



Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Number	707
Status	Active
Legal	<u>1. 24 P.S. 775</u> <u>2. 24 P.S. 511</u> <u>4. 20 U.S.C. 7181 et seq</u> <u>5. 35 P.S. 1223.5</u> <u>20 U.S.C. 7905</u> <u>22 PA Code 403.1</u> <u>24 P.S. 779</u>
Adopted	February 9, 2006
Last Revised	April 12, 2007

### **Purpose**

The Board recognizes that although the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment, the Board may make school facilities available to individuals and community groups without discrimination and in accordance with this policy, provided the use does not interfere with the educational program of the schools.

### **Authority**

The Board shall approve facility use requests and establish a schedule of fees for the use of school facilities by approved groups.[1]

The following priority shall be utilized in granting requests:

1. Parent Teacher Organizations/Parent Teacher Associations.
2. Student Clubs.
3. School-related groups.
4. Local school employee organizations.
5. Boy Scouts, Girl Scouts, Boosters, Amateur Baseball, Little Wolverines, etc.

6. Nonschool-related community activities or groups whose members are primarily district residents; i.e. service clubs, garden clubs, church recreational groups, etc.
7. Neighborhood recreational groups with seventy five (75%) of the membership being district residents.
8. Other non-school/non-profit groups.
9. Profit-making organizations.

### **Delegation of Responsibility**

The Superintendent or designee shall implement procedures for requesting and granting permission for use of school facilities and shall distribute the policy and procedures to individuals affected by them.

An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the Superintendent.

### **Guidelines**

#### Application Process

An individual or community group requesting permission to use the District's facilities or property must submit a written request on the prescribed application form in advance of the proposed date to the Board of Education.

The application must specify the portion of the District's facilities requested for use; proposed activities; number of individuals participating; and the date, time and duration of the proposed event.

When the activity warrants, the user shall present evidence of organizational liability insurance to the limit prescribed by the District.

#### Application Evaluation

1. Conflict with any school-sponsored activity.
2. Access to facilities closed due to renovations, maintenance, cleaning, school calendar, etc.
3. Access to facilities containing equipment or furnishings which if damaged or operated by an unqualified operator would be detrimental to the operation of a school' program.
4. The proposed use would prevent or encumber District personnel from preparing school facilities for their primary purposes, because of the nature or duration of the activity.
5. Individual or community group uses school facilities in excess of five (5) times during any calendar year for the same purpose. This limitation shall not apply to individual athletic contests for children or adults that are part of an overall athletic season schedule and use is approved by the Board of Education.

#### Limitations

When individuals and community groups receive written permission to use the school's facilities under this policy, such use shall be conditioned upon strict compliance with the following:

1. Individuals shall not use, access or enter upon any portions of the facilities or their contents not specified in the approved written request.
2. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request.
3. All activities must terminate and all individuals and community group members must exit the center premises by 10:30 p.m. unless special arrangements have been made in advance.
4. No activities are permitted prior to 1:00 pm on Sunday, unless prior approval is granted by the Board of Education.
5. When advertising or promotional activities are held at District facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the District.
6. All applicable policies, rules and regulations of the District.

Any school equipment that is to be used in conjunction with the requested facility shall be identified at the time of the request for use of the facility. The District will, when necessary, access an hourly fee for the transportation, set-up, take down and removal of such equipment.

Any independent student group requesting use of school facilities shall require supervision by a school employee at all times.

The users of any school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. When rules so specify, no item of equipment may be used except by a qualified operator. If any kitchen equipment is to be used, a food service employee who is trained to use such equipment must be present.

The District shall be held harmless by the user for any liability that arises from the use of school facilities by any non-school related organization, individual or activity.

Users shall be financially liable for damage to the facilities and for providing proper chaperones, police and staff.

#### Prohibited Activities

The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities:

1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.
2. Possession of weapons.[2]
3. Conduct that would alter, damage or be injurious to any District property, equipment or furnishings.
4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.
5. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly

authorized by the Board or administration.

6. Use of tobacco products.[4][5]
7. Political Fundraising, campaigning or other political activities.
8. Religious/Worship Services.
9. No Food or drinks shall be permitted in the Auditorium or Gymnasiums.

### Violations

The School District reserves the right to remove from School District premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.

In the event an individual or community group violates this policy or the terms under which permission was granted to use school facilities, that individual or community group forfeits the right to submit future written requests to use School District property, unless otherwise decided by the Board.

### Fee Schedule

The fee schedule for the use of school facilities based upon the following factors:

1. There shall be no fee charged for the use of school facilities for District operations, educational programs, student activities, recreational use during regular operational hours, community activities that benefit the School District, its programs or students and youth activities; except that the users shall be responsible for chaperones, police services, ambulance service and extra custodial charges.
2. Seniors using school facilities for their Senior Project will have any custodial fees waived.
3. All other organizations or persons granted the use of school facilities shall assume the scheduled fee for the use of school facilities as well as custodial fees when so designated.

[707-Attach-1.doc \(28 KB\)](#)

[707-Attach-2.doc \(29 KB\)](#)

[707-Attach-3.doc \(32 KB\)](#)

Last Modified by Andrew Christ on June 18, 2015