WEST SHORE
SCHOOL DISTRICT

Concessionaires' Manual

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WEST SHORE SCHOOL DISTRICT
CONCESSION GUIDELINES

1. Requests for concessions for any activity within the West Shore School District shall be submitted to the appropriate high school athletic director, who will forward the request to the Director of Secondary Education or designee.

   Recognized concession stands:

   - Cedar Cliff Lobby
   - Crossroads Soccer Field
   - Lowther Field
   - Red Land Field House
   - West Shore Natatorium
   - West Shore Stadium

2. Any organization granted approval for concessions shall maintain insurance in compliance with District policy and provide current proof of coverage upon request.

3. Requests for the use of additional vendors, such as pizza and/or french fries, or for menu items not listed in this manual, shall be submitted in writing to the Director of Secondary Education or designee and approved before the item is ordered, advertised, sold, or served.

   3a. All food offered for sale or distribution should come from an approved commercial source. Food prepared, stored, portioned, or transported in a private residence is not recommended. This restriction includes donated homemade food and applies even when the food is offered at no charge.

4. Prices should remain reasonably consistent with the Recommended Price List for Concession Operation. Any material price variance should be approved in advance by the Director of Secondary Education or designee.

5. The purchase and placement of any equipment necessary for the operation of concession stands shall be approved and coordinated by the Director of Secondary Education or designee.

6. The bulk ordering of concession items shall be coordinated by the Food Service Department. Current ordering forms and deadlines will be provided by the Food Service Department.

7. All soda and water products delivered to the District must be purchased through the local representative. The Food Service Department will identify the approved representative and ordering contact for each concession location annually.

8. The Concessions Director shall ensure the following activities annually:

   a. Review equipment and supplies and recommend purchases with the Director of Secondary Education
   b. Remove non-functioning equipment
   c. Schedule interior painting as needed
   d. Coordinate pest-control needs
   e. Coordinate preventive maintenance and repair requests

9. The Concessions Director (extra duty position) shall coordinate all concession activities. The District will distribute the current Concessions Director's contact information annually.

10. Requests for keys must be made to the high school athletic director. Keys may not be copied, transferred, or retained beyond the approved period of use.

11. Access to the stadium gate and concession stand door will be made available through the main office at Cedar Cliff to a representative of the organization approved for the selling of concessions.

12. Ten percent (10%) of the concession net will be forwarded to the District General Fund (i.e., payable to West Shore School District) through the Business Office for the maintenance and purchase of necessary equipment, facility upgrades, etc. This applies only to stadium usage. Other concession areas shall be self-funded by the user group(s). The payment should be accompanied by a brief statement showing gross sales and direct food and supply costs so the concession net can be verified.

RECOMMENDED PRICE LIST FOR CONCESSION OPERATION

The following recommended price list has been established as a guide for use by organizations operating the concession stand. Prices should be reviewed annually before the first concession event of the school year.

Item	Price
Hot Dog	$2.50
Sausage (smoked)	$3.00
Bottled Water (16.9 oz.)	$1.00
Soft Drink (12 oz. can)	$1.50
Soft Drink (16-20 oz. bottle)	$2.00
Gatorade/Powerade (12 oz.)	$2.00
Gatorade/Powerade (20 oz.)	$3.00
Coffee (8 oz.)	$1.00
Hot Chocolate (8 oz.)	$1.00
Pizza (slice)	$3.00
Nachos (1 1/2 oz.)	$2.00
Walking Taco	$3.00-$4.00
Soft Pretzel	$2.00
Popcorn/Chips/Snack Pack	$1.00
Chocolate Bar	$2.00
Candy	$2.00-$2.50
Blow Pops	$0.50
Gum	$0.50

Important Notice for Booster Groups: Concession Stand Food Guidelines

NON-NEGOTIABLE FOOD-SOURCE RULE

No homemade food should be sold, served, donated, given away, or stored in any District concession area.

