

Fee Schedule

A. Priority Use

- Category 1: School Related Non-profit Groups: This includes parent/teachers groups, school clubs, school activities, extended care services, and intersession activities delivered by non-profit agencies, including district Home and School Associations. To fit into Category 1, groups must be sponsored by or otherwise affiliated with the school or school district and insured by the District.
- Category 2: Non-Profit Community Groups Whose Activities Directly Serve Hatboro-Horsham School-Age Children: To fit into Category 2, groups must be educational or recreational in nature, or promote the health, safety education or welfare of the community in general. This category includes groups such as Scouts, Boys and Girls Clubs, YMCA, YWCA and Public Interest Non-Profit Groups (not school related) including Rotary.
- Category 3: Recreational, Religious, Political, Arts-Related, and Other Non-Profits, distinguished from groups in Category 2, refers to those of the community group itself rather than for the interest of the general public. Community groups outside the Hatboro-Horsham School District.
- Category 4: Commercial (for profit) Community Groups: This category includes community groups whose purpose is direct or indirect financial gain and whose use of school facilities will result in their direct or indirect financial gain.
- Category 5: Commercial (for profit) Groups located outside the Hatboro-Horsham community: This category includes non-community groups whose purpose is direct or indirect financial gain and whose use of school facilities will result in their direct or indirect financial gain.

NOTE: The District reserves the right to use discretion for one-time type of special events.

B. Fees

- Category 1: No rental fee required / No service charge required / No certificate of insurance / application required.
- Category 2: No rental fee required / Service charges apply / Certificate of insurance required for non-profit agencies providing services to educational program / application required.
- Category 3: No rental fee required (except High School Auditorium and swimming pool) / Service charges apply / Application and certificate of insurance required.
- Category 4: No Rental fee required / Service charges apply / Application and certificate of insurance required.
- Category 5: Rental fee required / Service charges apply / Application and certificate of insurance required. Security Deposit may be required.

C. SCHEDULE OF RENTAL FEES FOR USE OF HATBORO-HORSHAM DISTRICT FACILITIES

Three (3) Hours or Less

<i>Facility</i>	<i>Category</i>				
<i>Hatboro-Horsham High School</i>	CAT 1	CAT 2	CAT 3	CAT 4	CAT 5
Auditorium	N/C	N/C	\$2,500	\$3,500	\$7,000
Cafeteria	N/C	N/C	N/C	500	3,000
Kitchen and Cafeteria	N/C	N/C	N/C	900	4,000
Gymnasium (Main)	N/C	N/C	N/C	750	5,000
Gymnasium (Auxiliary)	N/C	N/C	N/C	250	2,500
Classroom	N/C	N/C	N/C	150	1,500
<i>Keith Valley Middle School</i>					
Auditorium	N/C	N/C	N/C	1,500	5,000
Cafeteria	N/C	N/C	N/C	500	3,000
Kitchen and Cafeteria	N/C	N/C	N/C	900	4,000
Gymnasium (Main)	N/C	N/C	N/C	500	5,000
Gymnasium (Lower)	N/C	N/C	N/C	250	2,500
Classroom	N/C	N/C	N/C	150	1,500
<i>Simmons & Hallowell Elementary School</i>					
Auditorium	N/C	N/C	N/C	1,500	5,000
Cafeteria	N/C	N/C	N/C	500	3,000
Cafeteria and Kitchen	N/C	N/C	N/C	900	4,000
Gymnasium	N/C	N/C	N/C	500	4,000
Classroom	N/C	N/C	N/C	150	1,500
Swimming Pool (Simmons Only)	*	*	1,500	1,500	3,500
<i>Elementary</i>					
Cafe Multi Purpose Room/Gym	N/C	N/C	N/C	400	3,000
Kitchen/Café/Multi-Purpose/Gym	N/C	N/C	N/C	750	3,500
Classroom	N/C	N/C	N/C	150	1,000
<i>Stadium/Track</i>					
Senior High School	**	**	**	**	**
Keith Valley Middle School	N/C	N/C	N/C	850	2,000
<i>Usage of Fields</i>	N/C	N/C	N/C	150	1,000

*Charges will apply on a case by case bases.

