North Hills School District

PRIDE · TRADITION · EXCELLENCE

Facility Rental Manual

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Facility Request Procedures

Facility reservations are made with the online reservation system called MLSchedules. A user account can be created and, once approved, the user may submit reservation requests.

The reservation system can be accessed from the North Hills School District website. The user can select the "Administration" tab, and then choose "Facilities Services" from the drop-down list. You will see a screen with a link to the reservation system, and there is also a link to a Quick Start Guide.

All users will need to have a user account on the district reservation system MLSchedules. Information on creating an account can be found on the district's website at this link: https://www.nhsd.net/FacilitiesReservations.aspx

After creating an account, registered users can:

- Note recurring events in any request
- Note any specific details related to your rental needs
- Receive emailed invoices
- Upload documents required for rentals
- Save account information such as address and contact details.

Questions? Contact the Facilities Services secretary at 412-318-1046 or westm@nhsd.net.

User Quick Start Guide for MLSchedules

When making a reservation, please be aware of the following:

1. First priority will be given to school-sponsored activities.

2. Outside groups may not make reservations sooner than 6 months before the reservation date. Any reservations made outside of that time frame will be denied.

3. **All outside groups must provide proof of $1,000,000.00 of liability insurance showing the District as additional insured. The Facilities Department must have a current, unexpired insurance certificate on file or your event will be cancelled.**

4. The applicant will be informed of any fees. This could include charges for custodial services, rentals and any other district personnel costs associated with the event.
If there are any fees due, payment must be made to the North Hills School District and mailed to:

Facilities Services Department
55 Rochester Road
Pittsburgh, PA 15229

Payment **must** be received in the facilities office *at least 2 weeks* before your reservation.

5. **Please note that any permit may be revoked or cancelled due to circumstances beyond the control of the school district such as inclement weather, or if the group involved causes excessive damage to the facilities.**

Insurance Requirements

Any non-school group wishing to use North Hills School District facilities must supply proof of liability insurance in the amount of $1,000,000.00 on an ACORD Certificate of Insurance.

The one-page ACORD Certificate of Insurance summarizes essential information about your insurance policy, such as coverage types, policy numbers, insurance limits, and effective and expiration dates.

DARET-1 OP ID: MN

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 03/11/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:
	PHONE (A/C, No, Ext): / FAX (A/C, No):
	E-MAIL ADDRESS:

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC	X		CL2684383			EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 50,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 1,000,000
								$
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [ ] HIRED AUTOS [ ] NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (PER ACCIDENT)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATU-TORY LIMITS [ ] OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

North Hills School District
135 6th Avenue
Pittsburgh, PA 15229

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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North Hills School District

Athletic Rentals & Fees

Athletic Facilities	Daily Rental	
Martorelli Stadium	Group With 85% District Residents	$303.00
	All Other Groups	$2,640.00
Ross Turf Field	Group With 85% District Residents	$303.00
	All Other Groups	$1,320.00
Senior High Pool	TBD	TBD
Gyms - Secondary Schools		$1,029.00
Gyms - Elementary Schools		$1,029.00
Multi-Purpose Rooms		$363.00

Please note that rental fees do not cover custodial, security and other costs below.

Other Facility Related Costs	Hourly Rates & Minimums	
Announcer	Minimum of 3 hours	$30.00 per hour
Scoreboard with Technician	Minimum of 3 hours	$30.00 per hour
Clock Operator	Minimum of 3 hours	$30.00 per hour
Parking Attendant		$37.00 per hour
Stadium Lights - up to four banks	Each Bank of Lights	$110.00 per bank
	An initial turn-on fee, if lights are not used by the district during the month of your event is $3500.00.	
Pool Supervision	TBD	TBD
	TBD	TBD

Security Guards & Custodial Staff Needs will be determined by the district.

North Hills School District

Facility Rentals & Fees

Facility Rentals - Non Athletic	Daily Rental for Non-School Groups	
Auditoriums	Senior High, Middle School & Ross Elementary	$1,430.00
Cafeterias	Does not include use of kitchens	$303.00
LGI Room	Middle School	$303.00
Multi-Purpose Rooms		$363.00
Classrooms	All Buildings	$110.00
Hallways / Lobbies / MS Atrium		$110.00

Please note that rental fees do not cover custodial, security and other costs below.

Other Facility Related Costs	Hourly Rates & Minimums	
Custodial Fees	Minimum of 3 hours	$55.00 per hour
Security Fees	Minimum of 3 hours	$55.00 per hour
Technical Staff	Hours set by Tech Dept	$55.00 per hour
Food Service Staff	Minimum of 3 hours	$32.00 per hour
Stage Crew	Minimum of 3 hours	$18.00 per hour
Announcer	Minimum of 3 hours	$30.00 per hour
Parking Attendant		$37.00 per hour

Security Guards & Custodial Staff Needs will be determined by the district.

