

*Please remember to sign the Visitor's Register – Thank you.*

**Facilities Meeting  
Friday, September 18, 2015**

**2:00 PM – ROOM 200 - TEAO**

**AGENDA**

- I. Public Comment**
- II. Approval of Minutes**
  - a. August 21, 2015**
- III. Construction Report**
  - a. Change Orders**
- IV. Discussion and Update Items**
  - a. Recap of Prior Action Items**
  - b. Infrastructure Report – Tom Daley, DJA**
  - c. Policy/Regulation 7040**
  - d. Safety/Security Consultant**
  - e. Capital Sources and Uses Report**
  - f. Other**
  - g. Recap of Action Items**
  - h. Announcements**
- V. Future Facilities Committee Meetings**
  - Friday, October 16, 2015**
  - Friday, November 13, 2015**
  - Friday, December 4, 2015**
- VI. Adjournment**

**2015 Committee Goals**

1. Monitor student enrollment, township reports, District programs and existing school facilities.
2. Review and update the District Infrastructure Report.
3. Use Goal #1 and #2 to match school facilities to District need.
4. Develop, review, and prioritize the facilities projects for summer 2015.
5. Monitor progress and completion of the District Maintenance/Central Storage project.
6. Monitor progress and completion of the NEES classroom addition project.
7. Monitor progress and completion of the plan to expand the DES parking lot.
8. Work in conjunction with the Finance Committee to develop a funding model for the capital improvement plan.

**Facilities Committee Meeting Minutes**  
August 21, 2015  
Room 200 – Tredyffrin/Easttown Administration Office  
2:00 p.m.

**Attending all or part of the meeting:**

- |                                      |  |
|--------------------------------------|--|
| Board Committee Members:             | Dr. Peter Motel, Chair, Virginia Lastner, Kevin Buraks   |
| Other Board Members:                 | Kristine Graham  |
| T/E School District Representatives: | Dr. Rich Gusick, Art McDonnell, Colm Kelly, David Francella                                      |
| Other:                               | Tom Daley from Daley & Jalboot   |
| Community Members:                   | Douglas Anestad, Fran Convery, Jerry Henige, Paul Oreal, Cindy Verguldi, Ted Horvath, Peg Layden |

**Approval of the Minutes:**

- The Committee approved the minutes from the June 12, 2015 meeting.

**Construction Report**

- Mr. Daley gave an update on all district projects worked on this summer, which included before and after pictures of the various schools. He also reviewed the projects' change orders thus far, which were 1.328% or \$71,469.13.

**Public Comment:**

- Fran Convery commented on amount of change orders and VFMS fencing.
- Cindy Verguldi commented on projects at CHS and TEMS.
- Douglas Anestad commented on projects at CHS and VFMS fencing.

**Recruit/Select Safety Consultant:**

- Dr. Motel reviewed the process of how the placement of the fencing was determined, based on input from several respected sources. This was primarily initiated by the Sandy Hook school shooting in December 2012. Mr. McDonnell gave an update on the criteria the Administration was using to select a new safety consultant. Dr. Gusick stated that he spoke with the Tredyffrin Township police chief, and he recommended that the District hire a safety consultant to determine the best course of action for the fencing. President Graham

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spoke on the number of competing opinions in the community for the project. Dr. Motel commented that protecting students during school hours is still the first priority.

**Policy/Regulation 7040:**

- This discussion was based on the District policy for charging outside groups for use of facilities, in the event of school closings due to the weather. The Committee agreed that the weather is the big indicator, and groups should have the ability to cancel their activity and not pay the fee. The Administration will draft a change to the Regulation for the Committee to review.

**Public Comment:**

- Fran Convery commented on VFMS fencing and closing policy.
- Cindy Verguldi commented on construction of Maintenance Building.
- Douglas Anestad commented on selection of safety consultant and closing policy.
- Theodore Horvath commented VFMS fencing.

**Other:**

- The new 2015-2016 Infrastructure Report will be reviewed at the next Facilities Meeting.
- Easttown Library is requesting an easement for additional parking, which would be located on T/E property. This will be reviewed at the next Facilities Meeting.

**Future Meeting Dates:**

- Friday September 18, 2015 at 2:00 PM at the TEAO.
- Friday October 16, 2015 at 2:00 PM at the TEAO
- Friday November 13, 2015 at 2:00 PM at the TEAO
- Friday December 4, 2015 at 2:00 PM at the TEAO

**Adjournment:**

The meeting adjourned at approximately 4:03 p.m.

**Facilities Committee Meeting  
Construction Report  
September 18, 2015**

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**2015 Construction Projects:**

1. Project #1398 – Replacement of Electric Road Sign at Conestoga HS
  - Issued for Bid October 30, 2014
  - Bids Received November 25, 2014
  - Board Approved March 23, 2015
  - Construction Start: June 29, 2015
  - Substantial Completion: August 7, 2015
  - Closeout Phase
  
2. Project #1373 – Classroom Addition & Interior Renovations at New Eagle ES
  - Issued for Bid November 10, 2014
  - Bids Received December 18, 2014
  - Committee Reviewed January 9, 2015
  - Board Approved January 26, 2015
  - Construction Start: June 22, 2015
  - Phase 1 Complete: August 20, 2015
  - Scheduled Completion: February 26, 2016
  
3. Project #1405 – Site Fencing at CHS, VFMS, and TEMS
  - Issued for Bid January 2, 2015
  - Bids Received January 22, 2015
  - Committee Reviewed February 13, 2015
  - Board Approved February 23, 2015
  - Construction Start: June 24, 2015
  - Substantial Completion: August 14, 2015
  - Punch List Phase
  
4. Project #1406 – Doors and Door Hardware at CHS and VFMS
  - Issued for Bid January 2, 2015
  - Bids Received January 22, 2015
  - Committee Reviewed February 13, 2015
  - Board Approved February 23, 2015
  - Construction Start: June 24, 2015
  - Substantial Completion: August 4, 2015
  - Closeout Phase
  
5. Project #1407 – VCT Floor Reconditioning at BES and DES
  - Issued for Bid January 2, 2015
  - Bids Received January 22, 2015
  - Committee Reviewed February 13, 2015
  - Board Approved February 23, 2015
  - Construction Start: June 24, 2015
  - Substantial Completion: August 6, 2015
  - Closeout Phase

- 6. Project #1415A – Scoreboard Replacements at Teamer Field
  - Issued for Re-Bid March 16, 2015
  - Bids Received April 7, 2015
  - Committee Reviewed April 10, 2015
  - Board Approved April 27, 2015
  - Construction Start: June 24, 2015
  - Substantial Completion: August 14, 2015
  - Punch List Phase
  
- 7. Project #1404 – Replacements & Upgrades at VFMS
  - Issued for Bid January 2, 2015
  - Bids Received February 10, 2015
  - Committee Reviewed February 13, 2015
  - Board Approved February 23, 2015
  - Construction Start: June 24, 2015
  - Substantial Completion: August 14, 2015
  - Punch List Phase
  
- 8. Project #1408 – Replacements & Upgrades at CHS & TEMS
  - Issued for Bid January 2, 2015
  - Bids Received February 10, 2015
  - Committee Reviewed February 13, 2015
  - Board Approved February 23, 2015
  - Construction Start: June 24, 2015
  - Substantial Completion: August 14, 2015
  - Punch List Phase
  
- 9. Project #1402 – Replacements & Upgrades at BES and DES
  - Issued for Bid January 22, 2015
  - Bids Received March 5, 2015
  - Committee Reviewed March 13, 2015
  - Board Approved March 23, 2015
  - Construction Start: June 24, 2015
  - Substantial Completion: August 14, 2015
  - Punch List Phase
  
- 10. Project #1403 – Sitework Renovations, Replacements & Upgrades at DES
  - Issued for Bid April 9, 2015
  - Bids Received May 7, 2015
  - Re-Bid of GC Bids Received June 10, 2015
  - Committee Reviewed June 12, 2015
  - Board Approved June 15, 2015
  - Construction Start: July 7, 2015
  - Substantial Completion: August 25, 2015
  - Punch List Phase

11. Project #1418 – Renovations at CHS and VFES

- Issued for Bid March 9, 2015
- Bids Received April 1, 2015
- Committee Reviewed April 10, 2015
- Board Approved April 27, 2015
- Construction Start: June 24, 2015
- Substantial Completion: August 14, 2015
- Punch List Phase

