

Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Code	707
Status	Second Reading
Legal	1. 24 P.S. 1850.1 2. 24 P.S. 775 3. 24 P.S. 511 4. 10 P.S. 328.101 et seq 5. 61 PA Code 901.701 6. 35 P.S. 1223.5 7. 20 U.S.C. 7182 8. 20 U.S.C. 7183 24 P.S. 779 61 PA Code 901.1 20 U.S.C. 7181 et seq 20 U.S.C. 7905 9. 24 P.S. 777

Purpose

The Joint Operating Committee recognizes that although the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment, the Joint Operating Committee 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 school.

Authority

The Joint Operating Committee directs that use of school facilities may be granted to individuals and community groups for the following types of activities:[\[1\]](#)

1. { [x](#) } Instruction in any branch of education, learning and the arts, consistent with the school's mission.
2. { [x](#) } 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. { [x](#) } Polling places for holding primaries, elections and special elections, as permitted or required by state law.

4. { x } Recreation, physical training and athletics, including competitive athletic contests for children and adults.

The Joint Operating Committee shall establish a schedule of fees for the use of school facilities by approved groups.[\[2\]](#)

Delegation of Responsibility

The Director 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

{ } Director.

{ } Business Manager.

{ } Joint Operating Committee Secretary.

{ } building administrator.

{ x } Facilities Manager ~~Supervisor of Buildings and Grounds~~.

Guidelines

Application Process

An individual or community group requesting permission to use the school's buildings, facilities or property must submit a written request on the prescribed application form at least ten (10) days in advance of the proposed date to the

{ } Director.

{ } Business Manager.

{ } Joint Operating Committee Secretary.

{ } building administrator.

{ x } Facilities Manager ~~of Buildings and Grounds~~.

The application must specify the portion of the 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. { x } Payment of the specified rental fee.
2. { x } Evidence of organizational liability to limits required by school guidelines.
3. { x } Documentation evidencing the school shall be held harmless by the user for any liability that arises from use of 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 facilities closed due to renovations, maintenance, cleaning, the school calendar, or Joint Operating Committee action.
3. { ☒ } Access to facilities containing equipment or furnishings which would be detrimental to the operation of a school program if damaged or operated by an unqualified operator.
4. { ☒ } The proposed use would prevent or encumber school personnel from preparing facilities for their primary purpose, because of the nature or duration of the activity.
5. { ☐ } Individual or community group uses 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 the use is approved by the Joint Operating Committee.

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 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 5:00 p.m.
4. { ☒ } All activities must terminate and all individuals and community group members must exit the premises by 9:00 p.m.
5. { ☒ } When advertising or promoting activities held at facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the school.
6. { ☒ } School equipment used in conjunction with requested facilities shall be identified when the application is submitted. Users of 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. Approved users shall ~~will~~ provide adequate supervision to ensure proper use of the grounds, equipment and furnishings.
8. School equipment used in conjunction with requested facilities shall be identified when the application is submitted. ~~users~~ Users of school equipment must accept responsibility ~~liability~~ for any damage to or loss of equipment that occurs while in their use. ~~where rules~~ Where rules so specify, no equipment may be used except by a qualified operator provided by the school.

9. The approved user is responsible for setting up, moving, dismantling, and returning furniture, equipment and supplies to their proper place.
10. Use of facilities on weekends, or when the school would otherwise be closed requires that a school employee be on site. Payroll cost will be billed to the approved user per the fee schedule.
11. The approved user is responsible for performing all custodial chores necessary to restore the facility and furniture to the condition in which it was found. Payroll costs will be billed for additional services.
12. ~~Emergency closing of the school when~~ When the school facilities are closed due to inclement weather or any other reason, the approved applicant use of the school facilities shall will be canceled.
13. The school shall be held harmless by the user for any liability that arises from the use of facilities by the individual or group.
14. The approved user shall be financially responsible liable for damages to the facilities facilities. ~~facilities~~ ^[9]

Prohibited Activities

The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said facilities: ^[3]

1. { ☒ } Possession, use or distribution of illegal drugs and/or alcoholic beverages.
2. { ☒ } Possession of weapons.
3. { ☒ } Conduct that would alter, damage or be injurious to any school 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 Joint Operating Committee or administration. ^{[4][5]}
6. { ☒ } Use of tobacco/nicotine and nicotine delivery products. This policy does not prohibit the use of a nicotine patch, gum or lozenge as a smoking cessation product by adults using the school facilities. ^{[6][7][8]}

{ } The Joint Operating Committee designates specific areas for tobacco/nicotine use by the public on property owned, leased or controlled by the school that is at least fifty (50) feet from school buildings, stadiums and bleachers. ^[6]

Violations

The school reserves the right to remove from school 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 school property, unless otherwise decided by the Joint Operating Committee.

Fee Schedule

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

{ ~~x~~ } except that the user shall be responsible for extra custodial fees.