

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: March 18, 2013

REVISED: formerly #8800

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

707. USE OF SCHOOL FACILITIES	
1. Purpose	<p>The Board recognizes the fact that public schools are established, maintained, and operated at public expense. The Board holds the philosophy that school facilities and grounds should be available for residents for legitimate community purposes so long as such use does not interfere with the operation of the school program, or result in undue operational costs to the district.</p>
2. Authority SC 775	<p>School facilities and grounds will be made available to responsible resident organizations in the community according to district policy and administrative regulations. Fee schedules shall be determined by the administration and approved by the Board. Costs for services of district personnel shall be the responsibility of the organizations using the facility.</p> <p>Authorization for use of school facilities shall not be considered as endorsement or approval of a particular group or activity.</p> <p>District facilities exist primarily for the benefit of the students in the school district and its related organizations. The district reserves the right to cancel any scheduled, nonschool activity should the district need the facility.</p> <p>The Board or its designee reserves the right to make final decisions on any application, to make any additional rules and regulations, and to grant any waivers which it deems necessary in the public or district interest.</p>
3. Guidelines	<p>Requests should be submitted at least thirty (30) days in advance of intended use. The district will not be responsible for timely responses to requests received on shorter notice. All approved requests will be confirmed in writing. Applications for use of school facilities are available through the office of the principal in each building.</p> <p>Applications will be taken on a first-come, first-served basis.</p> <p>No request for use of facilities will be considered for periods extending beyond a one-year period.</p>

Use of facilities by school and school-related organizations may be decided upon by the appropriate principal so long as the use complies with all provisions of this policy and the Administrative Regulations.

All uses of facilities for which fees are charged and/or services of school personnel are required should be confirmed in writing by the Business Administrator. Billings will be made after use of the facility and following receipt of necessary information from the responsible administrator(s) and/or director(s).

Unauthorized use of school equipment, abuse of any facility, and/or nonpayment of fees may constitute grounds for denying further use of any school facility.

School authorities reserve the right to supervise all functions.

The user of facilities agrees to assume total responsibility for any liability or injury incurred by anyone attending or participating in the function and shall not hold the school district responsible.

Each user shall present a certificate of insurance specifying liability insurance as outlined in the application procedures. The district shall be identified as an additional insured.

Specific Requirements For Use

A member of the facilities department must be present for all events requiring a use contract. Therefore, use of facilities is subject to retaining appropriate staff.

Organizations using district facilities shall assume full responsibility for proper care and use of district property. Any damage to district property which exceeds normal wear and tear as determined by the district will be repaired or replaced by the district at the expense of the organization.

Only personnel authorized by the school district may operate special equipment such as auditorium and stage lighting, electrical score boards, projection equipment, etc. Principal will assign competent personnel to operate such equipment and report number of hours worked immediately after the event to the Business Office. When any additional expense is incurred, the salaries and related costs of those personnel involved, as established by the service fee schedule, must be borne by the group using the facility.

Kitchen and dishwashing equipment may only be operated under the direction of authorized school personnel. The Food Service Director will assign such personnel and forward a report of their earnings to the Business Office. The actual cost of salary and related costs must be borne by the groups or organization using the facilities.