12. Project #1370 – New Maintenance & Storage Building

- Issued for Bid May 11, 2015
- Bids Received June 9, 2015
- Committee Reviewed June 12, 2015
- Board Approved June 15, 2015
- Construction Start: August 17, 2015
- Scheduled Completion: June 29, 2016
- Land Development Agreement Approved: September 8, 2015
- Demolition Permit Issued: September 3, 2015
- Building Permit Issued: September 9, 2015



CO	Item	Accepted	Pending	Under Review
<b>2015 Projects Summary</b>				
	Change Order Totals Under Review			\$41,299.43
	Change Order Totals Pending		\$0.00	
	Change Order Totals Accepted	\$30,169.70		
	Change Orders Accepted, Pending and Under Review	\$71,469.13		
	Base Bid and Accepted Alternates	\$5,381,296.77		
	<b>Construction total to date   Percentage of Construction</b>	<b>\$5,452,765.90</b>		<b>1.328%</b>
<hr/>				
<b>1373-1409 New Eagle ES - Additions &amp; Renovations</b>				
GC-1	Site water service replacements	\$36,910.00		
GC-2	VCT Patching at New Casework	\$3,105.00		
GC-3	Rock Removal (estimate)			\$35,000.00
GC-4	Storm Basin Modification			\$3,699.43
GC-5	Storm System Orifice (estimate)			\$1,600.00
GC-6	Unsuitable Soils (estimate)			\$1,000.00
MC-1	Insulation of Existing Piping	\$2,892.04		
PC-1	Water Service Replacement (PC)	\$14,908.81		
PC-2	Plumbing modifications for casework	\$5,446.74		
	Change Order Totals Under Review			\$41,299.43
	Change Order Totals Pending		\$0.00	
	Change Order Totals Accepted	\$63,262.59		
	Change Orders Accepted, Pending and Under Review	\$104,562.02		
	Base Bid and Accepted Alternates	\$1,543,637.00		
	<b>Construction total to date   Percentage of Construction</b>	<b>\$1,648,199.02</b>		<b>6.774%</b>
<hr/>				
<b>1398 Conestoga HS - Electronic Roadsign Replacement</b>				
	Change Order Totals Under Review			\$0.00
	Change Order Totals Pending		\$0.00	
	Change Order Totals Accepted	\$0.00		
	Change Orders Accepted, Pending and Under Review	\$0.00		
	Base Bid and Accepted Alternates	\$22,475.00		
	<b>Construction total to date   Percentage of Construction</b>	<b>\$22,475.00</b>		<b>0.000%</b>
<hr/>				
<b>1402 Beaumont &amp; Devon ES - Renovations, Replacements &amp; Upgrades</b>				
GC-1	Concrete deck opening and support changes (DES)	\$7,563.25		
GC-2	Reduced Quantity of Window Shades (BES)	(\$9,000.00)		
EC-1	Provide & install exterior speaker horn at cafeteria (BES)	\$345.00		
EC-2	Relocate 3 gym light fixtures (BES)	\$388.00		
	Change Order Totals Under Review			\$0.00
	Change Order Totals Pending		\$0.00	
	Change Order Totals Accepted	(\$703.75)		
	Change Orders Accepted, Pending and Under Review	(\$703.75)		
	Base Bid and Accepted Alternates	\$670,415.00		
	<b>Construction total to date   Percentage of Construction</b>	<b>\$669,711.25</b>		<b>-0.105%</b>
<hr/>				
<b>1403 Devon ES &amp; Conestoga HS - Sitework Renovations</b>				
GC-1	Lift Station Substitution	(\$5,000.00)		
EC-1	Site Light Fixture Change	\$1,053.77		
	Change Order Totals Under Review			\$0.00
	Change Order Totals Pending		\$0.00	
	Change Order Totals Accepted	(\$3,946.23)		
	Change Orders Accepted, Pending and Under Review	(\$3,946.23)		
	Base Bid and Accepted Alternates	\$544,790.00		
	<b>Construction total to date   Percentage of Construction</b>	<b>\$540,843.77</b>		<b>-0.724%</b>

CO	Item	Accepted	Pending	Under Review
<b>1404 Valley Forge MS -Renovations, Replacements &amp; Upgrades</b>				
GC-1	Cap Corridor Columns	\$3,211.49		
PC-1	Modify shower drains	\$1,881.77		
PC-2	Replace existing 6" gas line	\$23,920.60		
EC-1	Added Fire Alarm Booster Panels	\$6,516.00		
	Change Order Totals Under Review		\$0.00	\$0.00
	Change Order Totals Pending			
	Change Order Totals Accepted	\$35,529.86		
	Change Orders Accepted, Pending and Under Review	\$35,529.86		
	Base Bid and Accepted Alternates	\$589,609.00		
	<b>Construction total to date   Percentage of Construction</b>	<b>\$625,138.86</b>		<b>6.026%</b>
<b>1405 Site Fencing at 3 Schools</b>				
GC-1	Delete all fencing at VFMS	(\$72,996.00)		
	Change Order Totals Under Review			\$0.00
	Change Order Totals Pending		\$0.00	
	Change Order Totals Accepted	(\$72,996.00)		
	Change Orders Accepted, Pending and Under Review	(\$72,996.00)		
	Base Bid and Accepted Alternates	\$197,692.00		
	<b>Construction total to date   Percentage of Construction</b>	<b>\$124,696.00</b>		<b>-36.924%</b>
<b>1406 Doors &amp; Door Hardware for Conestoga HS &amp; Valley Forge MS</b>				
	Change Order Totals Under Review			\$0.00
	Change Order Totals Pending		\$0.00	
	Change Order Totals Accepted	\$0.00		
	Change Orders Accepted, Pending and Under Review	\$0.00		
	Base Bid and Accepted Alternates	\$87,000.00		
	<b>Construction total to date   Percentage of Construction</b>	<b>\$87,000.00</b>		<b>0.000%</b>
<b>1407 VCT Floor Refinishing at Beaumont ES</b>				
	Change Order Totals Under Review			\$0.00
	Change Order Totals Pending		\$0.00	
	Change Order Totals Accepted	\$0.00		
	Change Orders Accepted, Pending and Under Review	\$0.00		
	Base Bid and Accepted Alternates	\$45,840.00		
	<b>Construction total to date   Percentage of Construction</b>	<b>\$45,840.00</b>		<b>0.000%</b>
<b>1407 VCT Floor Refinishing at Beaumont ES</b>				
	Change Order Totals Under Review			\$0.00
	Change Order Totals Pending		\$0.00	
	Change Order Totals Accepted	\$0.00		
	Change Orders Accepted, Pending and Under Review	\$0.00		
	Base Bid and Accepted Alternates	\$41,304.00		
	<b>Construction total to date   Percentage of Construction</b>	<b>\$41,304.00</b>		<b>0.000%</b>
<b>1408-1410 Conestoga HS, T/E MS &amp; Valley Forge ES - Renovations, Replacements &amp; Upgrades</b>				
GC-1	Replace VCT in Nurse's Suite	\$2,779.00		
	Change Order Totals Under Review			\$0.00
	Change Order Totals Pending		\$0.00	
	Change Order Totals Accepted	\$2,779.00		
	Change Orders Accepted, Pending and Under Review	\$2,779.00		
	Base Bid and Accepted Alternates	\$1,154,506.00		
	<b>Construction total to date   Percentage of Construction</b>	<b>\$1,157,285.00</b>		<b>0.241%</b>



CO	Item	Accepted	Pending	Under Review
<b>1415 Teamer Field - Scoreboard Replacement</b>				
	Change Order Totals Under Review			\$0.00
	Change Order Totals Pending		\$0.00	
	Change Order Totals Accepted	\$0.00		
	Change Orders Accepted, Pending and Under Review	\$0.00		
	Base Bid and Accepted Alternates	\$113,000.00		
	<b>Construction total to date   Percentage of Construction</b>	<b>\$113,000.00</b>		<b>0.000%</b>
<b>1418 Conestoga HS &amp; Valley Forge ES - Renovations</b>				
PC-1	Plumbing changes at Room 209	\$2,298.00		
	Change Order Totals Under Review			\$0.00
	Change Order Totals Pending		\$0.00	
	Change Order Totals Accepted	\$2,298.00		
	Change Orders Accepted, Pending and Under Review	\$2,298.00		
	Base Bid and Accepted Alternates	\$374,975.00		
	<b>Construction total to date   Percentage of Construction</b>	<b>\$377,273.00</b>		<b>0.613%</b>



September 10, 2015

**Summary of 2016-17 Infrastructure Projects**  
**Infrastructure Implementation - Year Ten**  
**Tredyffrin Easttown School District**  
DJA #1004

D R A F T

The following are the highlights of the construction items that are included in Bid Packages for the 2015-2016 Infrastructure Implementation.

