

COMMUNITY USE AND LEASING OF SCHOOL FACILITIES

Background

The School Board traditionally has recognized that the community has a large capital investment in School District physical facilities and that these should be made available to responsible groups for legitimate community activities when such use does not interfere with the operation of a complete and well-rounded program of student instruction and recreational activity.

Section 775 of the Public School Code pertains to the use of school grounds and buildings and states that the "board of directors of any district may permit the use of school grounds and buildings for social, recreational, and other purposes, under such rules and regulations as the board may adopt..."

Sections 709 and 775 of the Public School Code also allow boards of school directors to lease unused portions of school buildings for lawful purposes.

Under this authority this School Board over the years has adopted various policies and the Administration has implemented special rules and regulations for the use of school facilities by community groups, for the classification of such groups, and for the leasing of school facilities.

Definition

The term "facilities" includes buildings, grounds, auditoriums, swimming pools, athletic fields, tennis courts, and related equipment.

The term "use" means the temporary utilization of District facilities, pursuant to permit, for a short term period of time. Persons or groups "using" District facilities may have exclusive use of such facilities only for the hours and/or days specified in the permit.

The term "lease" means the utilization of District facilities, pursuant to a lease, whereby the party leasing the property has exclusive use and enjoyment of the facilities, as well as any rights under law, even if such party is not physically present using the facilities.

Objectives

The objectives of this policy are to:

1. Encourage the reasonable use of school facilities for programs of benefit to the community.
2. Provide a fair and systematic procedure for handling requests to use and to lease facilities under School District jurisdiction.
3. Provide control over the use and leasing of school facilities.

Policy

- A. As to use of school facilities, it is the policy of the Mt. Lebanon School Board to:
1. Encourage the use of School District facilities by responsible groups for social, recreational and other purposes, when such use does not interfere with curricular or extracurricular activities directed by the schools.
 2. Generally approve applications for facility use by groups from within the School District only. However, approval for facility use by groups from outside the District under unusual circumstances may be granted when such use will provide exceptional benefit to residents of the District.
 3. Develop classifications for the use of facilities by "no admission" and non-fundraising groups at nominal rates and provide for the periodic review of the use and compliance by such groups with School District rules and regulations.
 4. Establish forms and an equitable set of fees and regulations governing the use of facilities which shall be maintained on file in the offices of the superintendent and of the principals of each school. Permits for use of facilities at individual schools shall be issued by the principal of the school or by other designated individuals. When fees are to be paid, they shall at least cover the cost to the School District for the additional light, heat, water, attendants, custodial services, public liability insurance and other charges resulting from that use of the school facility.
 5. Deny non-school groups having a permit to use school facilities the right to advertise or sell programs, merchandise, services or raffle tickets while using school facilities. Upon written application the superintendent shall have the authority to waive this provision under such circumstances and conditions as shall be established by the Administration. Any such waivers shall be reported by the Superintendent to the School Board on a regular basis.
 6. Cooperate with the municipal government in using School District facilities outside school hours to provide supervised recreational activities.
- B. As to the leasing of school facilities, it is the policy of the Mt. Lebanon School Board that:
1. Space not required for the instructional program or other needs of the regular school program may be rented to produce additional revenue.
 2. Because available space for leasing is limited, the District will lease space only for daycare centers and to entities whose purpose is exclusively educational in nature.
 3. The administration shall inform School Board members of all long-term leases (one year or more) recommended by the administration at least one week prior to consideration at a public board meeting at which official board action will be taken.

4. Short-term leases (less than one year) will be reviewed and acted upon by the superintendent and reported to the School Board at its next regular meeting.
 5. Leases and renewals will be reviewed as appropriate each year.
- C. As to both the use and leasing of school facilities, it is the policy of the Mt. Lebanon School Board to:
1. Require applications for facility use and rentals to be presented in writing on the District's forms.
 2. Require groups permitted to use or lease facilities to agree to abide by District regulations for use of the property.
 3. Hold the group using or leasing school facilities responsible for damage to District property resulting from its use of school facilities.
 4. Disclaim liability for damage to property owned by the group using or leasing District facilities.
 5. Reserve the right to reject or revoke any application for use or leasing of school facilities.

Administrative Responsibility

The Administration is hereby authorized and directed to adopt such reasonable rules, regulations and procedures as shall be necessary and proper for the implementation of this policy, to establish and maintain equitable sets of fees governing the use and leasing of school facilities, and to annually present these schedules of fees to the School Board for approval. Such rules, regulations and procedures shall be reported to the School Board promptly upon adoption by the Administration and shall be effective upon such adoption until and unless changed by the School Board or the Administration.

Communication

The Administration shall communicate this policy to:

1. All individuals and groups requesting the use of school facilities.
2. All administrative personnel involved in implementation of the policy.

Adopted December 21, 1964
Revised September 26, 1977
Revised May 21, 1990
Revised March 18, 1996
Revised October 16, 2000
Revised March 17, 2003
Revised February 24, 2014
Revised February 25, 2019