All food should be obtained from an approved commercial source and must arrive in commercial packaging or with documentation that verifies its source. Food may be prepared on District premises only in an approved concession stand or kitchen, using approved ingredients, equipment, and procedures, or it may be supplied by a licensed food facility or caterer. Food prepared, stored, portioned, or transported in a private residence is not recommended. This includes baked goods, desserts, soups, chili, sauces, cooked meats, side dishes, and similar items. The Concessions Director may refuse or discard any item whose source cannot be verified.

CONCESSIONS DIRECTOR RESPONSIBILITIES

1. Serve as first level liaison to Booster Club re: physical aspects of the Stadium concession stand. In that this is an "Extra Duty" position, the employee's first obligation is to the employee's full-time school district assignment; performance of the duties of this position shall not interfere with expected duties of the regular full-time position.

2. Provide booster concession chairpersons with a reliable contact method and visit the concession stand during setup or operation when scheduled or when concerns arise.

3. Check to ensure that all tasks on the "Concession Stand Checklist" have been satisfactorily completed and monitor/facilitate repairs as needed.

4. Ascertain any maintenance needs; submit work requests to the Maintenance Department.

5. Trade cleaning towels weekly with Cedar Cliff cafeteria; restock concession area with clean towels and ensure sanitizer, test strips, soap, and disposable towels are available.

6. On the morning of a day in which the concession stand will operate:

   a. Shovel ice in an ice machine to allow machine to maximize ice production.

   b. Verify that all concession stand equipment is functioning properly.

   c. Monitor the supply of floor detergent, pot and pan cleaner and cleanser.

   d. Booster concession chairpersons can alert the Concessions Director to any needs.

   e. Confirm that refrigeration is at 41 degrees Fahrenheit or below, hot-holding equipment can maintain 135 degrees Fahrenheit or above, and a working food thermometer is available.

7. Attend the booster concession stand evening in-service held in August and ensure each booster group designates at least one trained adult concession chairperson before operating.

8. Perform such other tasks and responsibilities as deemed necessary, including documenting food-safety complaints, injuries, equipment failures, and corrective action.

FOOD SAFETY FOR CONCESSION STAND OPERATION

Before food preparation begins

A designated adult person in charge must be present whenever the concession stand operates. The person in charge must verify food sources, worker health, handwashing supplies, sanitizer concentration, and safe holding temperatures.

It is recommended that no food be prepared in a private residence.

Instructions

1. Store food according to its package directions. Keep refrigerated time/temperature control for safety of food at 41 degrees Fahrenheit or below and frozen food frozen.

2. Do not thaw meat on the counter or prep table. Thaw products in the refrigerator until needed. When preparing food, take out only as much food from storage as you can prepare at one time.

3. Keep raw meat products away from rolls/buns until fully cooked. Store raw meat products below and separate from ready-to-eat foods.

4. Ensure you wear a clean hat or hair net when working in a food prep area. Use an effective beard restraint when applicable.

5. Ensure you wear clean clothing and a clean apron before starting work in a food prep area. Remove apron when leaving prep areas.

6. Remove jewelry from hands and arms before prepping food or when working around prep areas. Bracelets, watches and rings (except for plain band rings) are prohibited when working in food prep areas.

7. No eating, drinking, smoking, chewing gum or tobacco when prepping or serving food.

    7a. A volunteer who has vomiting, diarrhea, jaundice, a sore throat with fever, or an infected wound that cannot be fully covered must report the condition to the person in charge and may not prepare or serve food unless cleared under applicable food-safety requirements.

8. Wash hands before you start working in the prep area with soap and warm water for at least 20 seconds. Wash again after using the restroom; touching the face, hair, phone, money, trash, or dirty equipment; handling raw food; changing tasks; and before putting on new gloves.

FOOD HANDLING, TEMPERATURES, AND SOURCES

1. Use food-handling gloves properly. Change gloves after each task and whenever gloves become damaged, contaminated, or interrupted by another activity. Gloves do not replace handwashing. Do not touch ready-to-eat food with bare hands; use gloves, deli tissue, tongs, or another approved utensil.

