive Director of Athletics for schedule review.
- B. The Executive Director of Athletics will notify the Facilities Utilization Specialist of availability of the field or gym.
- C. An invoice will be provided to the requestor for review and payment.
- D. The School District has the right to add School Police for any event deemed necessary for the safety of the attendees. This addition will be at the applicable rate.

IV. Procedures for Out-of-School-Time (“OST”) Programs

- A. OST programs must be DHS approved or Century 21 approved to use school facilities.
- B. OST will provide an updated list to Facilities to ensure only approved programs have access to building location.
- C. All providers must meet the insurance requirement and sign an indemnification contract.
- D. All programs, which do not maintain insurance coverages satisfactory to the School District’s Office of Risk Management, will be removed from the School District location.
- E. OST will assist all programs with twilight meals and be liaison between the program and school administration.

V. Limitations on Lengths of Time for Use of Facilities and Administrative Fees

- A. Non-School District users may use School District facilities for a total of fifty (50) days or less under Forms EH-45, whether such days occur individually or sequentially.
- B. Non-School District users requesting to use School District facilities for more than fifty (50) days, whether individually or sequentially, will be required to enter into a license agreement with the School District, setting forth the time period of the use, the payment terms, and the rights and responsibilities of the parties.
 - 1. Such requests will not be approved under the procedures set forth in these Use of Facilities Administrative Procedures (“Procedures”).
 - 2. Such requests should be submitted to the Office of Use of Facilities for review, discussion and preparation of a license agreement and in order to obtain requisite approvals, including authorization from the Board of Education, if necessary.
- C. School District users are not subject to the fifty (50)-day limitation on use of facilities under Forms EH-45.
- D. The Office of Use of Facilities shall charge each user an annual administrative fee of \$25 for processing Forms EH-45 during a school year. Such an administrative fee only may be charged one time to each user during the applicable school year.

VI. Procedures for the Office of Facilities

- A. The Facilities Utilization Specialist will process an approved request, collect all required documents and issue an invoice for requested services as follows:
 - 1. Either approve or disapprove an application. In the event that a request for use of a school facility is disapproved, the Facilities Utilization Specialist will notify the organization of the reason(s) for the disapproval.
 - 2. Collect fees in advance of use in all cases except for school-sponsored activities and immediately will deposit such fees with the School District Treasurer.
 - 3. Inform the principal that the request has been approved or disapproved.

VII. Procedures for the Building Staff

- A. Insure that the building is opened and closed on time.
- B. Assign additional staff when and if building staff is informed in advance of the need for same by School Facilities. The Office of Operations shall determine if additional staffing is required due to the size or complexity of the event. The cost of additional staffing will be applied to the overall cost of the use of the facility by the user.
- C. Notify Operations Department if user exceeds the amount of time on the approved request.

VIII. Enforcement

- A. The Department of Operations will enforce the charges, policy, regulations, and procedures after approving or disapproving an applicant's request for use of a school facility. However, the responsibility for compliance is not limited to School Facilities, because each principal must enforce the policy at the school level and promote community understanding.

IX. Pricing

- A. Staffing fee is \$63 / hour; all additional cleaning staff will be charged at the rate of \$50 / hour. Utilities cost will be based on the actual cost to the requested location. All cost will be provided at the time or request.
- B. Athletic Facilities:
 - 1. Gymnasium: Practice \$100/hour. Game/Event \$150/hour.
 - 2. Supersite: Practice \$125/hour. Game/Event \$250/hour.
 - a) Non-SDP: \$1,500 (Football Game Rate)
 - 3. Grass Field: Practice \$100/hour. Game/Event \$125/hour.
 - a) Non-SDP: \$1,000 (Football Game Rate)
 - 4. Track Complex (Use of Track only)
 - 5. Practice: Youth: \$2,000/year; Non-SDP: \$2,500/year
 - 6. Game/Event: Youth \$100/hour; Non-SDP \$100/hour.
- C. Additional fees:
 - 1. Attendance: \$50 per 100 attendees
 - 2. Food: \$50 flat fee

X. Use of Athletic Facilities

- A. Department of Athletic shall not be charged for use of athletic facilities on school days until 6:00 p.m.
- B. No charge shall be made for practices conducted during extended holiday period (Winter and Spring break) during building staff hours.
- C. The Athletic Department shall be charged for use of facilities for School District team practice sessions on Saturdays, Sundays or holidays which require overtime services.
- D. Schools using athletic fields for night contests will be charged for personnel, utilities and materials used for lining a field, if required. If a school desires to use its own facility before and/or after any away night contest, the school will be charged.
- E. Pool Usage: User required to supply lifeguards.

XI. Use for Philadelphia Parks and Recreation

- A. All City of Philadelphia Parks and Recreations organizations will go through the Philadelphia Parks and Recreations for a permit to operate in a School District facility.