<p>35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7182, 7183</p> <p>SC 511</p>	<p>A certified food handler approved by the Food Service Director must be present whenever food is served in the cafeteria.</p> <p>The organization using school facilities is expected to use its own materials and consumable supplies.</p> <p>Facilities shall be placed in the same condition as they were prior to their use.</p> <p>Organizations using district facilities shall provide sufficient, competent adult supervision. The amount and type of supervision including security police shall be determined by the Board or designee, the cost to be borne by lessee.</p> <p><u>Restrictions</u></p> <p>Sneakers or gym shoes must be worn while playing or coaching in gyms.</p> <p>Groups are restricted to the areas specifically approved in the facilities use application.</p> <p>All out-of-pocket expenses, including but not limited to wages, benefits, snow or refuse removal, for Sunday or Holiday use of any school-owned facility must be borne by the organization using the facility, regardless of their Classifications.</p> <p>Temporary storage of supplies and equipment may be provided by the responsible principal if space is available. The district assumes no responsibility for property theft or other loss on its premises.</p> <p>Decorating facilities, setting stage scenery, etc., may be undertaken only under the supervision of an authorized school employee. Scenery and other stage property may not be affixed to any structure by means of permanent fasteners such as screws, nails, etc. All items must comply with the existing fire regulations. All scenery decorations and properties must be removed within twenty-four (24) hours after use or before the next school session opens. The district assumes no responsibility for property theft or other loss on its premises.</p> <p>Alcoholic beverages and controlled substances shall not be permitted on school property.</p> <p>Use of tobacco products inside the building or on school property is prohibited.</p> <p>Food and drink are permitted in designated areas only.</p> <p><u>Prohibited Activities</u></p> <p>The following activities are strictly prohibited in school facilities when community groups are granted written permission to use said school facilities:</p>
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<p>SC 511</p> <p>10 P.S. Sec. 311 et seq Title 61 Sec. 901.701</p>	<ol style="list-style-type: none"> 1. Possession of weapons or replicas of weapons. 2. Conduct that would constitute a violation of Pennsylvania Crimes Code, and/or state and federal laws and regulations. 3. 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 designee. 4. Uses that are not consistent with local ordinances or other governmental rules/regulations.
<p>SC 511</p>	<p><u>Violations</u></p> <p>The school district reserves the right to remove from school district premises any community group who fails to comply with the terms and conditions of this policy and established procedures.</p> <p>In the event a community group violates this policy or the terms under which permission was granted to use school facilities, that community group forfeits the right to submit future written requests to use school district property, unless otherwise decided by the Board.</p> <p><u>Special Provisions</u></p> <p>School facilities may not be utilized for partisan political purposes.</p> <p><u>Rental Fees</u></p> <p>Rental fees may be reviewed annually by the Board.</p> <p>Organizations using the facilities on a fee or non-fee basis may be subject to personnel service charges. The Business Office will bill the actual costs incurred by the school district.</p> <p>Organizations requiring the services of the district Food Service Department will be charged at a rate to be established by the administration.</p> <p>Any such costs are in addition to the scheduled rental fees.</p> <p>Fee schedules shall apply to those classifications of organizations listed. The district's Business Office will bill the using organization or group for all rental fees and personnel service charged as specified. The rental fee shall be based on the time the organization requests the doors to be opened and until the user vacates the building. Personnel charges, if any, shall include any additional advance preparation and cleaning time to return the facility to its condition prior to the activity.</p>

Classifications

1. Class I

- a. TVASD sponsored Groups: student groups properly organized and approved by the Board.
- b. TVASD related Groups: PTSO, booster clubs, Citizens Advisory Council, employee groups, and other groups that serve only TVASD students.
- c. Local Government Agencies: when no admission or other fee is charged for participation.

2. Class II

- a. Nonprofit Resident Groups: civic, church and other area organizations not listed above, sponsoring programs of social, educational, recreational, civic or cultural value to area residents (see fee schedule).
- b. For-Profit Resident Organizations and Business Groups: (see fee schedule).

Exception

Institutions of higher education offering courses to TVASD employees and residents are included in Class II b.

References:

School Code – 24 P.S. Sec. 511, 775, 779

State Board of Education Regulations – 22 PA Code Sec. 403.1

Department of Revenue Regulations – 61 PA Code Sec. 901.1, 901.701

Local Option Small Games of Chance Act – 10 P.S. Sec. 311 et seq.

School Tobacco Control – 35 P.S. Sec. 1223.5

Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.

Boy Scouts of America Equal Access Act – 20 U.S.C. Sec. 7905