   1a. Keep original labels or ingredient information available for every packaged or commercially prepared item. Do not guess when responding to an allergy question, and take reasonable steps to prevent allergen cross-contact.

2. Clean and sanitize all work surfaces, equipment and utensils after each task. Use an approved sanitizer at the concentration stated on the product label.

3. Use kitchen towels to clean spills and other related food preparation cleaning tasks -; do not use towels for any other purpose.

4. Always store soiled kitchen towels in proper color-coded cleaning buckets. Green bucket is used for general cleaning and filled with soapy warm water; red bucket is used for sanitizing work/prep surfaces only and filled with sanitizer solution. Sanitizer solution must be changed every 2 hours or sooner when visibly soiled.

5. Unless a shorter District limit applies, discard any time/temperature control for safety food that has remained between 41 degrees Fahrenheit and 135 degrees Fahrenheit for four hours, has an unknown time or temperature history, or was not marked with the required discard time. Time used as a public-health control must follow an approved written procedure.

   5a. Use a clean, calibrated food thermometer to verify internal cooking, reheating, cold-holding, and hot-holding temperatures. Record opening and periodic holding temperatures on the checklist or temperature log.

6. **NO HOMEMADE FOOD SHOULD BE SOLD, SERVED, DONATED, GIVEN AWAY, OR STORED IN A DISTRICT CONCESSION AREA.** Food should come from an approved commercial source or may be prepared only in the approved District concession stand or kitchen under approved procedures, or by a licensed food facility or caterer.

7. Any item not listed on the recommended price list must receive written approval from the Director of Secondary Education, Athletic Director or Concessions Director before it is ordered, advertised, sold, or served.

8. Immediately report any suspected foodborne illness, allergic reaction, foreign object, burn, cut, or other food-safety incident to the Concessions Director or administrator on duty. Preserve packaging, labels, receipts, and relevant temperature records; do not continue selling the item until directed.

CROWN SELECT COFFEE MAKERS

NOTE: Directions for usage and cleaning are posted. Please adhere to the posted directions for usage and cleaning. Unplug equipment before cleaning unless the posted manufacturer instructions expressly require otherwise.

HOT DOG ROLLER

Instructions for use:

1. Clean rollers before placing any product on the rollers. Use mild soap and warm water and turn the rollers on but keep heat off to clean. Rinse with a clean cloth and follow the posted manufacturer instructions.

2. Heat dogs to 180 degrees using appropriate equipment (ex. oven or stovetop), then hot hold on hot dog roller to ensure internal temperature of at least 165 degrees Fahrenheit is maintained.

3. Require volunteers to wash their hands after handling food packaging or uncooked products and before handling buns or other ready-to-eat food.

5. Use clean and sanitized tongs to remove hot dogs or sausage from the roller.

6. Place the hot dog in the bun, wrap with foil, and place into the warmer without bare-hand contact.

7. Rotate product and verify that it remains at 135 degrees Fahrenheit or above. Under the District's two-hour quality and safety limit, discard any hot dog or sausage remaining after two hours. Do not cool, reheat, or reuse leftover products.

8. Clean roller and unplug when done in accordance with the posted manufacturer directions.

9. If a customer reports a product concern, stop selling the affected item when a safety issue is possible and notify the Concessions Director. Offer a refund or replacement when appropriate, document the concern, and preserve the package or label for follow-up.

WARMERS

Instructions for use:

1. Using mild soap and water, clean out holding bins before you turn on the unit.

2.Turn warmer on and wait until it heats up to 140 to 160 degrees. Verify with a clean food thermometer that food placed in the warmer remains at 135 degrees Fahrenheit or above.

2. Make sure you do not place any unwrapped food in warmer.

3. Warmer is only to keep food warm. It is not designed to cook food.

4. Prepare and cook only as much food as will be served within a short period. Keep hot food at 135 degrees Fahrenheit or above. Hot dogs and sausages must be discarded after two hours in the warmer.

5. Soft pretzels can be placed in warmer also but can be sold cold when permitted by the package directions.

6. Make sure you remove any product at the end of the event and clean the unit. Make sure you unplug the warmer when you are done. Discard leftover prepared food; do not take it home or reuse it for a later event.

