

Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Code	707
Status	Active
Adopted	October 27, 2016
Last Revised	March 26, 2020

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. This policy establishes conditions, restrictions and procedures for the use of school facilities for nonschool-sponsored purposes.

Authority

The Board directs that use of school facilities may be granted to individuals and community groups for the following types of activities:

1. Instruction in any branch of education, learning and the arts, consistent with the district's mission.
2. Social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the community; but such use shall be non-exclusive and open to the public without charge.
3. Recreation, physical training and athletics, including competitive athletic contests for children and adults.

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

Delegation of Responsibility

The Superintendent shall ensure that this policy is posted on the district's publicly accessible website.[2]

The Superintendent or designee shall implement administrative regulations or procedures for requesting and granting permission for use of school facilities and shall distribute the necessary information 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.

Affiliated Organizations

Affiliated organizations as defined in Board policy shall have the following benefit(s) when utilizing district facilities:[2]

1. Authorization for facility use shall be granted under procedures administered by the Superintendent or designee and shall not require Board approval.
2. Charges for facility rental shall not apply.
3. In the event that the organization is raising funds for an activity to benefit the district's students and in which the Board concurs through resolution, actual expenses for support purposes shall be waived in their entirety. This waiver shall not apply to the use of the swimming pool.
4. When the purpose for which funds are being raised has not been approved by Board resolution, the expenses for support personnel required to assure the health and safety of the group during the

event or to provide maintenance or clean-up shall be limited to the actual expenses incurred by the district.

Procedures for affiliations are as follows:

1. All approved school activities for which the district provides a paid sponsor shall automatically be considered as affiliated.
2. Booster clubs and other parent or community support groups shall be approved by the Board and take the following steps to accrue the benefits of affiliation:
 - a. Maintain a copy of current by-laws with the district's activity office.
 - b. Place all organizational funds in the custody of the activity accounts of the district for use by the designated organization for its stated purpose.
 - c. Submit to an annual financial audit by the district Business Office.

Guidelines

Application Process

An individual or community group requesting permission to use school buildings, facilities or school property must submit a written request on the prescribed application form at least two (2) weeks in advance of the proposed date to the building principal.

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

Along with the completed application, the individual or group must submit the following:

1. Payment of the specified rental fee.
2. Evidence of organizational liability to limits required by district guidelines.
3. Documentation evidencing the district shall be held harmless by the user for any liability that arises from use of school facilities by the individual or group.

Application Evaluation

No application to use school facilities shall be approved if the proposed activity would result in any of the following:

1. Conflict with any school-sponsored activity.
2. Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar, or Board action.
3. Access to school facilities containing equipment or furnishings which would be detrimental to the operation of a district program if damaged or operated by an unqualified operator.
4. The proposed use would prevent or encumber district personnel from preparing school facilities for their primary purpose, 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, when the use is approved by the Board.

Limitations

When individuals and community groups receive written permission to use school 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 school facilities or their contents not specified in the approved written request form.

2. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.
3. All activities must begin after 6:00 p.m.
4. All activities must terminate and all individuals and community group members must exit the school premises by 10:00 p.m.
5. When advertising or promoting activities held at school facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the district.
6. School equipment used in conjunction with requested facilities shall be identified when the application is submitted. Users of school equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator, provided by the school.
7. Six-month time limit. Requests to use school facilities will not be considered more than six months ahead of the requested date.

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:[\[3\]](#)

1. Possession, use or distribution of controlled substances prohibited by state or federal law.
2. Possession of weapons.
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. Use of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, as defined in the law.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Products approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, are permitted, as long as the product is not inhaled.

6. Medical marijuana products as prohibited by federal law.
7. Possession, use or distribution of alcoholic beverages.
8. 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.[\[8\]](#)[\[9\]](#)

Violations

The district reserves the right to remove from district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.[\[3\]](#)

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 district property, unless otherwise decided by the Board.

Fee Schedule

Use of school facilities for activities directly related to the educational program and district operations shall be without cost to users.

Legal

1. 24 P.S. 775
2. 24 P.S. 510.2
3. 24 P.S. 511
4. 18 Pa. C.S.A. 6306.1
5. 20 U.S.C. 7972
6. 20 U.S.C. 7973
7. Pol. 904
8. 10 P.S. 328.101 et seq
9. 61 PA Code 901.701
- 24 P.S. 779
- 20 U.S.C. 7905
- 20 U.S.C. 7971 et seq
- 61 PA Code 901.1

707 ATTACHMENT FEE SCHEDULE.docx (119 KB)

Book	Policy Manual
Section	700 Property
Title	Use of Facilities by Staff
Code	710
Status	Active
Adopted	March 30, 2017

Authority

The Board establishes that school equipment and facilities may not be used by district staff for personal reasons, either on or off school property, without explicit authorization or administrative permission.

The Board specifically prohibits personal use of district telephones; personal use of materials, tools, supplies and equipment; and personal use of district vehicles.

Guidelines

District facilities and equipment shall be available for staff use only if in accordance with provisions of an applicable collective bargaining agreement or such use is clearly within the authorization granted in Board policy.[1][2]

Legal	1. Pol. 707
	2. Pol. 708
	24 P.S. 510