Facility Areas Available

Auditoriums

Use of the auditorium includes the use of general lighting, a podium, a public address system and any basic equipment or services that may be provided by the custodian. Theatrical or other programs requiring special theatrical effects will require a stage crew, which may be arranged for a fee. Organizations may use their own stage crews only under the supervision of a District employee. There are three main auditoriums in the district. The largest is in the Middle School, with over 1160 seats. The second largest is in Ross Elementary, with over 730 seats. The smallest is in the Senior High School, with over 480 seats.

Gymnasiums

The Athletic Director, in consultation with the building principal will schedule dates, times and locations for school use. A permit will not be issued if there is a conflict with a school function. Equipment not specifically indicated on the reservation request will not be available for use. Times will be strictly enforced due to gymnasium time being at a premium. Please clear the gymnasium when your time is over so the next group can utilize the facilities. There are three main gyms in the district. The Senior High School has one gym, and the Middle School has two – the original Gym and the Annex Gym.

Swimming Pool

The pool is reserved through the online reservation system, but the Pool Manager must approve all pool requests. District lifeguards must be used and the Pool Manager will determine the number of lifeguards.

Cafeterias

Each school in the District has a cafeteria available. Rentals do not include use of the kitchens.

Multi-Purpose Rooms

There are two multi-purpose rooms in the district, at Highcliff & McIntyre Elementary Schools**.**

Classrooms

There are a limited number of classrooms available for reserve in each school. Classrooms may be rented in addition to the auditoriums for use as dressing rooms as needed. The classroom type and activity will determine whether custodial charges *may or may not* apply.

Other

Other places that can be reserved for activities include:
Hallways / Lobbies / Corridors
Middle School Atrium
LGI Room
Parking Lots

Event Staffing Fees

Custodial

The number of custodians to cover an event will be determined by the district. Custodial hours *may or may not* be the same as the reservation beginning and end times. The type of event will determine how many custodians will be needed during and also after the event.

Security

Security must be used upon request of the district. The North Hills School District now employs school police and the number of officers for any event is determined by the Director of Security. All ordinances and rules of local police and fire departments and of the State of Pennsylvania shall be strictly observed.

Technical Fees

Technical staff must be used when using district sound or electronic systems. If technical help is needed for auditorium performances, a technician can provide necessary support and they will set the number of hours needed.

Food Service

All uses of cafeterias exclude access to kitchens or food preparation areas. Use of such facilities will require advance approval from the Director of Food Service and the use of at least one District Food Service Employee to supervise the facility and its sanitation after then event. Contact Food Services directly for this type of reservation.

Announcer

Minimum of 3 hours.

Stage Crew

Minimum of 3 hours.

Parking Attendant

Minimum of 3 hours.

Pool Supervisor / Lifeguards

The Pool Manager will determine the amount of staff and hours for any event.

MARTORELLI STADIUM & ATHLETIC COMPLEX

Athletic competition and extracurricular activities serve to enhance the educational experience. This is recognized by the North Hills School District. Emphasis will be placed toward fulfilling this endeavor within the setting of the Martorelli Stadium & Athletic Complex. Use of the facility, which includes the game field, practice field, and track, will be prioritized and assigned accordingly. Interscholastic athletic events and school-related activities are often a focal point for the school community; therefore, school-sponsored activities, such as football, soccer, and track, will be given priority.

The District also recognizes that the community should benefit from the facility, which provides an important outlet for recreation. The track at the Athletic Complex will be open to residents. If the community desires to plan an event, a permit will have to be obtained. Non-community groups should recognize that it is the intent of the District to provide the facility to groups that are tied to the school community.

The residents of the North Hills School District have provided a large capital investment in Martorelli Stadium & Athletic Complex. The District wishes to encourage use of school facilities for programs that are beneficial to the community. The District also recognizes there is a responsibility to the community to provide for the safe operation and timely upkeep of the facility. Toward that end a Fee Schedule has been established.

The Fee Schedule takes into consideration the nature of the event, which often determines staffing needs. Some events require minimal effort to facilitate; others are more extensive. The number of attendees at an athletic event, for example, can range from 200 to 7,000.

To submit a reservation request, please refer to the section: "Facility Request Procedures."