CONCESSION STAND CHECKLIST

This checklist is to be completed before and after each event and posted on the bulletin board at the entrance of the concession stand. The Concessions Director will then pick up the completed form. By completing expected opening, food-safety, and cleanup procedures, Booster groups will ensure the concession area will be in good condition for use by the next Booster group.

Date of Event		**Booster Group**	
Concession Chairperson		**Phone Number**	

Pre-Opening Food-Safety Verification

Check	Requirement	Initials
1	Every food item is from an approved commercial source; no homemade food is present.	
2	The menu and any outside vendor have been approved.	
3	Original packaging, labels, receipts, or source documentation are available.	
4	No worker has reported an illness or uncovered infected wound that prevents food work.	
5	The handwashing sink is accessible and stocked with soap and disposable towels.	
6	Sanitizer and correct test strips are available; concentration has been verified.	
7	Refrigeration is at 41 degrees Fahrenheit or below.	
8	Hot-holding equipment can maintain 135 degrees Fahrenheit or above.	
9	A clean, calibrated food thermometer is available.	
10	Ingredient and allergen information is available for each item.	

Temperature Log

Time	Unit / Product	Temp.	Initials	Corrective Action

Equipment and Area Cleaning Checklist

Equipment / Area	Cleaning Complete	Repair Needed	Describe the Problem
Crown Select Coffee Makers			
Hot Dog Roller			
Stove			
Refrigerator			
Food Warmers			
Freezers (exterior)			
Ice Machine (exterior)			
Floor Swept and Mopped			
Counters Wiped			

Equipment / Area	Cleaning Complete	Repair Needed	Describe the Problem
Trash Removed/Recycled			
Pots and Utensils Washed and Replaced			
Other			

Closing Verification

- All prepared or opened perishable food has been discarded as required; no food was taken home for later resale.
- Remaining packaged food is labeled, secured, and stored at a safe temperature.
- Temperature, incident, and repair information has been recorded and forwarded as needed.
- Equipment has been turned off or unplugged as directed; doors and concession access points are secured.

CERTIFICATION: I confirm that no homemade food was sold, served, donated, given away, or stored during this event and that the information above is accurate.

Signature		**Date**	

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WEST SHORE SCHOOL DISTRICT

Policy 915 — Booster Organizations

Policy Number	915
Title	Booster Organizations
Adopted	9/17/1987
Revised	4/21/2016

Booster Organizations

Adopted: 9/17/1987 Last Revised: 4/21/2016

Purpose

Booster organizations for the West Shore School District are uniquely important to the continuation of excellence in extracurricular activities for the students of the District. The purpose of booster organizations is to provide positive support to the students, the programs, and the personnel in district-sponsored programs. Such programs include both athletic and nonathletic, as well as interscholastic, cocurricular and extracurricular programs.

Booster organizations shall comply with established guidelines, with review and revision of the guidelines being charged to the appropriate central office administrative liaison to be appointed by the Superintendent of Schools or his/her designee. The following guidelines shall be implemented by each booster organization.

Guidelines

Organization

Each booster organization shall maintain a current constitution and bylaws for the organization, which must be consistent with the philosophy, mission and objectives of the District. A copy of same shall be forwarded to the aforementioned administrative liaison. Each booster organization shall submit a listing of officers annually to the administrative liaison after the booster organization's annual organizational meeting. Each booster organization president or his/her representative shall become a participating member of an on-going committee chaired by the administrative liaison for the purpose of communicating booster organization activities and receiving information from the administration to ensure an effective communication network between booster organizations and the school administration.

