

# WEST MIFFLIN AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF HIGH SCHOOL  
STADIUM ATHLETIC  
COMPLEX

ADOPTED: May 18, 1998

REVISED: September 20, 1999

REVISED: June 21, 2007

<p>1. Purpose SC 775</p> <p>2. Authority</p> <p>3. Guidelines</p> <p>SC 511</p>	<p style="text-align: center;">707.1. USE OF HIGH SCHOOL STADIUM ATHLETIC COMPLEX</p> <p>The High School Stadium Athletic Complex represents a large capital investment of the West Mifflin Area School District. The Board recognizes that the facilities should be made available to groups for community activities; that a fair and systematic procedure should be provided for handling requests for their use; and that the proper control should be exercised to ensure the safety of individuals, protection of property, and preservation of the District's prerogatives.</p> <p>The facilities of the School District are available for public use when proper permits are granted by the Board of School Directors. Violators of regulations will be denied access to facilities and prosecuted to the fullest extent of the law.</p> <p><u>Applications</u></p> <p>Applications for facility use shall be approved by the administration. Priority should be given in this order:</p> <ol style="list-style-type: none"> <li>1. School groups</li> <li>2. School related community groups</li> <li>3. Non-profit resident groups</li> <li>4. For-profit resident groups</li> <li>5. Non-profit, non-resident community groups</li> <li>6. Other non-resident groups (for profit), businesses, any other out of district organizations</li> </ol> <p>Groups one (1) through three (3) may not be charged a rental fee depending on the event. Other fees may be applicable.</p> <p>Use of facilities by groups three (3) through six (6) listed above will be approved if they do not interfere with scheduling of use of facilities by the District for operation or its own programs and or the scheduling of the use of facilities by priority groups (one through three) as referenced above. In the event of a scheduling conflict between a priority group from within the District, the group from within the School District will be given first preference.</p>
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Applications for use of the facility must be approved by high school building principal/assistant principal, then the permit must be submitted to the Superintendent's Office for Board approval. All requests for the use of the facility must be submitted on the prescribed application. The principal/assistant principal is responsible for determining the availability of the facility. All applications for use of the facility should be submitted at least two (2) weeks prior to the anticipated use. All applications must be received in the Superintendent's office one (1) week prior to the monthly board meeting. Applications received after this date will be placed on the following month's Board agenda. A copy of the approved permit will be maintained on file in the principal's office and the Athletic Director's office at the High School and the Superintendent's Office. Appropriate insurance documents should be submitted by the applicant when the request for use of facility is filed as well.

After Board approval, a copy of the permit along with a letter stating approval will be sent to the applicant. Three (3) copies of the permit will be forwarded to the principal; one (1) copy for his file, one (1) copy to the athletic director and one (1) copy will be given to the proper custodial staff for ensuring that the proper custodial support is provided for the event. A copy will be filed in the Superintendent's office. A copy will also be sent to the Office of Buildings and Grounds.

All approvals of use will be issued for specific parts of the facility (field, track, locker rooms, etc.) and for specific hours. It will be the responsibility of the visiting team(s), individual or organization involved to see that the use of the facility is limited to that area for where the permit is issued, and the facilities are vacated as scheduled. The facility must be cleared no later than the hour designated by the District.

All student groups requesting the use of the facility must have adult sponsorship. All children under the age of eighteen (18) must be accompanied by at least one (1) adult at ALL times during which they are present in the facility as a result of approval granted.

Use

1. The athletic complex will not be available for community use during hours as would interfere with the regular school programs, and may be restricted during certain events.
2. The visiting team(s), sponsoring individual or organization are responsible for the condition of the facility used. Payment for damages are the responsibility of the individual or organization using the facility.

