



Book	Policy Manual
Section	700 Property
Title	Use Of School Facilities
Number	707
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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 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 school 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. Polling places for holding primaries, elections and special elections, as permitted or required by state law.
4. 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 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 school buildings, facilities or school property must submit a written request on the prescribed application form in advance of the proposed date to the Superintendent.

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 school 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.

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. 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 school district.

4. 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.

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.[3]
6. Use of tobacco products.[4][5]

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

Use of school facilities for activities directly related to the educational program and district operations shall be without cost to users, except that the user shall be responsible for extra custodial fees.

- Legal
1. 24 P.S. 775
 2. 24 P.S. 511
 3. 10 P.S. 311 et seq
 4. 20 U.S.C. 7181 et seq
 5. 35 P.S. 1223.5

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Last Modified by Policy Staff on September 8, 2017

**SCHUYLKILL HAVEN AREA SCHOOL DISTRICT
REGULATIONS FOR NONSCHOOL USE OF SCHOOL DISTRICT FACILITIES**

The purpose of this policy is to establish the eligibility of groups or organizations who may be allowed to use the facilities under the supervision of the Board of School Directors of the Schuylkill Haven Area School District, the purpose for which these facilities shall be used and the rates which shall be charged.

Conditions For Use Of Facilities

1. Since the Board of School Directors is charged by law with responsibility for school facilities, it must reserve the final right to approve or deny the use of school facilities when the Board deems it necessary in the public interest. The Board of School Directors shall use the following guidelines in interpreting what the "public interest" is:
 - a. The sponsoring organizations will conduct orderly meetings, and further, such gatherings will not be of a nature to incite others to disorder.
 - b. The sponsoring organizations will conduct meetings which are not abusive to other groups by reason of race, creed, color, sex, handicap, or veteran status.
2. All school buildings and grounds are to be used for educational, civic, social, religious, recreational and similar functions by approved groups or citizens or organizations.
3. No public school building nor grounds shall be used for a purpose that is unlawful. Any use of alcoholic beverages, drugs and tobacco in any form is prohibited.
4. School buildings shall not be used for celebrations which are essentially private in nature. The rental of the swimming pool for student birthday parties is not affected by this guideline.
5. Any organization requesting the use of the swimming pool, gymnasium, athletic and baseball fields, must provide a certificate of insurance listing the school district as additional insured five (5) days prior to the event. Minimum requirements for the certificate of insurance shall be combined single units of \$1,000,000 per occurrence and aggregate.
6. Use of athletic facilities will be limited to those sports that are currently in season or in the immediately upcoming season. For instance, in October the facilities may be used for fall or winter sports only. Dates for each season will be based on PIAA District 11 calendar.
7. Any damage to any school district property and equipment must be paid for by the responsible organization.
8. Groups without any affiliation with the Schuylkill Haven Area School District may not use school facilities for dances.

Fee Schedule By Organization Classification

Group A – No Fees

All Schuylkill Haven Area School District classes, clubs, athletic teams or other school-related groups such as the P.T.O., S.H.E.A., S.H.A.E.S.S.P., and service groups such as the local fire companies and police department, Rotary and Lions, and any others as the Board may direct.

Group B – No Rental Fees, Reimbursement for Additional Expenses

All state, county, and local governmental units, civic, and nonprofit organizations. Examples include Boy Scouts, Girl Scouts, Bidy Basketball, Youth Soccer, Bidy Wrestling, Schuylkill Haven Business and Professional Association, etc.

- Additional expenses shall include but are not limited to the following: lifeguards, school police, additional custodial or cafeteria personnel services, and meeting supplies.
- All custodial and cafeteria personnel hourly rates are at the overtime or double overtime rates.
- Lifeguard rates are regular hourly rates.
- The utility fee is currently set at \$75.00, up to four (4) hours.
- Hiring School Police, if necessary, is the responsibility of the organization.

Group C – All other organizations

Gymnasium	
Daily Rate	\$240 plus additional expenses
Hourly Rate	\$ 30 plus additional expenses
Outdoor Basketball Courts	
Daily Rate	\$100 plus additional expenses
Hourly Rate	\$ 15 plus additional expenses
Swimming Pool	
Daily Rate	\$240 plus additional expenses
Hourly Rate	\$ 30 plus additional expenses
Athletic Field (Rotary Field)	
Daily Rate (Day)	\$500 plus additional expenses
Daily Rate (Night)	\$700 plus additional expenses
Baseball Fields	
Daily Rate	\$240 plus additional expenses
Hourly Rate	\$ 30 plus additional expenses
Concession Stand (Rotary Field)	
Daily Rate	\$ 50 plus additional expenses
Hourly Rate	\$ 10 plus additional expenses
Cafeteria	
Daily Rate	\$150 plus additional expenses
Hourly Rate	\$ 20 plus additional expenses
Classroom	
Daily Rate	\$ 75 plus additional expenses
Hourly Rate	\$ 10 plus additional expenses
Library	
Daily Rate	\$ 75 plus additional expenses
Hourly Rate	\$ 10 plus additional expenses
Auditorium	
Daily Rate	\$500 plus additional expenses
Hourly Rate	\$ 65 plus additional expenses

Swimming Pool – Birthday Party

	<u>Residents</u>	<u>Nonresidents</u>
Two Hour Party (1 Lifeguard – party of 15)	\$ 85.00	\$ 100.00
Two Hour Party (2 Lifeguards – party of 16-30)	\$ 100.00	\$ 125.00
Two Hour Party (3 Lifeguards – party of 31-45)	\$ 120.00	\$ 150.00
Two Hour Party (4 Lifeguards – party of 46-60)	\$ 140.00	\$ 175.00

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- Lifeguard rates are regular hourly rates.
- The utility fee is currently set at \$75.00, up to four (4) hours.
- Hiring School Police, if necessary, is the responsibility of the organization.

Sunday facilities usage as follows:

12:00 noonSetup/Warm-ups
 1:00 pmEvent Start Time