Permissible Awards

A nonprofit service organization approved by the school principal may purchase items of student recognition in the form of: apparel, a blanket, watch, ring, scroll, carry-on or warm-up bag, photograph, medal, plaque, or similar award, upon completion of a season of participation on a team and/or for earning the official school letter or award, and present the same at a time appropriate to such recognition. These items of student recognition must contain appropriate insignia or comparable identification. Failure to do so may endanger the amateur standing of the athlete. (P.I.A.A. Handbook, Article II, Section 3)

Fundraising

Booster organization fundraising activities shall be requested in writing and approved by the Athletic Director and building principal, and conform with District guidelines. Two (2) major fundraising activities involving students shall be permitted each year (exceptions to this may be granted by the administrative liaison). Booster organization fundraising activities may occur during the length of a particular athletic/sport season or as a special activity approved by the administrative liaison. No student time during the day shall be allowed for fundraising activities for any booster organization. Student solicitation within the community for any booster organization shall be minimal.

Any organization intending to operate small games of chance must apply in writing to the Director of Business Affairs to be eligible to operate small games of chance. Requests to operate small games of chance must be submitted to the Director of Business Affairs at least five (5) days prior to the scheduled event. Small games of chance must comply with the Small Games of Chance Act 1988 and the District Procedural Guidelines for the Operation of Small Games of Chance.[1]

The Board will annually review and approve those organizations eligible to operate small games of chance.

Insurance

Each booster organization shall maintain insurance coverage recommended by the District which includes General Liability insurance with a combined single limit for bodily injury and property damage for $1,000,000 per occurrence and $2,000,000 aggregate. Proof of such coverage shall be submitted to the administrative liaison.

Insurance coverage for small games of chance must comply with the District Procedural Guidelines for the Operation of Small Games of Chance.

Reporting

Each booster organization shall prepare an audit or treasurer's report at least once per year. A copy of the audit/treasurer's report shall be submitted to the administrative liaison and forwarded to the Board of School Directors upon request.

Use of Facilities

Booster organizations requesting use of facilities and/or services shall initiate those requests with the building principal and in compliance with the District's policy on facility usage (Policy 707). No activity shall be permitted without such approval. [2]

Recognition Functions

A booster organization may sponsor athletic banquets to which athletes may be invited, without charging admission to such athletes. (P.I.A.A. Handbook, Article II, Section 3)

A booster organization planning a recognition event shall request permission of the building principal to conduct such event and shall clear the date for the event with the principal.

Concessions

Booster organizations involved in concessions at school events shall follow District guidelines. In this regard, with booster organization input, the administrative liaison shall annually publish and distribute a Concessionaire's Manual.

Instructional Staff

Any monies maintaining the support staff of an instructional program for any program of either high school athletic or music program shall be funded through General Fund, and the District shall direct payments in accordance with School Code and be approved by the Board of School Directors.

Camps, Tournaments, etc.

A student may accept, from a school, and/or the sponsor of an athletic event or group of athletic events, the reasonable and necessary expenses for transportation, lodging, and/or meals incurred by the student and/or the student's Team for participation in an athletic event or events. A school affiliated booster organization may pay the reasonable and necessary expenses for their school students to attend a camp or clinic. (P.I.A.A. Handbook, Article II, Section 3)

Booster organization-sponsored camps, clinics, etc., may be offered with the approval of the Athletic Director and building principal.

Expenditures for Equipment, Supplies, etc.

Game uniforms shall be purchased by the District but may be supplemented by the booster organization with prior written approval from the building principal. The "game uniform" shall include any clothing, headgear, or shoes that (a) display the school colors or logo (except shoes), (b) are worn in warmup for a contest, during the contest, or immediately subsequent to the contest, and (c) is intended to be collected by the school at the conclusion of the season. In addition to supplementing game uniforms purchased by the District, as laid out above, ancillary gear and apparel such as coaching aid equipment items, shoes, bags (totes), etc., may be purchased and/or donated by booster organizations, corporate sponsors, or other

nonschool sanctioned entities. Items purchased or donated other than by the District must meet criteria as defined below:

- The donation/purchase of goods shall meet all policies and procedures of the District;
- The donation/purchase of goods shall adhere to all P.I.A.A. policies and guidelines;
- The donation/purchase of goods shall have the written approval of the building principal and Athletic Director prior to any deliberations commencing with a potential provider;
- Any donation of goods may not be in conflict with any District-level sponsorships that may be in effect;
- Any agreement or contract proposed shall be reviewed by the West Shore School District Solicitor and Superintendent of Schools, or designee.