Pkg	Description	Estimated Construction Cost
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<b>#1</b>	<b>Renovations, Replacements &amp; Upgrades at Devon &amp; Hillside ES:</b>	<b>\$ 209,668.</b>
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Devon Elementary School:

- Replace flooring in the Art Room and Music Suite  
*VCT in Art Room; Carpet in Music Suite.*
- Paint the Tectum ceiling panels in the Gymnasium  
*Existing panel finish is greater than 20 years old, and reduces light reflectance in the room.*

Hillside Elementary School:

- Replace path to Wyncotte Circle  
*Existing asphalt walk path is deteriorated. Replace with path wide enough to accept district plow.*
- Replace flagpole  
*Existing steel pole is ready for replacement.*
- Remove silt build-up in basin  
*Existing stormwater detention basin is choked with sediment from over 20 years of use.*
- Replace isolated exterior doors (8 total)  
*Replace original hollow metal door assemblies with aluminum/FRP doors, as is the current district standard.*
- Renovate 2 toilet rooms  
*Renovate public toilet rooms between the main lobby and the cafetorium.*
- Replace LGI carpet  
*Existing carpet was installed in 1994, and is in poor condition.*
- Domestic water heater replacement  
*Existing water heater is beyond its expected useful life.*
- Replace corridor ceilings; grid to remain  
*Ceiling tiles are 20 years old and have been affected by humidity and use.*

<b>#2</b>	<b>Renovations, Replacements &amp; Upgrades at New Eagle &amp; Valley Forge ES:</b>	<b>\$ 992,460.</b>
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New Eagle Elementary School:

- Rehabilitate Kitchen  
*Full renovation to improve function and usage. New walk-in boxes to dispel heat directly outdoors.*
- Renovate Kitchen drains and water lines  
*Existing below-slab piping is original to building and is deteriorated from use and age.*
- Replace emergency generator  
*Existing unit is a hand-me-down from Hillside that is beyond its expected useful life.*

Valley Forge Elementary School:

- Replace gas train  
*New gas service piping as part of a district-wide program.*
- Replace heating main  
*Existing copper main has required repairs over the past several years.*
- HVAC improvements - gym unit  
*Gymnasium heating and ventilating unit is original, in disrepair, and is difficult to access.*
- Replace corridor ceilings; grid to remain  
*Ceiling tiles are 20 years old and have been affected by humidity and use.*

**#3 Renovations, Replacements & Upgrades at T/E MS & Valley Forge ES: \$ 2,341,900.**

Valley Forge Elementary School:

- Parking paving repairs  
*Mill and repave main lot and entry drive, with isolated repairs. This is part of the district's ongoing pavement maintenance program.*

Tredyffrin/Easttown Middle School:

- Upgrade HVAC controls  
*Existing HVAC controls are nearly 20 years old with isolated units with older equipment. Replace with current technology.*
- Replace metal panel system and storage door (shop area)  
*Existing are deteriorated from area use and in need of replacement.*
- Sealcoat parking lots – Five Year  
*Parking pavement sealcoating as part of the district's ongoing maintenance program.*
- Replace exterior handrails  
*Existing handrails at the auditorium and at the lower level parking area are deteriorated.*
- Repoint brick in selected areas – Repair brick at Gym storage corner  
*Existing exterior brick and mortar is cracked and/or deteriorated in isolated areas around the building. Repair as needed. Building has not been repointed since expansion in 1968.*
- Replace entry wall coping and clean efflorescence  
*Moisture is entering below capstones, causing white stains on brickface. Remove capstones, re-flash across top and reinstall capstones. Clean brick face.*
- Replace wooden garage door at Applied Tech  
*Existing overhead door to outside storage is old and in disrepair.*
- Replace Library carpet  
*Existing carpet was installed in 1998, and is in need of replacement.*
- Electrical service replacement project  
*Existing electrical service dates back to 1968 and has required recent repairs. Replace / renovate to provide new electrical service equipment.*
- Replace 2 electrical panels on first floor  
*Existing panels are too old to maintain.*
- Replace unit ventilators throughout the school (49)  
*Existing equipment has required ongoing maintenance. Replace existing unit ventilators and associated metal shelving systems with new equipment, similar to work done at elementary schools.*

**#4 Renovations & Replacements at Valley Forge MS: \$ 433,000.**

- Replace 9" wide lockers with 12" wide – single and double tier  
*Replace lockers in one building wing, similar to work done this past summer. Balance to be replaced next year*
- Replace interior doors and hardware – material purchase only

*Provide loose doors and door hardware for district staff to install. This is phase 2 of replacements throughout the school and completes the work.*

**#5 Site Fencing at Valley Forge MS: \$ 80,000.**

- Install new chain link fencing at northern and eastern property edges.

**#6 Replacements & Upgrades at Conestoga HS & TEAO: \$ 435,900.**

Conestoga High School:

- Repair and reinsulate hydronic heating piping in utility tunnels  
*Repair pipes installed in 1988 and reinsulate pipes in tunnel of the 1954 & 1959 Wings (Phase 1)*
- Teamer Field sidewalk louver replacement  
*Louvers are damaged and in disrepair.*
- Replace Main Lobby flooring  
*Existing flooring in the main lobby, vestibule and stairs was installed in 2003, and is in disrepair due to very heavy use.*
- Duct cleaning  
*Phase 1 at Conestoga HS of a maintenance program to clean ductwork throughout the district.*
- Replace tile at stair near room 125  
*Flooring at this stair (steps and landings) is in disrepair due to heavy use.*
- Replace flooring in Faculty Dining, Choir and Orchestra rooms  
*Existing carpet was installed in 2003 and is deteriorated due to heavy use.*

T/E Administration Office:

- HVAC improvements  
*Replace older, existing air handler units.*

**#7 VCT Replacement & Refinishing at Conestoga HS: \$180,000.**

- Clean and repair VCT floors (+/-60 classrooms and associated corridors).  
*Replace areas of deteriorated VCT. Strip and refinish VCT flooring in classrooms and corridors. Replace base molding in areas of floor work.*

**#8 District-Wide Flooring Replacements: \$ 14,000.**

- Replace selected finish flooring  
*Allowance of \$50,000 reduced by CHS items listed above*

**#9 District-Wide Site Paving Repairs & Replacements: \$ 50,000.**

- Replace and/or repair selected asphalt paving, concrete walkways, and concrete curbing, allowance

