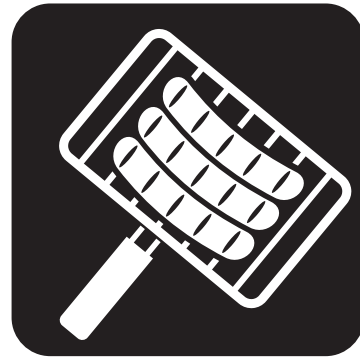


WEST SHORE SCHOOL DISTRICT



Concessionaires' *Manual*

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CONCESSIONAIRES' MANUAL

2017-2018

A. Concession Guidelines

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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 directed to the appropriate central office administrative liaison via the high school athletic director.

Listed below are the 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.
3. Requests for the use of additional vendors, such as pizza and/or french fries, shall be submitted via a letter to Dr. Tammi Jones, Director of Secondary Education.
4. Uniform prices shall be established and maintained for all items sold at the concession stand. (See attached Price List for Concessions).
5. The ordering of any equipment necessary for the operating of concession stands shall be the responsibility of the Director of Secondary Education Dr. Tammi Jones, (717)938-9577.
6. The bulk ordering of concession items shall be coordinated by the Food Service Department. Forms can be obtained from the Food Service Office.
7. All soda and water products delivered to the District must be purchased through the local representative. Donated products, such as bottled water, must be given directly to players at no charge or must be given away at no charge. The local representatives for 2016-2017 are Brenda Meixner, Cedar Cliff High School Food Service Manager, (717) 737-8654, (WSSD Stadium Events) and Shelly Rhoads, Red Land High School Food Service Manager, (717) 938-6561, (WSSD Natatorium Events).
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. Rodent control.
 - e. Maintenance program.

9. The Concessions Director (extra duty position) shall coordinate all concession activities.
10. Requests for keys must be made to the high school athletic director.
11. Egress 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).

PRICE LIST FOR CONCESSION OPERATION

The following price list has been established for use by organizations operating the concession stand.

Item	Price
Hot Dog	\$1.75
Hot Dog w/Sauerkraut	\$2.00
Sausage (smoked)	\$2.25
Sausage w/Sauerkraut	\$2.50
Bottled Water (16.9 oz.)	\$1.00
Soft Drink (12 oz. Can)	\$1.25
Soft Drink (16 oz. Cup)	\$1.25
Soft Drink (20 oz. Bottle)	\$2.00
Gatorade/Powerade (12 oz.)	\$1.50
Gatorade/Powerade (20 oz.)	\$2.00
Coffee (8 oz.)	\$.75
Hot Chocolate (8 oz.)	\$.75
Pizza (slice)	\$2.00
Nachos (1 1/2 oz.)	\$1.50
Soft Pretzel	\$1.50
Popcorn/Chips/Snack Pack	\$.75
Chocolate Bar	\$1.00
Candy Bar	\$.75
Blow Pops	\$.25
Gum	\$.50

Any additional items to be added to this list require prior approval of the Director of Secondary Education or designee. Other non-commercial food items may be an option at the concession stand with prices ranging from \$.25 to \$3.50, depending on the item and the size of the item.

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 his/her 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. Be accessible to boosters by telephone and stopping by the concession stand during set up and operation.
3. Check to ensure that all tasks on the “Concession Stand Checklist” have been satisfactorily completed and monitor/facilitate repairs as needed.
4. Assess syrup and CO₂ levels for soft drink dispensing units.
5. Ascertain any maintenance needs; submit work requests to the Maintenance Department.
6. Trade cleaning towels weekly with Cedar Cliff cafeteria; restock concession area with clean towels.
7. On the morning of a day in which the concession stand will operate:
 - a. Shovel ice in ice machine so as to allow machine to maximize ice production.
 - b. Verify that all concession stand equipment is functioning properly.
 - c. Check to see that both plugs on each soft drink dispensing unit are plugged in.
 - d. Monitor the supply of floor detergent, pot and pan cleaner and cleanser.
 - e. Booster concession chairpersons can alert the Concessions Director to any needs.
8. Attend the booster concession stand evening in-service held in August and Booster Council meetings as necessary.
9. Perform such other tasks and responsibilities as deemed necessary.

FOOD SAFETY FOR CONCESSION STAND OPERATION

Instructions:

1. Store all meats and pizza in freezer.
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.
4. Ensure you wear a clean hat or hair net when working in a **food prep area**.
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.
8. Wash hands before you start working in the prep area.
9. Use food handling gloves properly. Change gloves after each task.
10. Clean and sanitize all work surfaces, equipment and utensils after each task.
11. Use kitchen towels to clean spills and other related food preparation cleaning tasks – do not use towels for any other purpose.
12. 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.
13. Discard food item if it is stored in or sets out for more than four hours total in the danger zone (41 degrees to 145 degrees Fahrenheit).
14. All food items must be prepared in the kitchen or prepared by a licensed caterer.
NO DONATED FOODS ARE TO BE SERVED.
15. Any items that are not listed on the price list for concession operation must be approved by contacting Dr. Tammi Jones, Director of Secondary Education at (717) 938-9577.

