



Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Number	707
Status	Active
Adopted	June 18, 2012
Last Revised	August 24, 2015

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 will provide for the use of school facilities when permission has been requested in writing and has been approved by the Superintendent in accordance with the following order of priority:

1. Requests by school-related organizations.
2. Requests by nonschool-related community activities.
3. Requests by private interest groups.
4. Request by employees offering curriculum extension.

The use of school facilities shall not be granted for any purpose which is prohibited by law.

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

Users shall be financially liable for damage to the facilities and for proper chaperonage.

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

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

1. Payment of the specified rental fee, if applicable.

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.
4. Any additional costs to District as a result of facility usage.

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.[\[3\]](#)[\[7\]](#)
6. Use of tobacco products.[\[4\]](#)[\[5\]](#)[\[6\]](#)

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 and/or security costs.

All (other) organizations or persons granted the use of schools shall assume the scheduled fee therefore payable in advance, one-half fee payable upon application approval and one-half fee payable on start date of facility use.

Legal

- [1. 24 P.S. 775](#)
 - [2. 24 P.S. 511](#)
 - [3. 61 PA Code 901.701](#)
 - [4. 35 P.S. 1223.5](#)
 - [5. 20 U.S.C. 7182](#)
 - [6. 20 U.S.C. 7183](#)
 - [7. 10 P.S. 328.101 et seq](#)
 - [24 P.S. 779](#)
 - [22 PA Code 403.1](#)
 - [20 U.S.C. 7181 et seq](#)
 - [20 U.S.C. 7905](#)
 - [61 PA Code 901.1](#)
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