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	<ol style="list-style-type: none"><li>3. Facility will be opened only to an individual or organization which has received prior approval for use. There will be no admittance to the facility without a permit.</li><li>4. In the event the individual or organization desires to sell tickets to the event for which the use is requested, no tickets will be sold beyond the seating capacity of the stadium.</li><li>5. There will be no advertisement, of any event prior to the confirmation by the Board of approval of the use/event.</li><li>6. Any individual or organization using the facility will designate one (1) member of the group as being in charge and responsible for the use of the facility. This person in turn will be responsible to the principal or his designee and the custodian on duty.<ol style="list-style-type: none"><li>a. If the person designated as in charge of the group cannot be present at the time of the use for which approval is sought, an alternate must be present. If neither can be present, the activity will be canceled in an appropriate amount of time.</li><li>b. Entrances will be kept locked until the designated person in charge arrives at the stated approved time. The individual in charge will remain at the entrance at all times and permit only authorized individuals to enter.</li><li>c. The person in charge should not leave the facility until all of the group members have left at the time indicated on the permit.</li></ol></li><li>7. No West Mifflin Area School District equipment will be used by any individual without the <u>prior</u> approval of the Board.</li><li>8. No refreshment will be brought into the facility or sold unless a request has been included and approved in the application form as originally submitted. However, no glass bottles are permitted.</li><li>9. Any activity conducted in the facility will be in accordance with Pennsylvania laws, West Mifflin Area School District policies and conform with Borough Ordinances.</li><li>10. The District will reserve the right to protect District property. When inclement weather prohibits use of the facility for any scheduled use, the event will be automatically canceled, and any District collected permit monies paid be refunded.</li></ol>
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Pol. 222

11. Any right or privilege granted to any person to use the facility will not be transferred to any other person or organization.
12. Any decorations erected by any individual using the facility must have prior approval of the high school principal and be erected in a manner that will not be destructive to school property and be supervised by the custodian on duty. The use of any materials on the field or track should be prohibited.
13. Representatives of the Board will have the right to attend and inspect any and all activities or events held in the facility.
14. The High School Stadium Athletic Complex is a tobacco-free building pursuant to policy number 222.
15. No chewing gum will be permitted on the track or field playing areas.
16. Any activity that may cause damage will be prohibited.

Rates

The following rates shall apply and will be reviewed annually.

Special circumstances of the event may require additional fees set at the discretion of the District.

**Rental Rates**

Stadium Day

School Groups.....	No Charge
School Related Groups.....	No Charge
Non-Profit Resident Groups.....	No Charge + expenses
Profit Resident Groups.....	\$1,300.00 + expenses
Non-Profit/Non-Resident Groups.....	\$1,300.00 + expenses
Other Non-Resident Groups.....	\$1,300.00 + expenses

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Stadium Night	
School Groups.....	No Charge
School Related Groups.....	No Charge
Non-Profit Resident Groups.....	No Charge + expenses
Profit Resident Groups.....	\$1,700.00 + expenses
Non-Profit/Non-Resident Groups...	\$1,700.00 + expenses
Other Non-Resident Groups.....	\$1,700.00 + expenses
In addition, custodian fees are extra to all the above.	
Rates are subject to change without notice.	
Scoreboard (scoreboard activation fee)	\$ 15.00/event
PA System (activation fee)	\$ 15.00/event*
* The school district will provide the applicant organization with a clock operator/scoreboard operator at a rate of \$30.00 per game.	
<u>Additional Fees for Consideration</u>	
<ol style="list-style-type: none"> <li>1. Score Board Operator</li> <li>2. P.A. Announcer</li> <li>3. Custodial Worker</li> <li>4. Security</li> <li>5. Site Manager</li> <li>6. Ticket Sellers</li> <li>7. Ticket Takers</li> </ol>	
<p>A fee should be required of a group requesting use of the facility owned by the West Mifflin Area School District. In addition, the individual or group requesting use will be responsible for any costs, including cleaning, supervisory, or other maintenance costs, incurred as a result of the individual's or group's use of the facility on the date approved in accordance with a schedule approved by the Board. Pursuant to the Collective Bargaining Agreement, a school custodian or other representative of the building principal will be on duty at all times when the facility is being used.</p>	
<p>Each of the following individuals or groups requesting the use of the facility will provide their own liability insurance coverage, naming the school district as an additional insured on the Certificate of Insurance:</p>	
<ol style="list-style-type: none"> <li>1. Profit Resident Groups</li> </ol>	

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2. Non-Profit/Non-resident Groups
3. Other Non-resident Groups

All application fees will be paid in advance to the office of the high school principal or his/her designee. Additional charges attributable to the cost of custodial, security, etc., will be payable within a certain time (days, weeks).

Additional References

For additional detail regarding the use of school facilities and care of school property, refer to Policies 224, 707 and 713.