SOFT DRINK DISPENSER

Instructions:

1. Make sure the units are plugged in and do not unplug the units at the end of the event. Make sure the key is turned on the right hand side of the machine.
2. Place ice inside the bins so soda will chill and to keep the machine from over heating.
3. Check CO₂ is turned on. Bottle needs to be changed when the psi is below 100 pounds.
4. To replace an empty canister like Pepsi or Diet Pepsi, please see the Concessions Director for instructions. (We must use the entire product inside the box before replacing with a new one).
5. Dispense all soft drinks in 16 oz. cups only (to include ice). We are also using 16 oz. cups for the inside concession stand.
6. Soda will not dispense if the lid is not fully closed.
7. Do not place soda or store filled cups on top of the unit.
8. Clean external cabinet with warm soapy water.

Do not:

1. Do not turn off water for any reason. Keep unit plugged in at all times even when you are done with the event.
2. Do not dispense more than two sodas at one time. Unit will shut off if over worked.
3. Do not store soda in cups for more than 10 minutes because soda will taste flat.
4. Do not use strong bleach to clean.
5. Do not use hot water - this may damage unit.
6. If a customer has any problem with the product, throw the cup and soda away and give them a new one.

BUNN DRIP COFFEE MAKERS

Brewing Steps:

1. Pour one (1) pot of water with one (1) teaspoon of vinegar into unit to clean for the season.
2. Wait 10 minutes to plug unit in so burner heats up.
3. Insert a Bunn paper filter in the funnel.
4. Pour coffee into filter. Slide funnel into brewer and pour water into top of brewer.
5. When brewing is completed, discard filter and grounds. You are immediately ready to repeat brewing cycle.

Helpful Hints:

1. To ensure good, flavorful coffee, brew at least 12 cups at a time.
2. To maintain the best coffee flavor, remove basket and coffee grounds as soon as brewing cycle has been completed. Coffee maker cover can be used to carry the basket and grounds.
3. Before making a second pot, rinse coffee maker with cold water to cool it.
4. Remove basket and percolator tube before reheating cold coffee.
5. If faucet drips, examine faucet bonnet to be sure that it is firmly tightened. If bonnet does not need to be retightened, remove the silicone seat cup and check for damages. If needed, a replacement cup can be ordered from an authorized Regal service center.

Note:

Models #7001 and #7002 also include an on/off switch. Switch must be in “on” position for brewing and warming.

REGAL COFFEE MAKER

Instructions for use:

Before using the coffee maker, wash the basket, percolator tube, and interior of the coffee maker with hot, soapy water. Rinse thoroughly with clear water and dry. Wash exterior with a damp cloth and dry with a soft towel.

1. **MEASURE WATER** - After removing cover and basket, fill coffee maker with fresh, COLD water to desired fill line. Do not fill beyond top fill line. Never use hot water to make coffee.
2. **MEASURE COFFEE** - Measure appropriate amount of REGULAR GRIND COFFEE into basket (consult list below). Place basket on tube and position percolator tube in heating well. DO NOT FORCE TUBE INTO PLACE.
3. **BEGIN BREWING** - Cover coffee maker and plug into any AC outlet. USE 110-120AC VOLT OUTLET ONLY. Turn on/off switch on larger models to "on" position to start brewing cycle. All other models begin brewing as soon as they are plugged in. Signal light on all models glows when coffee is ready to serve. After brewing cycle is complete, unit automatically reduces heat and maintains coffee at service temperature until unplugged or the on/off switch (on larger models) is turned to the "off" position.
4. **SERVE** - To serve brewed coffee, pull faucet forward to open and hold until cup or container is filled. Release faucet and it shuts off automatically. Press down on faucet to lock it in place for continuous pouring.

NOTE: Brewing time decreases as the number of servings increases. When making up to 55 cups, allow approximately one minute per cup. Allow about 45 seconds per cup when brewing larger quantities.

Regal Coffee Makers are available in several sizes and the appropriate amounts of coffee and water will vary with each size. This chart shows recommended quantities only--the amount of coffee used can be adjusted to allow for personal taste by adding or subtracting from the quantities given.

Finished Brew Number of 5 oz. Servings	Regular Grind Coffee Number of 8 oz. Cups	Approximate Brewing Time
12	1 3/8 cups	12 minutes
16	1 2/3 cups	16 minutes
20	2 cups	20 minutes
24	2 1/4 cups	24 minutes
30	2 3/4 cups	30 minutes
36	3 1/8 cups	36 minutes
40	3 5/8 cups	40 minutes
48	4 1/8 cups	48 minutes
50	4 3/8 cups	50 minutes
55	4 3/4 cups	55 minutes
60	5 cups	45 minutes
72	6 cups	54 minutes
84	7 cups	63 minutes
101	8 cups	76 minutes

1 lb. regular grind coffee equals 5 cups.