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**Total \$4,736,928.**



Thomas Daley  
 DALEY + JALBOOT ARCHITECTS

	2003	2013	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
			47%	51%	55%	59%	63%	67%	71%	74%	77%	81%
<b>DRAFT</b>												
<b>Summary</b>												
Beaumont Elementary School	1,990,800	1,915,300	1,147,916	28,536	362,639	0	53,440	125,250	1,683,252	119,000	0	0
Devon Elementary School	2,270,560	2,450,785	109,330	1,587,944	874,958	36,248	0	0	880,022	6,360	814,176	0
Hillside Elementary School	3,559,550	2,022,550	0	344,225	3,050	173,420	48,720	541,680	12,462	1,268,312	0	0
New Eagle Elementary School	3,261,608	2,143,100	1,646,896	65,000	256,340	684,000	1,644,720	44,800	325,049	0	1,026,310	0
Valley Forge Elementary School	2,325,600	2,872,350	224,743	1,406,762	24,666	388,460	0	1,129,112	14,880	119,000	491,940	1,319,836
Tredyffrin / Easttown Middle School	2,580,650	4,048,500	0	37,885	273,890	2,261,900	1,122,600	173,600	1,561,707	624,640	0	22,806
Valley Forge Middle School	1,694,280	3,914,605	0	299,225	685,927	513,000	737,000	2,569,968	44,640	2,536,763	990,000	0
Conestoga High School	4,409,200	4,542,800	575,722	986,905	1,165,476	557,100	392,000	1,323,050	623,000	614,400	50,160	1,350,480
Network Operations Center	0	61,000	0	0	0	0	0	3,600	0	0	0	78,880
Maintenance	216,800	68,000	17,200	0	0	0	0	0	0	0	0	0
West Valley - District Administration	0	0	0	0	0	58,800	0	0	0	0	0	0
TESD - District-Wide	0	100,000	0	0	0	64,000	184,000	188,000	100,000	100,000	100,000	100,000
<b>Summary Total</b>	<b>22,309,048</b>	<b>22,223,690</b>	<b>3,721,807</b>	<b>4,756,482</b>	<b>3,646,946</b>	<b>4,736,928</b>	<b>4,182,480</b>	<b>6,099,060</b>	<b>5,245,012</b>	<b>5,388,475</b>	<b>3,472,586</b>	<b>2,872,002</b>
<b>Work Summary</b>												
Total Work Proposed Under ADA (A)	221,650	76,000	0	0	0	184,000	53,440	0	203,469	177,880	26,400	0
Total Work Proposed Under Building Codes (C)	407,458	491,200	224,743	0	5,190	0	48,900	100,800	414,725	274,841	195,030	13,600
Total Work Proposed as District Projects (DP)	6,000	1,046,000	0	0	87,000	253,000	514,708	195,200	291,970	196,064	110,620	235,116
Total Work Proposed as 5 Year Maintenance (M1)	9,007,820	6,502,135	575,722	3,323,149	1,804,028	3,293,428	622,064	3,984,880	727,390	963,000	111,936	22,806
Total Work Proposed as 10 Year Maintenance (M2)	2,678,065	11,067,900	109,330	120,787	835,004	601,500	15,000	1,314,400	3,539,388	2,522,290	2,900,560	2,567,840
Total Work Proposed as District Wide Roof Replacement (RF)	4,801,000	0	0	0	0	0	0	0	0	0	0	0
Total Work Proposed as Infrastructure Capital Improvement (T)	2,863,225	3,274,680	2,812,012	1,123,010	237,076	325,000	2,676,600	500,180	0	384,000	0	0
Total Work Proposed as Use Related Recommendation (U)	2,323,830	1,681,075	0	189,536	678,648	80,000	251,768	3,600	68,070	870,400	128,040	32,640
	22,309,048	24,138,990	3,721,807	4,756,482	3,646,946	4,736,928	4,182,480	6,099,060	5,245,012	5,388,475	3,472,586	2,872,002
<b>Package Summary</b>												
Package 1 - Renovations, Replacements & Upgrades at DES & HES					0	209,668						
Package 2 - Renovations, Replacements & Upgrades at NEES & VFES					0	992,460						
Package 3 - Renovations, Replacements & Upgrades at TEMS & VFES					0	2,341,900						
Package 4 - Renovations &, Replacements at VFMS					0	433,000						
Package 5 - Site Fencing at VFMS					0	80,000						
Package 6 - Replacements & Upgrades at CHS					0	435,900						
Package 7 - VCT Replacement & Refinishing at CHS					0	180,000						
Package 8 - District-Wide Flooring Replacements					0	14,000						
Package 9 - District-Wide Site Paving Repairs & Replacements					0	50,000						
					0	4,736,928						
<b>Capital Improvement Projects</b>												
Maintenance & Storage Building					3,768,007							
New Eagle Classroom Addition					1,094,347							
New Eagle Site Improvements					196,000							
CHS Tutoring Center					377,273							
<b>Capital Improvement Projects</b>					<b>5,435,627</b>							

			<b>DRAFT</b>											
Summary			2003	2013	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
					47%	51%	55%	59%	63%	67%	71%	74%	77%	81%
<b>Package 1</b>														
1	DES095	M1	Replace Floor in Art Room		4,800									7,000
1	DES096	M1	Replace Carpet in Music Suite		5,400									6,048
1	DES100	M1	Paint Tectum Panels in Gym, 2900 sf		14,500									23,200
1	HES090	M1	Replace Path to Wyncotte, 450 lf		6,000									16,500
1	HES091	M1	Replace Flagpole		12,000									13,440
1	HES096	M1	Remove Silt Build-up in Basin		8,000									8,960
1	HES097	M1	Replace Isolated Exterior Doors, 8 doors		24,000									26,880
1	HES100	M1	Renovate Gang Toilet Rooms, 2 (btwn. Lobby & Cafetorium)		44,000									49,280
1	HES106	M1	Replace LGI Carpet		18,000									20,160
1	HES117	M1	Domestic water heater replacement		10,000									11,200
1	HES121	M1	Replace corridor ceiling tiles, 6,802 s.f. (\$4.00/sf)											27,000
<b>Package 2</b>														
2	NEES083	M2	Rehabilitate Kitchen, Allowance		400,000									574,000
2	NEES131	M1	Renovate kitchen drains & water lines (included in line item above)											
2	NEES136	M1	Replace Emergency Generator											110,000
2	VFES051	M1	Replace gas train		33,000									45,760
2	VFES090	M1	Replace heating mains											104,000
2	VFES091	M1	HVAC improvements (gym unit)											114,400
2	VFES093	M1	Replace corridor ceiling tiles, 11,058 s.f. (\$4.00/sf)											44,300
<b>Package 3</b>														
3	VFES094	M1	Parking paving repairs											80,000
3	TEMS028	T	Upgrade HVAC Controls		250,000									325,000
3	TEMS054	M1	Replace Metal Panel System and Storage Door - shop area		6,000									9,540
3	TEMS101	M1	Sitework: Sealcoat Parking Lots - Five Year Cycle, 2016, 2021, 2026		12,000									13,440
3	TEMS103	M1	Replace Handrails on Southern and Eastern Sides of School		6,000									18,800
3	TEMS107	M1	Repoint Brick in Selected Areas		38,000									42,560
3	TEMS108	M1	Repair Brick at Gym Storage Corner		1,000									1,120
3	TEMS109	M1	Replace Entry Wall Coping and Clean Efflorescence		7,000									7,840
3	TEMS110	M1	Replace Wooden Garage Door at Applied Tech		1,400									2,200
3	TEMS113	M1	Replace Library Carpet, 810 sy		26,000									32,000
3	TEMS121	M1	Electrical service replacement project		950,000									1,064,000
3	TEMS135	M1	Replace 2 electric panels in 1st floor stairwell near Room 125											10,400
3	TEMS137	M1	Replace Unit Ventilators (49)											735,000

			2003	2013	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
<b>Summary</b>					47%	51%	55%	59%	63%	67%	71%	74%	77%	81%
<b>Package 4</b>														
4 VFMS055	M1	Replace 9" wide lockers with 12" wide single and double tier	190,000					60,000	65,000					
4 VFMS100	DP	Replace Interior Doors and Hardware - material only, 126 left @ \$1,500		235,600				189,000						
4 VFMS129	A	Provide ADA shower in Girls Locker Room						120,000						
4 VFMS130	A	ADA shower in Coach's Offices						64,000						
<b>Package 5</b>														
5 VFMS024	U	Install chain link fence at north & eastern property edge, 3,645 lf		67,075				80,000						
<b>Package 6</b>														
6 CHS235	M1	Piping repairs throughout utility tunnels		50,000				175,000						
6 CHS262	M2	Teamer Field sidewalk louver replacement (916 sf @ \$30/sf)						27,500						
6 CHS265	M1	Replace Main Entrance Lobby Flooring						58,000						
6 CHS266	M1	Duct Cleaning						80,600						
6 CHS271	M1	Replace tile at Stair near rm 125						12,000						
6 CHS272	M1	Replace carpet at Fac. Dining, Choir and Orchestra Rms (510 sq. yds)						24,000						
6 WV001	M1	HVAC Improvements						58,800						
<b>Package 7</b>														
7 CHS267	M1	Clean and Repair VCT Floors (+/- 60 classrooms and associated corridors)						180,000						
<b>Package 8</b>														
8 DW001	DP	Flooring replacements		50,000			CHS269	14,000	50,000	50,000	50,000	50,000	50,000	50,000
<b>Package 9</b>														
9 DW002	DP	Site paving repairs & replacements		50,000			CHS268	50,000	50,000	50,000	50,000	50,000	50,000	50,000

**Classifications**

The following organizations are deemed to have Class B status:

1. Foundation for Learning in Tredyffrin/Easttown (FLITE).
2. Better Understanding of Individuals with Learning Differences (B.U.I.L.D.)
3. Area Residents Caring and Helping (ARCH)