Compliance

Should any situation emerge between a booster organization and the administration regarding the management of any school-related activity, the administrative liaison shall resolve the issue within these established guidelines or Board policy. No booster organization shall engage in any activity outside these guidelines.
Further, in conducting its activities, booster organizations shall comply with The Solicitation of Funds for Charitable Purposes Act, as amended, and other state and federal rules, as applicable. [3]

Footnotes

[1] 10 P.S. 328.101
palegis.us View source
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Legal Reference

[2] Pol. 707 Open policy
Legal Reference

[3] 10 P.S. 162.1
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Policy Number	707
Title	Use of School Facilities
Adopted	9/17/1987
Revised	8/13/2015
Last Reviewed	1/15/2026

Use of School Facilities

Adopted: 9/17/1987 Last Revised: 8/13/2015 Last Reviewed: 1/15/2026

Purpose

The use of West Shore School District buildings and grounds is a privilege which students, school-related groups and local community groups expect. School facilities of this District may be made available for community purposes so long as this use does not interfere with the operation of the school program or result in undue operational costs to the School District. The Board of School Directors may make its school facilities and grounds available to individuals of the local community and to responsible non-profit organizations and associations, according to District policy.[1]

The operation and maintenance of school buildings and grounds represent an expense to the School District. Free uses, therefore, must be limited as nearly as possible to those which have a direct relationship to the school system or its programs, and/or include a significant percentage of District residents as participants. In general, fifty percent (50%) of District residents using the facilities and/or grounds shall be deemed significant for free use for Category A and B organizations, listed below. School activities will take precedence over any scheduled request.

Rental fees are assessed in accordance with applicant category. Any Sunday usage prior to 12:00 PM must have prior Board approval.

Guidelines

Applicants requesting the use of District facilities shall fall into the following categories:

Category A - School District sponsored programs, clubs and activities.[2][3]

Category B - School support organizations, employee support organizations and non-profit youth recreation organizations located in the District.

Category C - Activities sponsored by West Shore Recreation & Leisure Services or other non-profit organizations and institutions of learning. Sixty percent (60%) of the participants of the organization must be District residents. The District reserves the right to require the applicant to verify resident membership at any time.

Category D - Any group not identified in A, B or C.

District facilities shall not be made available for private entertainment, parties or profit.

The District, reserves the right to determine the support personnel needed for the agreed upon usage.

West Shore School District will not be responsible for the personal property of persons or organizations using school facilities. Articles of a personal nature are the responsibility of the person or organization; the District will not assume responsibility for the custody or control of personal property.

There will be no discrimination in the approval for usage of West Shore School District facilities by reason of race, age, color, creed, religion, sex, sexual orientation, ancestry, national origin, culture, or handicap/disability. The District does, however, reserve the right to deny permission to use any of its facilities when such action is deemed to be in the best interests of the school system or when the personnel needed to maintain the school building either before and/or after the event are not available.

The use of facilities of the West Shore School District is subject to the following general conditions:

1. The activity must be sponsored by, or provide substantial participation of, the residents of the West Shore School District.

2. Adequate adult supervision must be provided for each activity.

3. Reasonable, non-negligent care is to be taken of all property and equipment.

4. Alcoholic beverages or other controlled substances shall NOT be possessed, transported, served, or consumed on District property. Violators will be prosecuted.[4][5]

5. The use of tobacco products is prohibited on the grounds and in the buildings of the West Shore School District. For purposes of this policy, tobacco products shall mean a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product, vaporizing device, smokeless tobacco in any form or any items containing or reasonably resembling tobacco or tobacco products, tobacco related devices, imitation tobacco products, and electronic cigarettes.[5][6][7]

6. Profane, obscene, or immoral or unbecoming conduct shall NOT be permitted on District property.

7. Small games of chance may take place on District property with advanced approval of the Director of Business Affairs. See Policy 915 for specific details on operation of small games of chance.[8] [9]

8. All trash and debris generated by the activity is to be placed in the appropriate containers or removed from the premises by the lessee immediately upon completion of the activity.

