

**CENTRAL BUCKS SCHOOL DISTRICT
2024-2025 FACILITY USE CHARGES**REVIEWED:
04/24/2024**FEE SCHEDULE FOR USE OF SCHOOL DISTRICT FACILITIES**

Please refer to Policy 707. Use of School Facilities

Use Categories:

Category I: Non-Profit Community Groups, First Responders, Active Duty Military Organizations, and Veterans Organizations Whose Activities Directly Serve School Age Children : Groups must be educational, recreational, religious, cultural, civic, or arts-related with a focus on health, safety, or welfare of school age children. **A minimum of 75% of the participants must reside within the Central Bucks School District** (e.g. youth sports organizations, Scouts, – (IRS approval letter showing “501C3” or “tax exempt” status)

Category II: Community Groups and Organizations Not Meeting Criteria of Category I: Groups focused on educational, recreational, religious, cultural, civic, or arts-related activities focused on adults or school age children within the Central Bucks Community. Category II groups are not required to be non-profit and do not have to meet the 75% residency requirement for student participation. (no political events are permitted as a facility use)

Note: All School sponsored events including Home and School Association events and use of facilities as a polling place by the Bucks County Board of Elections are not subject to a use fee. School sponsored events may be subject to reimbursement for custodial overtime if the events are not hosted during a time when the district regularly has staff scheduled in the building.

Facility Use Registration:Register online through FMX at <https://cbsd.gofmx.com/register>

Facility Use Rules: All Facility users are responsible for reading and adhering to these rules.

- School district use of all facilities will have priority. Schools reserve the right to schedule their activities before releasing any time to community groups.** Even when a community group has been given permission to use a facility, such use may be cancelled if the district needs the facility for school use.
- No facility use is allowed without a correct and current Certificate of Insurance on file in the Operations Center.** Certificates must be uploaded into FMX when the group registers for an account and must be kept current. Certificate must indicate user has **at least \$1,000,000 in personal and property liability insurance.** It must also state on the certificate that **Central Bucks School District is named as an additional insured.**
- Absolutely no use of alcohol or tobacco is allowed on school property, including ball fields and other outdoor facilities.** Violation of this rule is grounds for revocation of use.
- There will be no use of the kitchen for cooking. No open flames (sterno) for warming are permitted.** User will have to hire a CBSD food service employee at the specified rate. No use of snack stands for sale of goods by outside groups.
- Facility Use Charges are approved annually by the Central Bucks School Board (see the fee schedule below). The district will provide a bill after use is completed and a monthly bill for groups with ongoing use. Checks should be made out to the Central Bucks School District. **Any group, which does not remit payment for facility use within thirty days of the date of the invoice, will be refused use of all school facilities until payment is received.**
- When there is more than one group using a facility at the same time, **each group is responsible for paying for the hours used.**
- When admission is charged, the organization using the facilities is responsible for the payment of any admission tax required to the Collector of Internal Revenue.
- The user is responsible for payment for any theft or damage** that occurs to school facilities during use. Damage charges will be assessed by the district and the amount will include the cost of any district labor required.

9. **When schools are closed for emergency reasons, community use of the district facilities is also cancelled.** Please visit the Facility Use website <https://www.cbsd.org/Page/2077> or call the facility use weather hotline at 267-893-4020 (option #5).
10. **Facility Use Groups are responsible for supervision of participants at all times.** Users who sponsor youth activities must make sure halls and bathrooms are supervised as well as the primary place for the use. Facility use groups are not permitted to prop open exterior doors to the building. Users are responsible to submit their security plan to illustrate to the district how they will meet the supervision requirement for the use of the facility. If proper supervision becomes a problem, the district will require security be in attendance during use and the fee will be added to the outside group invoice. If security problems persist, use of the facility may be cancelled.
11. No animals/pets permitted on school property or in buildings unless meeting the requirements of policy 718 Service Animals in Schools.
12. **The school district reserves the right to refuse a facility to any group at any time.** The district also reserves the right to relocate a previously scheduled group to another Central Bucks school facility.
13. Users are required to include the following statements on any fliers, posters, or other publicity for an event or program: *This event is not sponsored by Central Bucks School District or any of its schools. It is sponsored by [name of the organization]. Questions about this event should be directed to [name and phone number].*
14. **TWO (2) WEEK NOTICE REQUIRED FOR ALL RESERVATIONS & CANCELLATIONS.** Cancellations should be e-mailed to facilityuse@cbsd.org. If timely notice is not received, the user will be billed for the hours reserved. Groups with recurring scheduling shall provide a monthly schedule for their events.
15. **Interior facilities are not available for outside community use over the summer when school is not in session.**

Facility Use Rates:

FACILITY	CATEGORY I	CATEGORY II
<u>Auditorium</u> No Charge for extra classrooms up to a maximum of (4) rooms.	<u>\$175/hour*</u>	<u>\$250/hour*</u>
<u>Gymnasium/Cafeteria</u> (per space) ** Elementary Schools Middle Schools High Schools	<u>\$30/day</u> <u>\$40/day</u> <u>\$50/day</u>	<u>\$60/day</u> <u>\$80/day</u> <u>\$100/day</u>
<u>Classrooms/Conference Rooms/APR/LGI/Library SGI/Office Areas</u> Weeknights during school year (per space)	No Charge (Not available on weekends)	<u>\$50/night</u> (Not available on weekends)
<u>CB West-CB East-CB South:</u> Stadium Artificial Turf (7:00 am to 8:00 pm)*** CBW Pettine Artificial Turf (7:00am to dusk)	<u>\$200/hour</u>	<u>\$300/hour</u>
<u>CB West Stadium War Memorial Field Lights:</u> Lights available until 8:00 pm at an additional cost to stadium use fee	<u>\$100/hour</u>	<u>\$150/hour</u>
<u>CB East & CB South Pool</u>	Pools must be reserved through Central Bucks Aquatics Community Schools. 267-893-5709	
<u>Grass Fields-Baseball/Soccer</u> (per field)	No charge	<u>\$80/day</u>
<u>Tennis Courts</u> (per court)	No charge	<u>\$20/hour</u>

* Stage Manager Will Be Required for lighting/sound (beyond house lights/microphone) and billed at the rate of \$60/hour for Category I groups and \$100/hour for Category II groups

**Gymnasium and Cafeteria space used on weekends will require an additional use fee of \$100/hour for Category I groups and \$200/hour for Category II groups.

*** No use of fieldhouse, press box, or scoreboard. Borough Sponsored groups will be billed for expenses related to use of the facility in accordance with the use agreement between Central Bucks School District and Doylestown Borough.