POPCORN MACHINE

Instructions for use:

Fill the boxes with the bulk pre-popped popcorn and place on the floor of the popcorn machine.

There are three switches on the popper. The one to be used to keep the popcorn warm is the LIGHT AND WARMER SWITCH -- turns on heat lamp and optional strip heater under corn pan.

Do not use the other controls.

Care and Cleaning:

To clean, unplug kettle and remove it from machine. With a cloth, wipe out the inside of the kettle, the kettle lids, kettle crossbar, outside of kettle, and underneath. DO NOT DUNK KETTLE IN WATER.

HOT CHOCOLATE WARMERS

Wash with soapy water and rinse. Do not use any type of abrasives to clean this unit. Be careful not to discard parts of the unit.

To keep up with the demand of the hot chocolate, place water on the stove or heat up water in a coffee pot so when you run out all you have to do is make a new batch.

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.
2. Place hot dog on roller and cook hot dog to 180 degrees.
3. Assign two helpers to work the hot dog machine.
4. Make sure the helpers wash their hands after handling raw hot dogs or sausages.
5. Use plastic tongs to remove hot dogs or sausage from roller.
6. Place hot dog in the bun and wrap with foil and place into the warmer.
7. Make sure you rotate your hot dogs and sausages and do not keep them more than 2 hours. After two hours, you must reheat product to 165 degrees.
8. Clean roller and unplug when done.
9. If any customer has any problem with the product, please bring the concern to the Concessions Director and replace the product to the customer. Please find out what the problem is so we can get it corrected.

SPECIAL CLEANING INSTRUCTIONS

COFFEE MAKERS

IMPROPER CLEANING CAN RESULT IN LOWER COFFEE TEMPERATURES, POOR PUMPING ACTION, AND STICKING OF TUBE IN HEATING WELL.

IMPORTANT: Before cleaning, unplug unit, discard remaining coffee, and allow it to cool. Do not run unit dry.

- After each use, wash the basket, percolator tube, and interior of the coffee maker with hot, soapy water; pay particular attention to the heating well. Thoroughly rinse interior and all removable parts with hot water and dry. Wipe exterior with a damp cloth and then dry with a soft towel. **DO NOT IMMERSE BASE IN WATER.**
- Clean percolator tube by rinsing.
- Clean faucet after each use by filling coffee maker with hot water and running it through the faucet.

WARMERS

Instructions for use:

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

1. Turn warmer on and wait until it heats up to 140 to 160 degrees.
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 you will be using or serving in a short period of time. Hotdogs and sausages must be discarded after two hours in the warmer.
5. Soft pretzels can be placed in warmer also. Pretzels can be sold cold.
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.

CONCESSION STAND CHECKLIST

This checklist is to be completed 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 clean-up 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 _____

EQUIPMENT AND AREA CLEANING CHECKLIST

Equipment	Cleaned? Check if Completed	Repairs Needed?	Describe Problem
Popcorn Machine			
Soft Drink Machines			
Drip Coffee Makers			
Large Coffee Maker			
Stove			
Refrigerator			
Food Warmers			
Freezers (exterior)			
Ice Machine (exterior)			
Floor Swept and Mopped			
Counters Wiped			
Trash Removed/Recycled			
Pots, Utensils Washed and Replaced			
Other:			

SIGNATURE _____ DATE _____



Book	WSSD Policy Manual
Section	900 Community
Title	Booster Organizations
Number	915
Status	Active
Legal	1. 10 P.S. 328.101 et seq 2. Pol. 707 3. 10 P.S. 162.1 et seq
Adopted	September 17, 1987
Last Revised	April 20, 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. [\[3\]](#)



Book	WSSD Policy Manual
Section	700 Property
Title	Use of School Facilities
Number	707
Status	Active
Legal	1. 24 P.S. 775 2. 24 P.S. 511 3. 22 PA Code 12.9 4. 20 U.S.C. 7181 et seq 5. 35 P.S. 1223.5 6. 20 U.S.C. 7182 7. 20 U.S.C. 7183 8. 61 PA Code 901.701 9. Pol. 915 24 P.S. 779 22 PA Code 403.1 61 PA Code 901.1 10 P.S. 328.101 et seq 20 U.S.C. 7905 Pol. 000
Adopted	September 17, 1987
Last Revised	August 13, 2015

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.



**WEST SHORE SCHOOL DISTRICT
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ADMINISTRATION

Todd B. Stoltz, Ed.D., Superintendent

Jamie A. Whye, Ed.D., Assistant Superintendent

The West Shore School District will not discriminate on the basis of race, color, age, creed, religion, sex, gender, gender identity, sexual orientation, ancestry, marital status, pregnancy, national origin, or disability in accordance with state and federal laws governing educational and vocational programs and in its recruitment and employment practices. 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.

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