**Application Processing Procedures and User Requirements**

1. All groups (Users) requesting use of district facilities are required to submit a written request using the Application and Agreement Form (AAF). These forms should be submitted to the Business Manager or his designee.
2. Application and Agreement Forms are available in the District Administrative Offices and on the District website.
3. An authorized organization representative must sign each AAF for each facility request. This representative will be responsible for proper use of the facility and serve as the contact person for District.
4. No group will be permitted use of school facilities if it interferes with school programs. The Business Manager, building Principal, Athletic Director, or their designee, may cancel any AAFs for school use should conflicts with school programs develop.
5. School authorities reserve the right to limit, restrict, or prohibit proposed school facilities use when this use is not in the interest of the District or community.
6. Under no circumstances may any individual who is being privately paid to tutor a student conduct that tutoring during the school day on District property without the express written permission of the Superintendent.
7. Users recognize the fact that TESD's making its facilities available to the community in accordance with Board Policy and administrative regulations does not create any right in User to the continued use of the facilities except at the discretion of TESD.
8. All requests should be made at least ten (10) business days prior to the scheduled facility use, but no sooner than six (6) months. No contract will be longer than twelve (12) months in duration. Exceptions can be made at the discretion of the appropriate administrator.
9. Applicants that request the use of facilities for seasonal (in season) sports will receive priority over those requesting use for out of season sports. PIAA guidelines will be used to determine priority use.
10. User requests for gym space for the upcoming school year for classification A, B and C users are due by August 1<sup>st</sup> in order to be given priority in scheduling. All users in any classification are welcome to submit their requests, but A, B and C users will be scheduled first.
11. Users will be prioritized within each classification based on the groups they serve, the number of T/E participants and the frequency of their facility use.
12. All users will receive final approval for their requests when the approved AAF is signed by both the Building Principal/Administrator and the Business Manager, and a copy of the signed AAF is returned to the requester.
13. All applicants will receive either a signed AAF or a phone call notifying them of their approval or disapproval.
14. Classification A, B and C users who submit their AAF by August 1st, will be notified of their approval within ten to twelve (10-12) business days after August 1<sup>st</sup>.
15. User requests received after August 1<sup>st</sup>, and throughout the school year, will be notified of their approval within ten to twelve (10-12) business/school days after receipt.
16. After approved AAF is processed, the Business Manager or his designee will distribute copies to the appropriate support personnel.
17. Users may not assign the approved agreement or sublet the premises.



18. Users understand that the AAF is limited to use of the designated facility, building or field. The User and anyone accessing the facility through the User group may not access other parts of the facility, building or field not expressly set forth on the AAF. In particular, where school buildings are under construction, it is imperative that User groups remain in the permitted area. The User is responsible for supervising all individuals in User group. TESD reserves the right to terminate AAFs or refuse to issue future AAFs to Users who fail to abide by this provision.
19. Each User group falls under a classification as determined in School District Policy 7040. Once the AAF is approved, the user will not be reprioritized or denied use unless the District determines there is a District or Class A user need for the space.
20. If classification is contested the request shall be referred to the Superintendent or designee.
21. Charges for all facility requests will be estimated in advance of the activity itself. A bill will be sent following the activity. Added fees may be assessed for additional rental time and/or excessive or unexpected custodial time or support services.
22. Community non-profit groups (Classification C) of less than twenty (20) persons that request the use of a classroom to conduct meetings and are denied due to the unavailability of classrooms or to rules set by the school principal will be scheduled in an alternate room but charged at the classroom rate.
23. If two (2) unrelated organizations use a facility at the same time, each will pay all required rental fees in full.
24. Requests for the Use of Facilities by Tredyffrin or Easttown Townships will be approved by the Superintendent or designee. The Superintendent or designee will determine, on a case by case basis, if the approved use will incur charges.
25. Programs run by Classification A Users that charge admission, or a sign up fee, where the proceeds exclusively benefits the A group will incur no rental charge. The District reserves the right to request an accounting of the proceeds and the costs of running the program.
26. Programs run by Classification B Users where a fee is collected, the majority of the gross receipts must be given to and retained by the sponsoring Class B organization or the District, otherwise the fees schedule of the most appropriate organization classification (as determined by the Business Manager) will be charged. The District reserves the right to request an accounting of the proceeds and costs of running the event.
27. Classifications C charging admission or using the facilities for fund raising purposes will be charged according to Class G specifications (Appendix B) unless the proceeds exclusively benefit TESD School children or the School District.
28. The District reserves the right to charge a security deposit for any group.
29. All charges are payable within thirty (30) days after the billing date. The District reserves the right to assess late fees of up to one percent (1%) per month when bills are not paid on time.
30. Construction/renovations at any of TESD's buildings may require that utilities be cut off for a period of time. TESD reserves the right to terminate the use of the building for that time period with twenty-four (24) hours notice to the User.
31. The District's participation in the Demand Response program may require utilities to be cut back or off for a required period of time. TESD reserves the right to cancel or delay the use of the building in connection with the Demand Response Program.
32. In the event that a User needs to cancel, User shall inform TESD in writing to the Business Manager two (2) weeks prior to the scheduled event or pay as liquidated damages the rental fee heretofore provided. There will be no refunds of rental fees for cancellations requested less than two weeks prior to the scheduled use of facilities. This applies except when cancellation is due to a School District decision for weather or other circumstances.
33. Users are responsible for damage to District facilities. If facility Users find the part of the premises approved for use to be damaged or defective, the User should report this condition as soon as possible, preferably before using the facility.
34. Any group using District facilities is required to restore or pay for the restoration to original condition, at the discretion of the District, any property destroyed or suffering from more than

normal wear and tear. The TESD School District shall be the sole judge of destruction of property or excessive wear and tear.

35. The District reserves the right to curtail the use of or close any facility for safety concerns related to construction, field maintenance or renovations, or any other reason that the District deems necessary. Facility use is automatically cancelled when the schools are closed by school authorities because of local, state, or national disaster, or emergencies (fire, flood, storms, or mechanical failure) as well as weather-related school closings. It is the User's responsibility to verify if the facilities or field is open or closed and available for use during any above mentioned curtailments or school closings.
36. The District reserves the right to close any facility to outside use when schools have a delayed opening or dismiss early due to weather-related events. If the District permits the outside use of school buildings on these delayed opening or early dismissal days, the user may elect to cancel their scheduled use to avoid rental fees by informing the Business Office in writing (email is acceptable) at least three hours prior to their contracted start time.
37. AAFs are subject to the appropriate support personnel being available and willing to work as needed. TESD reserves the right to cancel any use of building when custodial or kitchen services are not available for any reason and upon giving the User three (3) days notice prior to the time the use is to commence.

### **Associated Fees and Charges**

1. Charges for all Users will be levied according to the Charges for Specific Use Classifications located in Appendix A.
2. The rental fee schedules are located in Appendix B of this regulation and also on the District website.
3. These rental fees include charges related to School District custodial personnel that are required to support the facility use.
4. If excessive and/or unexpected custodial services are required, those charges, in addition to charges detailed in Appendix B, will be billed directly to the User according to the fee schedule in Appendix C. The User will be notified by the Business Office if such custodial services were required after the custodial pay records are reviewed.
5. Rental fees do not include support personnel for the stage or cafeteria. Those charges will be billed separately according to the fee schedule in Appendix C.
6. Rental fees and labor rates will be reviewed and updated, if needed, on an annual basis.
7. Should rental fees change for an upcoming school year, the Business Office will notify past year users of the changes by March 15 prior to the change.
8. Custodial service/requirements:
  - a. For all facility requests that require a custodian, the Business Office will ensure that the custodial supervisor for the requested facility assigns a custodian(s).
  - b. The custodian(s) will ensure that the appropriate facility is opened, set up, lighted, heated, ventilated, cleaned and closed.
  - c. The custodian(s) must not deviate from approved procedures and will report variances and enforce regulations.
  - d. The Business Office will review pay records to ensure that multiple users will not be charged for the same time.
9. Kitchen/cafeteria services/requirements:
  - a. Arrangements for kitchen use shall be made through the Food Services manager a minimum of thirty (30) days in advance.
  - b. When the kitchen or kitchen/cafeteria is used, a cafeteria employee must be employed to supervise school equipment use. Except for Class A Users, an additional charge will be made for this as per fee schedule (Appendix C).
  - c. Organizations and groups who have banquets will be charged for food supplies, and personnel costs for preparation, serving, and supervision.

