



**BETHEL PARK SCHOOL DISTRICT
BETHEL PARK, PENNSYLVANIA**

PROCEDURES, REGULATIONS AND GENERAL INFORMATION
FOR THE USE OF SCHOOL DISTRICT FACILITIES

1. Applications for use of School District facilities shall be made electronically through Master Libraries software. The software is available at <https://pa19.mlschedules.com>.
2. First priority will be given to School District activities. Cancellation of a permit may be necessary due to an unscheduled or rescheduled school event.
3. All fees and outstanding balances from previous facilities rentals must be paid in full before this application will be considered.
4. All individuals, groups, or organizations who are not affiliated with the Bethel Park School District or who have intended use of a facility that is not School District related must provide a certificate of liability insurance in the minimum amounts of \$500,000 each occurrence and \$100,000 general aggregate for bodily injury and property damage. The certificates of insurance shall be issued by an insurance underwriter that is approved by the Pennsylvania Commissioner of Insurance and shall name the Bethel Park School District as an additional insured.
5. Any application for use of facilities shall be held as evidence of the applicant's acceptance of responsibility to the Bethel Park School District for damage done to a building, an area or equipment during an approved period of use and of the applicant's willingness to assume financial responsibility for repairs and/or replacement.
6. Application for use of facilities shall be held as evidence that the applicant, and all who are included in the use of the requested facility, shall hold the Bethel Park School District free and without harm from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of District facilities. The Bethel Park School District shall, under no circumstances, be liable for injuries sustained by any person.
7. Facility use is restricted to the area described and the times listed on the permit. For example: A listed time of 8:00 PM to 10:00 PM, means you arrive at 8:00 PM and you leave no later than 10:00 PM. You do not arrive before 8:00 o'clock for preparation or "warm-up" and you do not begin preparing to leave at 10:00 o'clock.

8. The applicant is responsible for the supervision of the group and ensuring that rules, regulations and ordinances are obeyed. Groups may be required to show proof of adequate adult supervision and the School District reserves the right to require security or police supervision at the expense of the applicant.
9. Permits issued to any profit-making individual or group organization will be at the sole discretion of the Bethel Park School District.
10. Alcoholic beverages, smoking and tobacco products are not permitted on School District property according to School Policy and Federal and PA State law. Except for fresh brewed coffee and fresh brewed tea, fresh squeezed juices, and milk, ALL beverages sold, dispensed, served or sampled anywhere in the lots, fields, etc., shall be products of current District vending contracts. No food or drinks are allowed in auditoriums.
11. A certified lifeguard must be on duty during any use of the pool. The name and lifeguard certification must be with the application. One guard is required for every 35 people or less (e.g. 36 people = 2 life guards) in and around pool area. The maximum capacity of our pool – with the diving board not being used – is one hundred and thirty (130) swimmers. When diving off the board is allowed, the maximum capacity of the pool is one hundred and eighteen (118) swimmers.
12. District security guards shall be used for all events when the expected attendance is 200 participants/spectators. One additional guard is required for every additional 200 participants/spectators. All costs associated for security shall be the responsibility of the group. In the event District security guards are not available, Bethel Park Municipality police officers shall be used and invoiced directly by the police department.

MISCELLANEOUS NOTES

Seating Capacity of Auditoriums

High School	1,286
Independence	750
Neil Armstrong (Carpeted riser, no permanent seating)	350

Seating Capacity of Gymnasiums

High School	2,450
High School – South Gym	75
Independence	400
Neil Armstrong	250

Seating Capacity of Cafeterias

High School	660 - Tables and chairs
Independence	350 - Tables and chairs
Neil Armstrong	250 - Tables with benches
Elementary Schools	150 - Tables with benches

Size of Elementary Multipurpose rooms (gyms)

Lincoln	- 40' x 62'	Wm. Penn	- 45' x 54'
Washington	- 40' x 60'	Logan	- 42' x 57'
Memorial	- 37' x 62'	Franklin	- 52' x 72'

FEES

1. When an employee or student is directed by the School District to perform duties in connection with the use of school facilities by an outside organization, any compensation due the employee or student shall be paid by the School District. The permit holder shall pay all fees for such services to the Bethel Park School District. No such employee or student shall receive direct payment from an outside organization for performing such services.
2. School District technician(s) and/or stage crew member(s) must be employed during any use of an auditorium and/or stage. The rate payable to any additional individuals will be in addition to the rental fee.
3. The rental for a cafeteria does not include cafeteria staff or food. Application for use of food service facilities will be required when any food or drink is to be served. At least one member of the cafeteria staff must be present any time food and drink is served, regardless of where the food or drink was prepared. The rate payable to such individuals will be in addition to the rental fee. If food preparation is desired, arrangements must be made with the Director of Food Service. The phone number is (412) 854-8754. The application for food service facilities will be made electronically through the same system used for facilities rental.
4. Rental rates include the services of a custodian if the facility use is scheduled when a custodian is working his/her regular shift. Otherwise, custodial costs will be in addition to the rental fee. However, if the rental area must be cleaned due to your use, you will be charged for the custodial time and any cleaning materials used even if the custodian was working his regular shift.
5. All organizations and groups that operate for the benefit of the School District, e.g. PTA, PTO, CAC, Boosters, may have access to certain facilities at no charge. However, when such use causes extra or additional expenses to the District, the organization or group will be assessed an amount per the rates listed below.

6. A School District scoreboard operator may be required when scoreboards are used. The operator's fee will be in addition to any rental fee.

