

## **Guidelines for PTA Usage of School Facilities for After-School Enrichment Programs**

1. The school principal must approve all after-school enrichment programs, approve the designated area(s) where program will be held (ensuring that there is adequate space for the anticipated number of participants) and approve publications advertising the program. The school will not provide storage space for the program.
2. Employees or presenters of enrichment programs must have approved security checks on file with the district and completed two weeks prior to starting their programs. The Office Manager and/or the principal of the campus where the program will be presented must ensure that applications for criminal history searches are presented in compliance with District Guidelines.
3. The vendor is responsible for costs associated with security checks. Payment must accompany the application for a criminal history search.
4. Programs must either pay the rental fee to the District or they must show a demonstrable, direct financial or reciprocal service benefit to PTA (not just a pass through). The suggested basis for fee structure should be the PISD facility usage rates. (\$26 per hour for elementary school; \$39 per hour for middle school)
5. PTA must:
  - a. Establish criteria for choosing a vendor, for example how will the program provide enrichment, will the program be available to all student, will it address students with special needs, will it be affordable for all students.
  - b. Provide for an evaluation of the program and maintain records for future uses as needed.
6. The PTA and the vendor must provide for liability issues. The organization should be referred to the Facility Rental Coordinator in the Business Services Department to complete a Facility Request Form. Following district approval of insurance coverage and the financial agreement, the PTA can have the school add the vendor to the approved vendor list.
7. The vendor or the PTA must establish appropriate dismissal procedure (including dismissal to after-school program and who is responsible if the parent is late or doesn't pick up the child).
8. Teachers may not tutor their own students for pay after school.
9. PTA must have a signed contract with the vendor on file and kept at the school.
10. The PTA must assign a member to supervise the after-school programs.
11. The Pasar program is a district program and, as such, takes precedence over any usage request.