- d. For all activities open to the public where food is sold, all user groups must have a Certified Food Manager (certified by the Chester County Health Department) and must provide an event license from the Chester County Health Department.
  - e. The District will allow the use of a *School District* Certified Food Manager only for Class A and B groups and only when all of the following conditions are met:
    - i. A temporary license is required and issued for the activity for a single date or a weekend.
    - ii. The scope of the activity does not involve selling or delivering food off school District premises.
    - iii. All food is purchased through the District or a source approved by the Certified Food Manager.
    - iv. No food is brought in from outside vendors unless from a Chester County licensed food establishment approved by a Certified Food Manager.
    - v. Food is prepared under the supervision of the Certified Food Manager at the facility site.
    - vi. The chairperson or a designee receives training from the Certified Food Manager prior to the activity.
    - vii. The number and level of cafeteria worker(s) necessary at a function, and the associated charges, will be determined as part of the AAF preparation based on employee availability.
10. Security services/requirements:
- a. The District reserves the right to require a security monitor and/or outside police to be present at an activity at the expense of the User.
  - b. Organizations using school facilities agree to comply with all ordinances, statutes, and regulations of all Local, State and Federal authorities and agencies; and User hereby indemnifies TESD and agrees to hold TESD harmless from all penalties, fines, costs, damages and expenses resulting from failure to do so. These organizations further agree to indemnify and save TESD harmless from all loss damage, liability, claims and demands, whether involving misconduct, negligence or otherwise, arising out of or resulting from such use of the premises.
11. Additional support personnel services/requirements:
- a. The District reserves the right to require that authorized school personnel be employed to operate or set-up District equipment. For example, a Stage Manager will be used whenever the use of the stage equipment is required (in conjunction with an auditorium rental). Another example might be the need for an electrician to set up extra electrical conduits.
  - b. The User will pay all charges for these personnel in accordance with Appendix C.
  - c. The Business Office will review pay records to ensure that multiple users will not be charged for the same time.
12. All bills for use of school buildings or other facilities shall be issued by the Business Office upon receiving a copy of the Community application designated by administrative regulation. The Business Office shall promptly bill the contracting person or organization, specifying current charges and any previous charges due. Upon receipt of monies to satisfy the bill, the Business Office shall make prompt deposit at the approved depository and credit the appropriate account. Any individual or organization not satisfying the bill within ninety (90) days may be denied the privilege of further use of school facilities until all outstanding charges are paid.

### **Insurance Requirements**

- 1. Class A and B users who request use of District facilities MUST get preapproval from the Business Office for the specific activities they are sponsoring in our facilities in order to ensure that appropriate and necessary insurance coverage is in place. The District will indemnify and hold harmless the Class A and B Users only to the extent the coverage is provided through the liability

- insurance policies carried by the District. The coverage will be extended only for activities on school property and for activities that the District has designated as "School District-sponsored."
2. Class B groups must submit to the appropriate building administrator a list of planned activities for the school year no later than two weeks prior to the start of the school year or the scheduled event. The administrator will forward the list of activities to the Business Manager, who will forward this list to the insurance carrier for review. The Business Manager will transmit the carrier's approval or disapproval of activities to the administrator, who will then notify the organization of the insurance carrier's responses and whether the activities will be designated as "School District-sponsored".
  3. When the AAF is submitted, users in class C, D, DD, E, EE, and G must provide a Certificate of Insurance (listing the District as additional insured) to the Business Manager or their designee. This certificate must be received at least ten (10) working days before any scheduled use of the facility. The minimum insurance limits provided shall be \$1,000,000 combined single limit of Bodily Injury/Property Damage. The User must assume full responsibility for personal injury to participants and spectators.
  4. The requirement for a Certificate of Insurance for Class C, D, DD, E and EE groups is waived when the request is for a meeting held in a regular classroom for purposes of discussion and when attendance is not expected to exceed thirty-five (35) people.
  5. Any facility user that employs non-District personnel to work for them on School District property must provide proof of Worker's Compensation Insurance. By signing the AAF, the User agrees to indemnify and hold harmless the District for any claims made against the District for Worker's Compensation Insurance by any persons performing work on behalf of User on school District Property.
  6. The District retains the right to require the User to furnish evidence of additional insurance in cases of unusual hazard.

**Rules When Using District Facilities**

1. Misuse of the facilities or ignoring rules related to facilities by Users may result in barring future use.
2. If it is determined the District facilities reserved by a User and not being (actively) used by the User, the District may deny future use.
3. The use of alcohol and/or tobacco products is prohibited on TESD property.
4. Any person who uses, abuses, possesses, is under the influence of, distributes or attempts to distribute regulated substances, including alcohol, or drug paraphernalia on school property, or who conspires, aids, or abets the use, abuse, active possession, constructive possession, or distribution of drugs, alcohol or any mood altering substances, including inhalants, is in violation of school Policy and State law.
5. All illegal activities are prohibited on District property and Users that permit illegal activities may be banned from future use of District facilities.
6. No dogs are allowed on school property at anytime, with the exception of guide or service dogs or with permission from the building Principal.
7. When an event is held in a school building, refreshments and/or food must be served only in the cafeterias unless authorized in advance by the Business Manager or his designee.
8. When using District fields, except for class A and B Users, there is absolutely no barbequing on school property and no outside food vendors are allowed.
9. Night and weekend temperature setbacks will not be changed during the User's use period, especially in athletic areas.
10. The User designee will serve as the contact person for the District and is responsible to supervise the activity, be responsible for the conduct of participants and spectators, and adequately protect the facility and any equipment.
11. Users may use only assigned fields, rooms, and spaces as stated in the application, and Users may only use them for the specific, intended, and approved purposes during the approved hours.

12. Users are not permitted to use school equipment including, but not limited to, rock walls and gymnastics apparatus, unless otherwise approved by the appropriate administrator.
13. The School District will determine when fields must be closed for weather or other reasons. Users will not be permitted on closed fields, violators will lose their privileges and there will be no refunds.
  
14. When fields are open but the ground is wet, soggy, or muddy or precipitation is falling or has recently fallen, it is the Users' responsibility to consider potential damage that may occur to the fields if they are used. Users must also consider the potential safety hazard to their players if fields are used under these conditions.
15. The User shall not prepare the athletic fields (lines, etc.) except with the approval of, or at the direction of, the Athletic Director or his designee.
16. No facility, field or parking lot, shall be subjected to overcrowding or use by Users in excess of permitted capacity.
17. All decorations and any temporary materials used must be fireproof and must be approved by school officials. Open flame decorations will not be used anywhere in the buildings. No object in auditoriums and foyers may be permanently fastened to walls, ceilings, and/or floors. No object may be fastened to the floors in any manner that will damage floor finish. All objects, furnishings, and equipment must be installed and removed by the User under school staff supervision. Removal (along with debris) will be completed immediately when the activity ends.
18. All Users will be responsible for picking up their trash and putting it in trash receptacles. The District will be responsible for providing and emptying trash receptacles under normal circumstances. If no trash receptacles are available or the available receptacles are full, the User must take away their trash.
19. Users will not block any exits from District facilities.
20. The District will not supply storage space for the User except with the permission of the athletic director or appropriate administrator.
21. District owned equipment must not be taken from school premises.
22. District equipment may not be used unless specifically requested on the application and approved.
23. Chairs and/or other obstructions will not be placed in aisles, entrances, or exit areas.
24. Footwear and appropriate dress will be worn inside buildings. Sneakers or gym shoes should be worn when using gymnasiums for athletic purposes.
25. Vehicles must be parked in designated areas only. No parking is allowed in the designated Fire Lanes. Improperly parked vehicles may be towed from the premises.
26. No parking is permitted on Route 252 (aka: Valley Forge Road adjacent to VFMS).
27. The use of vehicles designed primarily for recreational or sporting purposes are prohibited on District property. These vehicles includes, but are not limited to, motor scooter, powered cycles, snowmobiles, skateboards, and other vehicles or equipment of a similar nature. Exception to this Policy may be made at the discretion of the Business Manager and only if such use is under the control and direction of adults who make a prior agreement, in writing accepting full responsibility for such control.