9. The lessee must agree to assume all responsibility for damage claims or liability of any kind arising out of or by reason of its use of West Shore School District facilities and further must agree to save and hold the District harmless from any claims, liability, expense, or cost in connection with that use of the Board's facilities.

10. A building service employee must be on duty at all times when a West Shore School District facility is in use, unless an exception is approved in advance by the administration. If such coverage requires the hiring of additional personnel or the extension of the employee's hours, such cost shall be borne by the lessee at one and one-half (1½) times the employee's current hourly rate plus benefits.

11. In the case of a rental where admission is charged or spectators are permitted, proper security protection, activity personnel, and traffic supervision within the West Shore School District facility and on the grounds may be required at the expense of the lessee. All personnel shall be those that have been approved by the West Shore School District.

12. At the expense of the lessee, medical personnel may be required at specific events.

13. Motor vehicles shall be driven and parked only on macadam areas or other area designed and designated by the School District for such purpose(s).

14. The use of a concession stand in conjunction with a rental must be sought at the time of the original request and approved with the rental agreement. Guidelines for use of a concession stand by District-recognized and school-sponsored groups are in the Concessionaires' Manual, and will be made available to the lessee upon approval of his or her use of a concession stand.

15. A food service employee of the District must be on duty at all times when the kitchen is in use. The wage rate and benefits for the food service employee, at one and one-half (1½) times the employee's current hourly rate plus benefits, will be charged to the lessee.

16. Food shall not be served or consumed within the buildings except or as otherwise approved.

17. The use of equipment owned by the District will be permitted at the discretion of the building principal or the Supervisor of Buildings and Grounds. If the operation of this equipment requires special skills, the building principal may require a representative of the District to operate the equipment. Damage done to equipment, other than equipment operated by the District representative, shall be the responsibility of the lessee. The request for use of such equipment shall accompany the request for the facility.

18. The use of District facilities by independent vendors is generally not favored and must have the written approval of the Supervisor of Buildings and Grounds in order to do business on District property.

19. The Administration has the right to deny the use of any facility to any person or organization at any time, and it is the final authority in the interpretation of the policy regarding public use of the District's facilities.

Violation of these procedures shall be reported to the office of the Supervisor of Buildings and Grounds with appropriate action to be taken. Failure to comply could result in cancellation of the agreement for use of District facilities.

Application for Use

1. Applications for Facility Usage - All facility usage requests must be submitted to the building principal. Each building principal shall coordinate the scheduling of priority school activities and programs directly related to the instructional and educational programs of his/her individual school. To ensure timely processing, all applications should be submitted sixty (60) days in advance of the requested usage date.

2. Availability - The granting of an application for the use of District facilities is dependent upon the availability of the facilities. School programs and school organizations have first priority.

3. Insurance - The applicant agrees to assume all responsibility for damage claims or liability of any kind arising out of or by reason of its use of the District facilities and further agrees to save and hold the District harmless from any claims, liability, expense, or cost, including reasonable attorney fees, in connection with that use of the District facilities. The District will assume no liability for accidents, injuries, or theft of personal property.

4. Certificate of Insurance - The District will require the applicant to furnish a bond or a certificate of insurance in the amount of one million dollars ($1,000,000.) to guarantee or ensure performance of this assumption of liability and indemnification agreement.

The principal shall coordinate the scheduling of, and have the authority to approve/disapprove of, events or activities that are not designed as fundraisers (where admission is not charged, where a profit-motive participation fee is not charged, etc.), where concessions are not sold, and where no custodial or food service personnel are required.

The office of the Supervisor of Buildings and Grounds will maintain the master outdoor facility usage schedule. The approving principal must inform the Supervisor's office immediately of his/her approval of an activity. All other requests for outdoor facility usage will be received in writing by the office of the Supervisor of Buildings and Grounds through the use of the Outdoor Facility Request form.