PRIORITIZATION OF USE

School related activities would receive first consideration at the Stadium & Athletic Complex. Below is a list that will take into account those who may wish to use the facility:

1. Interscholastic Athletic Teams: This would include varsity and junior varsity level, teams that are in-season and may involve practice time and events. The events and practices need to be scheduled in advance through the Athletic Department. There may be a Middle School event that is scheduled at the discretion of the Athletic Department. Also, scheduling may occur for an in-season team, such as softball or baseball. They may benefit from using the facility if the weather does not permit them to use their regular practice facility. Practices and events will be scheduled through the Athletic Department in conjunction with the Office of Facilities Services.

2. School-sponsored Activities/Club Sports: The use of the facility can be requested by school-sponsored activities such as, but not limited to, club sports. Club sports include varsity and junior varsity level teams that are in-season. A facility request form must be completed. The request will have to be approved and a permit issued. Club sports may use the Stadium when lights are required within one billing cycle free of charge. Use of the facility outside the billing cycle will result in charges according to the Fee Schedule. Custodial fees will be assessed when the demand exceeds the normal custodial schedule.

3. School-Related Special Events: Special events refer to school-related activities such as the band festival, soccer festival, homecoming, the community pep rally, graduation, track and field day, and other student-centered activities. These provide opportunities for performance and competition within the Stadium & Athletic Complex. A recognition ceremony may also be of benefit to the students of North Hills. Even though the event is school-related, there may be costs associated with using the Stadium.

4. Community/Youth-Oriented Groups: The District may give permission to hold a youth day that is sport-related or a clinic that may benefit young athletics. There may also be a day that the community

football or soccer organizations may wish to request to hold games in the Stadium. The township or borough may request the facility for use by a flag football team or a soccer team that falls under the recreation program. Any youth group in the community may use the Stadium for one event/year during the daylight hours and charges assessed will be for custodial fees.

5. Community/Adult-Oriented Groups: Adult groups that are composed of 85% District residents may desire to use the Athletic Complex or Stadium. These groups should be under the auspices of the township or borough recreation department.

6. Non-Community Groups/WPIAL Events: Non-community groups are groups that request use of the Stadium and comprise less than 85% of District residents. There will be costs associated with the use of the Stadium, such a custodial and/or staffing charge. When the request is for a night event, the requesting group will incur costs for the use of lights.

Priority will be given to groups that previously used the facility when there are scheduling conflicts.

RULES OF USE

1. **All outside groups must provide proof of $1,000,000.00 of liability insurance showing the District as additional insured. The Facilities Department must have a current, unexpired insurance certificate on file or your event will be cancelled.**

2. First priority will be given to North Hills School District activities over outside groups. Cancellation of a permit may be necessary due to an unscheduled or rescheduled school event.

3. Any application for the use of the facility shall be held as evidence of the acceptance by the applicant of responsibility to the North Hills School District for damages. It shall be the responsibility of the applicant to assume financial responsibility for repairs and/or replacement.

4. Facility use is restricted to the area described and the times listed on the permit.

5. The applicant is responsible for the supervision of the group and for the enforcement of all rules and regulations. The permit cannot be issued for one group, and then utilized by another group or organization.

6. Groups may be required to show proof of adequate adult supervision and the District reserves the right to require security and/or police supervision.

7. The area must be cleaned after the applicant's use, and the applicant will be charged for custodial time necessary to perform this cleanup.

8. The use of food concession areas must be specified when completing the facility request form. If approved, a food service worker will be assigned to the concession area for proper operation of the equipment. The hourly rate for worker/workers is a cost that will be borne by the applicant.

9. Booster organizations and groups that operate for the benefit of school activities may have access to areas inside the Stadium in accordance with Board Policy. This usually means seeking approval from the Athletic Department.

10. Groups other than interscholastic athletic teams must have the permit in their possession. Permits must be available for inspection by North Hills School District officials, security, or local police upon request.

11. Board policy that relates to the use of facilities and fields applies to users of the Stadium & Athletic Complex.

School Board Policies

Section
SERIES 700 – PROPERTY

Use of School Facilities

Code
707
Status
Active
Adopted
November 18, 2002
Last Revised
October 3, 2019

School facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational program of the schools.

The Board will provide for the use of school facilities when permission has been requested the online Facilities Reservations link on the district's website, and has been approved by the administration, in accordance with the following order of priority: (1) curricular or extra-curricular programs, (2) P.T.A.'s and other school related organizations, (3) government and public service groups serving the public at large.

The use of school facilities shall not be granted for any purpose that is prohibited by law.