FEES AND CHARGES

These fees and charges were accurate when this document was printed. They are subject to change without notice.

Classes 1 and 2

Custodian	\$20.00 per man hour
Police	Prevailing rates
Technician/faculty	\$14.00 per man hour
Stage Crew	\$9.00 per man hour
Security	\$15.00 per man hour

All other Classes

Custodians	\$45.00 per man hour
Police	Prevailing rates
Technician/faculty	\$28.00 per man hour
Stage crew	\$18.00 per man hour
Security	\$30.00 per man hour

The rental fees shown apply when no admission or other fee is charged participants or spectators. When a fee or admission is charged, the rental fee, including the fee for rehearsal time will be increased by fifty (50) %.

<u>FACILITY</u>	<u>CLASS I, II, III</u>	<u>CLASS IV</u>	<u>CLASS V</u>	<u>CLASS VI</u>
Ensemble/Chorus/Band	N/C	\$25.00/HR	\$35.00/HR	\$50.00HR
Classroom	N/C	\$10.00/HR	\$21.00/HR	\$31.00HR

NOTE: Rates for classrooms does not include any technology or special equipment. This special equipment would need to be negotiated through the School District Administration and are not included in this packet.

<u>GYMS *</u>	<u>CLASS I, II, III</u>	<u>CLASS IV</u>	<u>CLASS V</u>	<u>CLASS VI</u>
South Gym at HS	N/C	\$100.00/HR	\$125.00/HR	\$150.00HR
Independence	N/C	\$50.00/HR	\$70.00/HR	\$90.00HR
Neil Armstrong	N/C	\$50.00/HR	\$70.00/HR	\$90.00HR
Franklin/Washington	N/C	\$25.00/HR	\$45.00/HR	\$65.00HR

**INCLUDES LOCKER ROOM AND SHOWERS - WHERE AVAILABLE*

<u>MULTI-PURPOSE*</u>	<u>CLASS I, II, III</u>	<u>CLASS IV</u>	<u>CLASS V</u>	<u>CLASS VI</u>
Elementary Schools	N/C	\$20.00/HR	\$40.00/HR	\$60.00HR
		<i>*ROOM DOES NOT INCLUDE A LOCKER ROOM</i>		

<u>SWIMMING POOL</u>	<u>CLASS I, II, III</u>	<u>CLASS IV</u>	<u>CLASS V</u>	<u>CLASS VI</u>
	N/C	\$200.00/HR	N/A	N/A

NOTE: The District reserves the right to charge groups for pool chemicals and cleaning.

<u>AUDITORIUMS</u>	<u>CLASS I, II, III</u>	<u>CLASS IV</u>	<u>CLASS V</u>	<u>CLASS VI</u>
High School	N/C	\$300.00/HR	\$350.00/HR	\$400.00HR
HS Small Theater	N/C	\$200.00/HR	\$250.00/HR	\$300.00HR
Independence	N/C	\$100.00/HR	\$150.00/HR	\$200.00HR
Neil Armstrong	N/C	\$50.00/HR	\$75.00/HR	\$100.00HR

NOTE: The Auditorium includes lights, sound system, rest rooms and dressing rooms. Technicians and stage crew will be billed separately and the District will decide the number of Techs and stage crew needed for each event.

<u>CAFETERIAS *</u>	<u>CLASS I, II, III</u>	<u>CLASS IV</u>	<u>CLASS V</u>	<u>CLASS VI</u>
High School	N/C	\$100.00/HR	\$155.00/HR	\$200.00HR
Independence	N/C	\$50.00/HR	\$105.00/HR	\$150.00HR
Elementary Schools	N/C	\$20.00/HR	\$36.00/HR	\$50.00HR
			<i>*EXCLUDING KITCHEN AREA</i>	

<u>BALL FIELDS *</u>	<u>CLASS I, II, III</u>	<u>CLASS IV</u>	<u>CLASS V</u>	<u>CLASS VI</u>
HS/Purkey	N/C	\$45.00/HR	\$62.00/HR	\$79.00HR
HS/Softball	N/C	\$45.00/HR	\$61.00/HR	\$77.00HR
HS/Upper /Grass	N/C	\$45.00/HR	\$70.00/HR	\$95.00HR
HS/Upper /Synthetic	N/C	\$100.00/HR	\$150.00/HR	\$225.00HR
HS/Lower/Diamond	N/C	\$45.00/HR	\$70.00/HR	\$95.00HR
Neil Armstrong	N/C	\$30.00/HR	\$47.00/HR	\$64.00HR
Independence	N/C	\$30.00/HR	\$41.00/HR	\$57.00HR
Elementary -w/backstop	N/C	\$30.00/HR	\$41.00/HR	\$57.00HR
Lighting of Fields	\$5.00/HR	\$5.00/HR	\$5.00/HR	\$5.00/HR
	Min 1 HR	Min 1 HR	Min 1 HR	Min 1 HR
			<i>*EXCLUDING LINING OR BASES</i>	

<u>TENNIS COURT</u>	<u>CLASS I, II, III</u>	<u>CLASS IV</u>	<u>CLASS V</u>	<u>CLASS VI</u>
COST PER COURT	N/C	\$5.00/HR	\$5.00/HR	\$5.00/HR

FEE STRUCTURE FOR BETHEL PARK RECREATION AND LEISURE SERVICES

There will be no charge for youth programs.

Adult programs: Pool - \$20/hour

Large Gyms - \$30/hour - (H.S, IMS, Neil)

Small Gyms - \$25/hour - (Elementary)