**Please refer to Paragraph E for associated fees for the Senior High School Turf Field.

D. SCHEDULE OF RENTAL FEES FOR USE OF HATBORO-HORSHAM DISTRICT FACILITIES					
Over Three (3) Hours					
<i>Facility</i>	<i>Category</i>				
<i>Hatboro-Horsham High School</i>	CAT 1	CAT 2	CAT 3	CAT 4	CAT 5
Auditorium	N/C	N/C	\$2,500	\$4,000	\$7,000
Cafeteria	N/C	N/C	N/C	850	3,000
Kitchen and Cafeteria	N/C	N/C	N/C	1,500	4,000
Gymnasium (Main)	N/C	N/C	N/C	1,500	5,000
Gymnasium (Auxiliary)	N/C	N/C	N/C	500	2,500
Classroom	N/C	N/C	N/C	250	1,500
<i>Keith Valley Middle School</i>					
Auditorium	N/C	N/C	N/C	2,500	5,000
Cafeteria	N/C	N/C	N/C	850	3,000
Kitchen and Cafeteria	N/C	N/C	N/C	1,500	4,000
Gymnasium (Main)	N/C	N/C	N/C	1,000	5,000
Gymnasium (Lower)	N/C	N/C	N/C	500	2,500
Classroom	N/C	N/C	N/C	250	1,500
<i>Simmons & Hallowell Elementary Schools</i>					
Auditorium	N/C	N/C	N/C	2,500	5,000
Cafeteria	N/C	N/C	N/C	850	3,000
Cafeteria and Kitchen	N/C	N/C	N/C	1,500	4,000
Gymnasium	N/C	N/C	N/C	1,000	4,000
Classroom	N/C	N/C	N/C	250	1,500
Swimming Pool (Simmons Only)	*	*	1,500	2,500	3,500
<i>Elementary</i>					
Cafe Multi Purpose Room/Gym	N/C	N/C	N/C	750	3,000
Kitchen/Café/Multi- Purpose/Gym	N/C	N/C	N/C	1,000	3,500
Classroom	N/C	N/C	N/C	250	1,000
<i>Stadium/Track</i>					
Senior High School	**	**	**	**	**
Keith Valley Middle School	N/C	N/C	N/C	1,000	2,000
<i>Usage of Fields</i>	N/C	N/C	N/C	250	1,000

*Charges will apply on a case by case bases.

**Please refer to Paragraph E for associated fess for the Senior High School Turf Field.

E. Senior High School Turf Field Usage Breakdown:

- Community group usage - \$125 per hour
 - Non-Community group usage - \$250 per hour
 - Site supervisor fee for all non-district usage - \$35 per hour
 - Events/Tournaments (spectator or participant fees charged) – community group usage - \$1,500 up to 5 hours, over 5 hours \$125 per hour additional
 - Events/Tournaments (spectator or participant fees charged) – non-community group usage - \$2,500 up to 5 hours, over 5 hours \$250 per hour additional
 - District 1 and PIAA events - \$1,500 per event
- Additional charges will apply for night events requiring Stadium lighting.

F. Service Charge

The Superintendent or designee shall have the discretion to charge Hatboro-Horsham non-profit and community organizations who use district facilities on a regular basis a per participant registration fee in lieu of a service charge fee. A \$15 per participant fee will be charged to those organizations that use district indoor facilities and a \$5 per participant fee will be charged to those organizations that use outdoor facilities. This fee will be collected one time per activity season or year by the organization, with collected funds provided to the school district. No additional usage fees or service charges will be applied to these groups.

No service charges will be required for any category using district facilities as long as appropriate personnel are on regularly scheduled duty and no additional efforts on their part are required. **Groups will be responsible for leaving the area utilized in the same condition as it was before use (i.e., trash picked up) otherwise an hour service fee will apply.**

Service charges will be required in accordance with the following schedule when additional district personnel are required for facility usage by groups falling into categories 3 through 5. The building principal or designee will determine the type and number of personnel required for each scheduled event.

- Cafeteria..... \$35.00*/ hour per person – (Cafeteria Employee)
- \$45.00*/ hour per person – (Cafeteria Manager)
- Custodial..... \$45.00*/ hour per person
- Other: To be determined as required.

*Service charge rates will be reviewed and approved by the Board of School Directors on an annual basis.

G. Inclement Weather

The use of Hatboro-Horsham School facilities and athletic fields are subject to weather conditions. The Athletic Director has the discretion and is responsible for determining the usability of any field regardless of permitted use. The Athletic Director will consult with the Director of Operations and the Superintendent of Schools to determine whether or not conditions prohibit or impede safe play and the long-term condition/health of the fields/facilities. The Athletic Director will communicate with users/groups as early as possible when fields are not to be used. Users/groups will not be charged for canceled usages.

In the case of weather related school building closures, the Facility Coordinator of each building will communicate with users/groups as early as possible and will not be charged for canceled usages.

H. Parking Regulations

Parking attendants must be provided by the using organization when the anticipated attendance is in excess of 200 persons.

For anticipated attendance of 200 - 400..... 3 attendants

For anticipated attendance of 400 - 700..... 4 attendants

For anticipated attendance of over 700..... 5 attendants

One attendant will be stationed at the street entrance to the parking lot. One attendant will be stationed at the "Do Not Enter" exit to direct traffic.

Other attendants as required above will direct cars in the parking lot.

One adult member of the organization utilizing the facility is to be designated to supervise the parking activities. If the above is not possible, a custodian from the school will be appointed.

All attendants should report for duty one (1) hour prior to the start of any activity and remain on duty to clear the parking lots when the performance is finished.

Reflector flashlights will be available from the custodian on duty in the school and should be used.

When parking lots are filled, the entrances are to be closed off by temporary barriers until well after the program starts. Latecomers will park on the street. At no time are cars to be parked on the grass.

After parking is completed, the barriers should be removed, but traffic lanes around the building kept open for emergencies such as fire trucks, ambulances, etc.

For anticipated attendance of over 200 persons, the organization using the school has the responsibility of contacting the local police and soliciting their help with traffic and on-street parking.