- B. Philadelphia Parks and Recreation representatives will submit requests directly to the School District.
- C. The Facilities Utilization Specialist will then approve or deny the request.
- D. The Philadelphia Parks and Receptions will be responsible for all personnel and utilities cost outside of building operating hours.

XII. Use for Voting Purposes

- A. The City of Philadelphia acting through the City Commissioners shall be permitted to use School District facilities for voting, but the School District shall be reimbursed for the cost of custodial and maintenance services as permitted by law. The School District shall endeavor to reach an agreement with the City Commissioners with regard to the placement of the voting booths to minimize disruption to the instructional programs at schools and to ensure that the safety of the children is not jeopardized by the presence of the voting public at schools on election day.
- B. The School District shall also endeavor to reach an agreement with the City Commissioners for indemnification against damage to premises or the theft of School District property which may occur as a result of the use of school facilities for voting.

XIII. Responsibilities of User of School Facilities

- A. The user must inspect the School District facilities prior to the commencement of the period of their use and must inform the School District in writing of any defects which a visual inspection would reveal. If any defects are found, the School District has the right to withdraw its prior authorization to the user to use the school facilities.
- B. The user assumes the care, custody and control of the school facilities during the period of use. The user is responsible for the monitoring and supervision of all its events at the school facilities during the period of use. Upon expiration of the period of use, the user must return the school facilities in as good order, condition and state of repair as they were prior to the event.
- C. The School District has the right to terminate the use of school facilities by the user due to the user's non-compliance with the requirements of Policy 707 and these Use of School Facilities Administrative Procedures ("Procedures"). Abuse, misuse or vandalism of the school facilities by the user will result in the suspension of the user's future privileges to use available school facilities.
- D. The user is responsible for any personal injuries or property damages occurring at the school facilities during the period of use. The user must defend, indemnify and hold the School District harmless from and against any losses or damages due to the user's non-compliance with the requirements of Policy 707 and these Procedures and any losses, damages, claims and expenses arising out of any

personal injuries or property damages caused by the user or which occur during the period of use.

- E. The School District is not responsible for any losses or damages occurring to the user's property at the school facilities during the period of use. The user must defend, indemnify and hold the School District harmless from and against any losses, damages, claims and expenses arising out of any personal injuries or property damages caused by the use of the property belonging to the user or the installation, erection or use of any structures, machinery or equipment belonging to the user which occur during the period of use.

XIV. Insurance and Indemnification Requirements

- A. An occurrence policy of Comprehensive Public Liability Insurance in the amount of not less than One Million Dollars (\$1,000,000) combined single limit per occurrence, or in such amount as the School District may from time to time require, shall be required for all activities. The policy shall specifically cover any damage to the School District's premises and property as well as contractual liability, independent contractor liability, personal injury perils, broad form property damage, completed operations and products liability exposure.
- B. Such policy shall (i) be evidenced by a Certificate of Insurance identifying "The School District of Philadelphia" as a NAMED insured, and (ii) bear a restrictive endorsement which provides that the policy applies only to the particular premises to be used by applicant and for claims arising out of injuries or damage occurring on the specific dates of the intended use.
- C. Such policy shall be endorsed to state that coverage shall not be suspended, voided, canceled or reduced unless ten (10) days prior written notice by certified mail has been given to the School District.
- D. The user shall furnish the School District with a satisfactory Certificate of Insurance reflecting the required insurance and cancellation notice endorsement prior to the use of the school facility.
- E. The insurance shall be placed with insurers lawfully authorized to do business in Pennsylvania. The user is responsible for informing the School District of any exception. Approval must be obtained from the School District for the use of foreign insurers.
- F. The company or agency which issues the Certificate of Insurance must provide a complete street address where it can be served with notice (no Post Office box addresses will be accepted) and a telephone number. The company or agency must certify that it is an agent of the insurance company issuing the policy and that its statement is subject to the penalties of 18 PA C.S. § 4904 relating to unsworn falsification to authorities.

- G. The School District shall not accept any policy (1) written on a claims made basis or (2) which only names the School District as an additional insured or (3) which is written only on an "excess or umbrella" basis or which carries any deductible or self-insured retention over \$500.00. However, deductibles or self-insured retentions may be declared to and approved by the School District. If the deductibles or self-insured retentions are not approved, the user shall procure a bond guaranteeing payment of losses, investigation, claims administration and defense expenses up to the amount of the deductibles or self-insured retentions.
- H. The user shall execute an Indemnification Agreement in form and content satisfactory to the Office of General Counsel. The School District shall provide the required Indemnification Agreement to the user. The user shall submit the Indemnification Agreement to the School District prior to the use of the school facility.