Requests for community use of outdoor facilities must be submitted by February 15 for activities occurring between April - August, and May 15 for activities occurring between September - February. Any requests made outside this timeframe will be considered on a case by case basis. All organizations currently using or requesting use of facilities will be sent the necessary request forms. All requests shall include the number of weeks requested, a start and stop date for the activity, and the specific days of the week and specific hours of each day requested. Failure to comply with this procedure will result in the request being handled by the office of the Supervisor of Buildings and Grounds on a first-come, first-served, space-available basis.
Submission of a request does not guarantee approval of the site, times, or dates requested. Approval of an activity scheduled for a given time frame is not a guarantee of use of the requested space. Likewise, approval of an activity in a given year does not guarantee continued approval in subsequent years.

Use of West Shore Stadium Complex

All requests, excluding Category A organizations, for use of any or all facilities housed within the West Shore Stadium complex shall be directed to the office of the Supervisor of Buildings and Grounds. Fees will be assessed in accordance with the facility usage fee schedule. Stadium rental requests will not be considered from mid-November to March 31.

Building principals shall submit their requests in January for the upcoming spring and in February for the subsequent fall's activities. These shall include all school-sponsored activities and those sponsored by organizations with direct school affiliation. Similarly, any other requestor shall make requests for stadium usage two (2) months prior to the requested date.

There shall be no unlawful discrimination in the approval for use of the West Shore School District outdoor facilities.

Community Use of West Shore School District Tennis Courts

While tennis courts are generally open for public use, availability is based on the priorities established in the guidelines of this policy.

Instructional tennis on a fee basis shall be limited exclusively to those programs offered by a Recreation Board representing one (1) or more West Shore School District localities.

Community Use of the West Shore School District Natatorium

The West Shore Natatorium shall be used first and foremost for the school day educational programs of the West Shore School District and student-related after school programs which are directly sponsored by the District schools or school-related organizations. All other programs to be held in the Natatorium must be scheduled with the building athletic director. All requests to use the Natatorium by West Shore School District schools, outside the scope of the school day, will be approved in compliance with Natatorium guidelines.

There shall be no unlawful discrimination in the approval or use of the Natatorium.

The Administration reserves the right to deny the use of a facility to any person or organization at any time, and it is the final authority on the interpretation of this policy.

Footnotes

[1] 24 P.S. 775
palegis.us View source
palegis.us
Legal Reference

[2] 24 P.S. 511
palegis.us View source
palegis.us
Legal Reference

[3] 22 PA Code 12.9
pacodeandbulletin.gov View source
pacodeandbulletin.gov
Legal Reference

[4] 20 U.S.C. 7181
law.cornell.edu View source
law.cornell.edu
Legal Reference

WEST SHORE SCHOOL District

BOARD OF SCHOOL DIRECTORS

Brian K. Guistwhite, President

Christopher J. Kambic, Vice President

David R. Brinton

Brenda L. Cox

Mary W. Dankosky

Mandy L. Davis

John V. Dormuth

Teri W. Mickle

Adam M. Trone

NON-MEMBERS

Ryan E. Argot, Ed.D., Secretary

Stevie Jo Boone, Treasurer

Jeffrey D. Litts, Esq., Solicitor

ADMINISTRATION

Todd B. Stoltz, Ed.D., Superintendent

Mathew F. Gay, Assistant Superintendent

The West Shore School District will provide to all persons equal access to all categories of employment in this District, regardless of race, age, color, creed, religion, sex, gender, gender identity, sexual orientation, ancestry, genetic information, marital status, pregnancy, national origin, handicap/disability, or differently-abled status, in accordance with state and federal laws governing educational and vocational programs and in its recruitment and employment practices. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations. Inquiries concerning the application of Title VII, Title IX, Section 504, the ADA, and the implementing regulations may be referred to the Director of Human Resources, 507 Fishing Creek Road, P.O. Box 803, New Cumberland, PA 17070-0803, telephone 717-938-9577. UPDATED DECEMBER 2025