Appendix A

Charges for Specific Use Classifications

Class A - criteria for charges

- (1) no rental fees
- (2) no custodial charges
- (3) no charges for any support personnel (i.e.: stage manager)
- (4) no charge for any cafeteria personnel

Class B - criteria for charges

- (1) no rental fees
- (2) no custodial charges if event occurs when custodians are normally on duty; custodial charges outside these hours will be estimated prior to the event and billed to User according to the fee schedule and Appendix C
- (3) no charges for any support personnel needed during regular school hours; support personnel needed outside these hours will be estimated prior to the event and billed to User according to the fee schedule and Appendix C
- (4) no charges for any cafeteria personnel needed during regular cafeteria hours; cafeteria personnel needed outside these hours will be estimated prior to the event and billed by Food Services to User according to the fee schedule and Appendix C

Class C, D, DD, E, EE and G – criteria for charges

- (1) rental fees (Appendix B)
- (2) no custodial charges unless the event requires excessive or unexpected custodial services; any such custodial charges will be billed to User according to fee schedule in Appendix C
- (3) support personnel charges will be estimated prior to the event and billed to User according to the fee schedule and Appendix C
- (4) cafeteria personnel charges will be estimated prior to the event and billed by Food Services to User according to the fee schedule and Appendix C

Appendix B  
Weekday Rental Fees

Facility	Class A&B	Class C	Class D	Class DD	Class E	Class EE**	Class G
<u>Elementary Schools</u>							
Classroom	(No Charge)	\$8/hr	\$12/hr	\$15/hr	\$35/hr	\$45/hr	\$63/hr
Cafeteria w/o Kitchen	(No Charge)	\$9/hr	\$15/hr	\$18/hr	\$40/hr	\$50/hr	\$66/hr
Cafeteria w/Kitchen	(No Charge)	\$16/hr	\$30/hr	\$36/hr	\$80/hr	\$100/hr	\$108/hr
Gymnasium	(No Charge)	\$9/hr	\$25/hr	\$30/hr	\$40/hr	\$50/hr	\$66/hr
Athletic Field	(No Charge)	\$3/hr	\$14/hr	\$18/hr	\$30/hr	\$30/hr	\$45/hr
Parking Lot	(No Charge)	\$6/hr	\$12/hr	\$18/hr	\$35/hr	\$45/hr	\$63/hr
Main Hallway	(No Charge)	\$6/hr					
<u>Tennis Courts*</u>							
<u>Middle Schools</u>							
Classroom	(No Charge)	\$8/hr	\$18/hr	\$21/hr	\$45/hr	\$55/hr	\$75/hr
Computer Lab	(No Charge)	\$18/hr	\$24/hr	\$27/hr	\$55/hr	\$65/hr	\$81/hr
Large Group Room	(No Charge)	\$24/hr	\$30/hr	\$33/hr	\$65/hr	\$75/hr	\$87/hr
Auditorium	(No Charge)	\$30/hr	\$42/hr	\$45/hr	\$95/hr	\$110/hr	\$145/hr
Library	(No Charge)	\$18/hr	\$24/hr	\$27/hr	\$55/hr	\$65/hr	\$81/hr
Cafeteria w/o Kitchen	(No Charge)	\$9/hr	\$21/hr	\$24/hr	\$50/hr	\$60/hr	\$78/hr
Cafeteria w/Kitchen	(No Charge)	\$23/hr	\$42/hr	\$45/hr	\$95/hr	\$110/hr	\$114/hr
Gymnasium	(No Charge)	\$9/hr	\$45/hr	\$45/hr	\$55/hr	\$65/hr	\$78/hr
Locker Room	(No Charge)	\$9/hr	\$15/hr	\$18/hr	\$40/hr	\$50/hr	\$60/hr
Adaptive Gym	(No Charge)	\$8/hr	\$18/hr	\$21/hr	\$45/hr	\$55/hr	\$75/hr
Athletic Field	(No Charge)	\$3/hr	\$14/hr	\$18/hr	\$30/hr	\$30/hr	\$45/hr
Outside Bathroom (VFMS)	(No Charge)	\$30/hr	\$39/hr	\$45/hr	\$80/hr	\$85/hr	\$63/hr
Parking Lot	(No Charge)	\$6/hr	\$30/hr	\$36/hr	\$65/hr	\$70/hr	\$54/hr

\* \$30/hour for one court, \$60/hour for two courts

\*\*Class EE Fees per semester block – see Appendix C

Appendix B  
Weekday Rental Fees

	Class A&B	Class C	Class D	Class DD	Class E	Class EE**	Class G
<u>Conestoga High School</u>							
Classroom	(No Charge)	\$18/hr	\$24/hr	\$27/hr	\$75/hr	\$105/hr	\$108/hr
Computer Lab	(No Charge)	\$24/hr	\$30/hr	\$33/hr	\$90/hr	\$110/hr	\$114/hr
Lg. Group Room (140&142)	(No Charge)	\$30/hr	\$36/hr	\$39/hr	\$100/hr	\$115/hr	\$120/hr
Auditorium	(No Charge)	\$36/hr	\$48/hr	\$50/hr	\$130/hr	\$132/hr	\$135/hr
Library	(No Charge)	\$24/hr	\$30/hr	\$33/hr	\$90/hr	\$110/hr	\$114/hr
Cafeteria w/o Kitchen	(No Charge)	\$21/hr	\$27/hr	\$30/hr	\$85/hr	\$108/hr	\$111/hr
Cafeteria w/Kitchen	(No Charge)	\$34/hr	\$48/hr	\$50/hr	\$130/hr	\$132/hr	\$135/hr
Gymnasium(s)	(No Charge)	\$21/hr	\$50/hr	\$50/hr	\$85/hr	\$108/hr	\$111/hr
Locker Room	(No Charge)	\$15/hr	\$21/hr	\$27/hr	\$75/hr	\$102/hr	\$105/hr
Adaptive Gym	(No Charge)	\$18/hr	\$24/hr	\$27/hr	\$75/hr	\$105/hr	\$108/hr
Athletic Field	(No Charge)	\$4/hr	\$14/hr	\$18/hr	\$30/hr	\$40/hr	\$108/hr
Track	(No Charge)	\$12/hr	\$18/hr	\$21/hr	\$70/hr	\$85/hr	\$102/hr
Parking Lot	(No Charge)	\$6/hr	\$30/hr	\$36/hr	\$45/hr	\$50/hr	\$70/hr
Lobby	(No Charge)	\$18/hr	\$24/hr	\$27/hr	\$80/hr	\$105/hr	\$108/hr
Courtyard	(No Charge)	\$21/hr	\$27/hr	\$30/hr	\$85/hr	\$108/hr	\$111/hr
<u>TEAO</u>							
Room 200	(No Charge)	\$24/hr	\$30/hr	\$33/hr	\$90/hr	\$110/hr	\$114/hr
Rooms 201 or 202	(No Charge)	\$21/hr	\$24/hr	\$27/hr	\$80/hr	\$105/hr	\$108/hr

\*\*Class EE Fees per semester block – see Appendix C



Appendix B  
Weekend Rental Fees

Facility	Class A&B	Class C	Class D	Class DD	Class E	Class EE**	Class G
<u>Elementary Schools</u>							
Classroom	(No Charge)	\$10/hr	\$20/hr	\$25/hr	\$40/hr	\$50/hr	\$105/hr
Cafeteria w/o Kitchen	(No Charge)	\$15/hr	\$25/hr	\$30/hr	\$45/hr	\$55/hr	\$110/hr
Cafeteria w/Kitchen	(No Charge)	\$30/hr	\$50/hr	\$60/hr	\$90/hr	\$120/hr	\$180/hr
Gymnasium	(No Charge)	\$15/hr	\$35/hr	\$40/hr	\$45/hr	\$55/hr	\$110/hr
Athletic Field	(No Charge)	\$3/hr	\$23/hr	\$30/hr	\$35/hr	\$35/hr	\$75/hr
Parking Lot	(No Charge)	\$10/hr	\$20/hr	\$25/hr	\$40/hr	\$50/hr	\$105/hr
Main Hallway	(No Charge)	\$10/hr					
<u>Tennis Courts*</u>							
<u>Middle Schools</u>							
Classroom	(No Charge)	\$20/hr	\$30/hr	\$35/hr	\$50/hr	\$60/hr	\$125/hr
Computer Lab	(No Charge)	\$30/hr	\$40/hr	\$45/hr	\$60/hr	\$70/hr	\$135/hr
Large Group Room	(No Charge)	\$40/hr	\$50/hr	\$55/hr	\$70/hr	\$80/hr	\$100/hr
Auditorium	(No Charge)	\$50/hr	\$70/hr	\$80/hr	\$100/hr	\$115/hr	\$190/hr
Library	(No Charge)	\$30/hr	\$40/hr	\$45/hr	\$60/hr	\$70/hr	\$135/hr
Cafeteria w/o Kitchen	(No Charge)	\$25/hr	\$35/hr	\$40/hr	\$55/hr	\$60/hr	\$130/hr
Cafeteria w/Kitchen	(No Charge)	\$50/hr	\$70/hr	\$80/hr	\$100/hr	\$115/hr	\$190/hr
Gymnasium	(No Charge)	\$25/hr	\$55/hr	\$60/hr	\$65/hr	\$75/hr	\$130/hr
Locker Room	(No Charge)	\$15/hr	\$25/hr	\$30/hr	\$45/hr	\$55/hr	\$100/hr
Adaptive Gym	(No Charge)	\$20/hr	\$30/hr	\$35/hr	\$50/hr	\$60/hr	\$125/hr
Athletic Field	(No Charge)	\$4/hr	\$23/hr	\$30/hr	\$30/hr	\$30/hr	\$75/hr
Outside Bathroom (VFMS)	(No Charge)	\$50/hr	\$65/hr	\$75/hr	\$80/hr	\$100/hr	\$105/hr
Parking Lot	(No Charge)	\$10/hr	\$50/hr	\$60/hr	\$65/hr	\$75/hr	\$90/hr