The Superintendent shall develop procedures for granting of permission to use school facilities and shall promulgate rules and regulations for such use, which shall include:

- Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by district rules.
- Any school equipment that is to be used in conjunction with requested facilities shall be identified at the time that the request for use of facilities is made. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator. The use of any equipment may be at additional cost.
- The user of any school facilities shall hold the School District harmless and indemnify the District from any and all liability for damage or injury to person or property that results from the use of the facility by any non-school related organization, individual, or activity. The District, in its discretion, based upon the type and nature of activity, may require liability insurance, which includes the School District as an additional insured in a minimum amount of one million dollars.
- Users shall be financially liable for damage to the facilities and for proper supervision and security.
- The Board shall establish a schedule of fees for the use of school facilities. Such fee schedule shall be reviewed annually.
- All groups must abide by applicable laws.
- Violation of any of the above policies or damage to the facility will result in the permit being revoked for the offending group.

School Board Policies

Section
SERIES 700 – PROPERTY

Use of School Athletic Fields

Code
711
Status
Active
Adopted
November 18, 2002
Last Revised
October 3, 2019
Prior Revised Dates
4/30/2012

1. Requests for use of the playing fields of North Hills School District shall be made via the online Facilities Reservations link on the district's website.

2. All School District fields will generally be available for permitted use Monday through Friday from 6:00 p.m. to dusk; Saturday from 7:00 a.m. to dusk; and on Sundays from 12:00 p.m. to dusk during the school year. Upon request, additional hours may be available for permitted use. During the summer, athletic fields will be available for permitted use from dawn to dusk, except for Sundays when they will be available from 12:00 p.m. to dusk.

3. A schedule of dates and times for all games and practices must be submitted in advance of league play. Failure to provide a schedule before league play begins may result in the cancellation of the permit until such time as a schedule is submitted.

4. All District fields will be assigned for permitted use on a season-to-season basis. Initial requests for field usage during the spring season will be accepted between January 15 and March 1. Initial requests for field usage during the summer season will be accepted between March 15 and June 1. Initial requests for field usage during the fall season will be accepted between May 15 and August 1.

   Applicants will be notified of their field assignments ONLY after the Athletic Department ensures field availability and the Facilities Services Department ensures compliance with insurance and operational requirements are met. Permits must be at the site at all times. Requests will continue to be accepted throughout each season; however, consideration can be given to such requests only if there are fields available. NO ONE IS TO USE A FIELD UNTIL THE PERMIT IS ISSUED!

   a. Permits for Martorelli Athletic Complex must have final approval from the Superintendent.

5. Once permits are issued, fields are not to be used when wet and/or soft. District administration shall have the final determination of field playing conditions and may close field usage due to poor playing conditions at any time.

6. Permits shall be issued based upon user group classifications and field assignment priority as defined below. Priority for use of fields will be given to youth groups over adult groups and to league organizations over individual teams. Permits will be issued for all fields to be used based on the following:

- Priority 1 Group – School activity programs
- Priority 2 Group – School club programs
- Priority 3 Group – Community non-profit programs composed of at least 85% of student participants of Ross Township and West View Borough

- Priority 4 Group – Community non-profit programs composed of at least 85% of adult participants of Ross Township and West View Borough
- Priority 5 Group – Non-profit programs composed of less than 85% of student participants of Ross Township and West View Borough
- Priority 6 Group – Other adult athletic programs

7. The District reserves the right to request any or all of the following information from permit applicants:

a. Coach information including name, address, and/or contact numbers
b. Player rosters including player addresses and participant age or grade
c. Practice and game schedules

8. Teams using the various athletic fields will be responsible for picking up after themselves (trash, articles of clothing, etc.) and the spectators that watch their games.

9. The use or possession of alcoholic drinks (including beer), stimulants, or narcotics on or around the athletic field areas is absolutely forbidden.

10. Baseball and softball teams are responsible for providing their own bases, playing lines, and infield maintenance. They are responsible for removing equipment when their permit expires, so as not to interfere with school programs.

11. Groups desiring to use North Hills School District fields must carry liability insurance of at least $1,000,000. A certificate from an insurance carrier verifying limits must be sent to the Facilities Services Department prior to issuance by them of the official permit. The certificate must:

- Provide a single limit of $1,000,000 for Personal Injury and Property Damage each occurrence
- Name the North Hills School District as "Additional Insured"
- Be written in such a manner that it is "Primary" regardless of any liability insurance that the school may carry

The user of any school facilities shall hold the School District harmless and indemnify the District from any and all liability for damage or injury to person or property that results from the use of the facility by any non-school related organization, individual, or activity.

12. Violation of any of the above policies or damage to the facility will result in the permit being revoked for the offending group.

13. Rental Fees for each Priority Group shall be established annually by the District for each athletic field. Additionally, a refundable Security Deposit of $100.00 per athletic field will be charged for use of North Hills School District fields. Make checks payable to "North Hills School District" and return, along with the insurance form and the Facility Request Form, to:

North Hills School District
North Hills Middle School
55 Rochester Road
Pittsburgh, PA 15229