

Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Number	707
Status	Active
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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.

### **Classes:**

Class A - Priority 1 - Student organizations related or associated with the Wyoming Area School District. Adult organization directly associated with the Wyoming Area School District including parent advisory committees, athletic and music booster groups or others that the Board may so recognize.

Class B - Priority 2 - Organizations of a service or semi-educational nature to school or children not associated with the school as scout groups, little league, and mini football groups.

Class C - Priority 3 - Organizations located within the community that engage in religious, philanthropic, service, and cultural activities and whose profits are used for community interests or child welfare activities.

Class D - Priority 4 - Organizations located within the community that would use school facilities

for profit which is used by the group for personal advancement.

Class E - Organizations not located within the school district who might otherwise be classified as A, B, C, or D.

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 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.

### **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 ten (10) days before the work session and at least thirty (30) days 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.

1. In the event the Board authorizes the use of school facilities by a group, the group will be notified in writing by the Board Secretary.
2. Organizations using school facilities are restricted to the times and area indicated on the permit. Use of the facilities at times and areas not authorized by the Board is cause for revocation of the use of the permit by the Board.
3. The person designated by the requesting organization as the responsible official of that organization will be required to carry on his/her person a copy of the permit during the periods of authorized use. School officials will request presentation of the permit during the approved time.
4. Parking is restricted to areas designated by the school officials and not permitted on athletic fields.
5. Nothing shall be sold, given, exhibited or displayed without prior permission.
6. When the school cafeteria is used, only designated school employees may operated equipment, the number of whom to be determined by the Cafeteria Manager, the cost of which is to be assumed by the requesting organization.
7. When gymnasiums, auditoriums or cafeterias are used by Class B, C, D & E organizations the district will designate a regular custodian(s) to be present to have general supervision of the facility. The cost for this service will be paid by the using organization.

8. When outdoor facilities of the district are used by Class A, B, C, D & E organizations, the organization shall clean the area after each use to the satisfaction of the district. In the event that school employees must clean up after an organization using the outdoor facilities, the organization will be denied continued use of the facility until such time that equivalent fees are paid to the district for such additional services.
9. When a facility is used by a Class B, C, D & E organization, a rental fee must be paid in advance of their use by the using organization. See attached Rental Fee Schedule. The organization may be responsible for cost of security.
10. The Board reserves the right to designate a school official to schedule and monitor the use of the district's facilities.
11. The Board reserves the right to refuse a permit to any group not following the established policies of the Board.
12. School equipment used in conjunction with requested facilities shall be identified at the time that the request for use is made. Users of school equipment must accept liability for any damage or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator.
13. Users shall be financially liable for damage to the facilities and for proper chaperones.
14. Unless exempt, all organizations or persons granted the use of schools shall assume the scheduled fee. (Annual report of rental fees shall be provided by Facility Director.)

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. All requesting groups must provide a copy of certificate of liability insurance in the amount of \$1,000,000.00 per incident prior to the issuing of a "use permit".
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.
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 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. 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:[2]

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 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.[5][3]
6. Use of tobacco products.[4][6][7]

### 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.[2]

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. 61 PA Code 901.701
4. 35 P.S. 1223.5
5. 10 P.S. 328.101 et seq
6. 20 U.S.C. 7182
7. 20 U.S.C. 7183
- 24 P.S. 779
- 22 PA Code 403.1
- 61 PA Code 901.1
- 20 U.S.C. 7181 et seq
- 20 U.S.C. 7905
- Pol. 000

[BASIC RENTAL FEES FOR USE OF FACILITIES POLICY 707.docx \(15 KB\)](#)

Last Modified by Denise Holmes on November 30, 2018