\* \$30/hour for one court, \$60/hour for two courts

\*\*Class EE Fees per semester block – see Appendix C

Appendix B  
Weekend Rental Fees

	Class A&B	Class C	Class D	Class DD	Class E	Class EE**	Class G
<u>Conestoga High School</u>							
Classroom	(No Charge)	\$30/hr	\$60/hr	\$65/hr	\$90/hr	\$120/hr	\$180/hr
Computer Lab	(No Charge)	\$40/hr	\$70/hr	\$75/hr	\$105/hr	\$125/hr	\$190/hr
Lg. Group Room (140&142)	(No Charge)	\$50/hr	\$80/hr	\$85/hr	\$115/hr	\$135/hr	\$200/hr
Auditorium	(No Charge)	\$60/hr	\$90/hr	\$95/hr	\$150/hr	\$170/hr	\$225/hr
Library	(No Charge)	\$40/hr	\$70/hr	\$75/hr	\$105/hr	\$125/hr	\$190/hr
Cafeteria w/o Kitchen	(No Charge)	\$35/hr	\$65/hr	\$70/hr	\$100/hr	\$120/hr	\$185/hr
Cafeteria w/Kitchen	(No Charge)	\$60/hr	\$90/hr	\$95/hr	\$150/hr	\$170/hr	\$225/hr
Gymnasium(s)	(No Charge)	\$35/hr	\$65/hr	\$70/hr	\$100/hr	\$120/hr	\$185/hr
Locker Room	(No Charge)	\$25/hr	\$65/hr	\$70/hr	\$90/hr	\$110/hr	\$175/hr
Adaptive Gym	(No Charge)	\$30/hr	\$60/hr	\$65/hr	\$90/hr	\$115/hr	\$180/hr
Athletic Field	(No Charge)	\$4/hr	\$23/hr	\$30/hr	\$30/hr	\$30/hr	\$180/hr
Track	(No Charge)	\$20/hr	\$30/hr	\$35/hr	\$85/hr	\$105/hr	\$170/hr
Parking Lot	(No Charge)	\$10/hr	\$50/hr	\$60/hr	\$70/hr	\$70/hr	\$90/hr
Lobby	(No Charge)	\$30/hr	\$60/hr	\$65/hr	\$95/hr	\$115/hr	\$180/hr
Courtyard	(No Charge)	\$35/hr	\$65/hr	\$70/hr	\$100/hr	\$120/hr	\$185/hr
<u>TEAO</u>							
Room 200	(No Charge)	\$40/hr	\$70/hr	\$75/hr	\$105/hr	\$125/hr	\$190/hr
Rooms 201 or 202	(No Charge)	\$35/hr	\$65/hr	\$70/hr	\$95/hr	\$120/hr	\$180/hr

\*\*Class EE Fees per semester block – see Appendix C

Appendix C

LABOR RATES  
(Includes Benefits)

	<u>Basic</u>	<u>Sunday</u>	<u>Holiday</u>
Custodian or Security Guard	\$ 34.00	\$ 46.00	\$ 69.00
Maintenance	\$ 49.00	\$ 66.00	\$ 98.00
Cafeteria			
Manager	\$36.00	\$48.00	\$71.00
Cook	\$30.00	\$40.00	\$59.00
Gen Kitchen Worker	\$26.00	\$35.00	\$52.00
Stage Crew			
Manager	\$44.00	\$44.00	\$44.00
Trained Student	\$17.00	\$17.00	\$17.00

Rates for all personnel are hourly per employee. When use of the facility requires custodial services an additional MINIMUM of 1 hour will be added to the Users AAF. (For Class B Users: no custodial charges if event occurs when custodians are normally on duty; custodial charges outside these hours will be estimated prior to the event and billed to User according to the fee schedule and Appendix C. For Remaining Users (excluding Class A Users): no custodial charges unless the event requires excessive or unexpected custodial services; any such custodial charges will be billed to User according to fee schedule in Appendix C)

The basic labor rate for evening and Saturday usage is comprised of one and one half times the regular pay rate plus benefits. The Sunday labor rate is two times the regular rate plus benefits. The holiday labor rates are three times the regular rate plus benefits.

Semester Block Fees for Class EE Users

The semester equivalent is the use of one classroom for four hours for an eight week period. Any use of classroom exceeding a semester equivalent will incurred the weekly rental rates in Appendix B.

September 2011-May 2012 Rates

Classroom \$690 per semester

Appendix D

Athletic Fields Availability

<u>Days</u>	<u>Hours</u>
Weeknights (Monday – Friday)	5:30 PM - 9:00 PM*
Saturday	8:00 AM -12:00 PM 1:00 PM - 5:00 PM
Sunday	9:00 AM -1:00 PM 1:00 PM - 5:00 PM

Seasonal Dates

Fall	August 23 <sup>rd</sup> through November 15 <sup>th</sup>
Spring	March 13 <sup>th</sup> through June 5 <sup>th</sup>
Summer	June 27 <sup>th</sup> through July 31 <sup>st</sup>

\* Earlier start times may be approved at the discretion of the Business Manager.

# Capital Sources & Uses (10 -Yr Plan)

	B	C	D	E	F	G	H	I	J	K
	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	2017-2018 Projected	2018-2019 Projected	2019-2020 Projected	2020-2021 Projected	2021-2022 Projected	2022-2023 Projected	Total Projected Projects
<b>Sources</b>										
1 General Fund Transfer to Capital Project	10,420,092	10,420,092	10,420,092	10,420,092	9,687,731	4,557,984	(1,209,193)	(6,491,091)	(10,658,288)	
2 Proceeds from Bond Issue	3,765,104	20,261,394	9,222,996	3,810,209	0	0	0	0	0	
3 <b>Total Sources</b>	14,185,196	30,681,486	19,643,088	14,230,301	9,687,731	4,557,984	(1,209,193)	(6,491,091)	(10,658,288)	
<b>Uses</b>										
4 Capital Improvement	0	1,065,257	1,005,118	2,803,236	793,700	150,034	1,350,464	138,660	167,756	7,474,225
5 Deferred Maintenance	5,335,142	3,152,199	3,237,615	1,044,485	3,566,150	4,246,708	2,796,130	3,263,560	3,111,840	29,753,829
6 Roofing	0	0	0	0	0	0	0	0	0	0
7 Regulatory/Safety	0	0	92,547	102,340	100,800	618,194	446,361	221,430	13,600	1,595,272
8 Information Technology Capital Plan	1,844,447	0	0	0	0	0	0	0	0	1,844,447
9 Vehicle Replacement	100,000	0	0	0	0	0	0	0	0	100,000
10 Land Acquisition	0	0	0	0	0	0	0	0	0	0
11 New Eagle Classroom Additions and Site I	0	1,691,943	0	0	0	0	0	0	0	1,691,943
12 Maintenance/Storage Building	0	4,013,848	0	0	0	0	0	0	0	4,013,848
13 Retrofit Lighting Projects	17,129	0	0	0	0	0	0	0	0	17,129
14 Architect, District Costs and Contingencies	206,992	1,115,150	1,077,507	592,509	669,098	752,240	688,943	543,548	493,979	6,139,967
15 <b>Total Uses</b>	7,503,710	11,038,397	5,412,787	4,542,570	5,129,748	5,767,176	5,281,898	4,167,198	3,787,175	52,630,660
16 <b>Balance of Sources over Uses</b>	6,681,486	19,643,088	14,230,301	9,687,731	4,557,984	(1,209,193)	(6,491,091)	(10,658,288)	(14,445,464)	

Source: October 7 2014 Infrastructure Report