



Book	Policy Manual
Section	700 Property
Title	Copy of Use of School Facilities
Code	707
Status	First Reading
Adopted	December 20, 1993
Last Revised	August 24, 2015

### **Authority**

The Board of School Directors recognizes the community needs school facilities for recreational, social, and educational purposes. The Board of School Directors encourages the public use of the District's facilities. The Board of School Directors intends that school facilities are used by residents and community groups that are located within William Penn School District boundaries, and will show preference to such groups. Groups located outside of William Penn School District will be afforded the opportunity to use facilities according to the regulations in the appendices. These groups may use school facilities according to established regulations and when use does not interfere with school programs or building maintenance. It is the position of the district that while the district and the community's best interests are served when the District Facilities are responsibly used by community groups. The Operations Supervisor, Building Principal, Athletic Director, or their designee, may cancel any application for school use should conflicts with school programs develop.[\[1\]](#)

The Board of School Directors authorizes the Superintendent, the Operations Supervisor of the Business Office, or their designee to revoke any permit. School facilities availability is affected by the school's calendar, requirements, and activities. The District may assign necessary employees to staff buildings. The user and/or sponsoring organization will pay such expenses when applicable.

School, school-related, community or civic/ service, and other organizations or individuals that provide educational, civic, recreational, or cultural programs are eligible to use the school facilities. Governmental agencies may use school facilities for public hearings and meetings. Profit-making organizations may be eligible to use the school facilities according to the regulations in the appendices.

Questions referencing a request for use eligibility shall be resolved by the Operations Supervisor of the Business Office. If eligibility is contested, the request will be referred to the Superintendent. The Superintendent will review the request and recommend action by the Board.

All district residents, regardless of Borough of residence, shall be charged the same fees for events held at District Facilities by any applicant.

### **Categories of Individuals, Groups and Organizations**

The individual groups, and/or organizations that may request permission to use District facilities are as follows:

## ***User Classifications –***

### **Class A – School Sponsored Activities**

1. No rental fee or application fee.

### **Class B – District and School Related Parent Organizations, Boosters and Foundations**

1. No rental fee or application fee.
2. No charges for any support personnel needed during regular operational hours; if determined to be required by the District, support personnel needed outside of these hours will be billed to user.
3. User accepts responsibility for set-up and breakdown of the event.

### **Class C – Youth Community or Youth Sports Groups (with no admission fee for event and an audited 70% resident membership)**

1. No rental fee for field use only by community sports youth groups. Portable Restrooms must be supplied by group from an approved vendor.
2. Indoor use fees per attached schedule apply.
3. No support staff charges if event occurs when staff are normally on duty and/or the event does not require excessive or unexpected services.

### **Class D – Community Youth Groups (with no admission fee for event and an audited less than 70% resident membership), Community Adult and Non-Profit Groups for District Residents, William Penn School District Graduates, Adult Education Programs for District Residents (with no admission fee for event)**

1. Rental fee per attached schedule. Portable Restrooms must be supplied by the organization from an approved vendor.
2. Indoor use fees per attached schedule apply.
3. No support staff charges if event occurs when staff are normally on duty and/or the event does not require excessive or unexpected services.

### **Class E – Local Organizations and those organizations that charge an admission fee or any other type of fee**

1. Rental fee per attached schedule. Portable Restrooms must be supplied by the organization from an approved vendor.
2. Support staff charges will apply.

### Application Processing Procedures and User Requirements

1. All groups (Users) requesting use of district facilities are required to submit a District application form which can be found on our website at [www.williampensd.org](http://www.williampensd.org)
2. No group will be permitted use of school facilities if it interferes with school programs. The Operations Supervisor, Building Principal, Athletic Director, or their designee, may cancel any application for school use should conflicts with school programs develop. School authorities reserve the right to limit, restrict, or prohibit proposed school facilities use when this use is not in the interest of the District or community.
3. Users recognize the fact that the District making its facilities available to the community in accordance with Board policy and administrative regulations does not create any right for user

to the continued use of the facilities except at the discretion of District.

4. An authorized organization representative must digitally sign each application for each facility request. This person will be responsible for the proper facility use and be the contact person for District administration. If a contact person is changed for any reason, the District must be notified immediately. A secondary contact person may be necessary.
5. Applications will only be accepted for the current sports season. No contract will be longer than six (6) months in duration. Exceptions can be made at the discretion of the District.
6. Starting in the 2016-2017 academic year, all applications must be submitted via our website with a non-refundable twenty- five dollar (\$25) application fee per type of activity for the period covered by the application.
7. All approved users will receive final approval for their requests when the approved application is returned to the requester. A meeting with the Superintendent's Designee may be required for a user/ group to receive final approval.
8. After the application has been approved and signed by or on behalf of the district and by the applicant, it becomes binding upon the applicant. The applicant may not assign, sublet, or transfer its privileges to any other individual, group, or organization, without prior written consent of the appropriate district representative.
9. Users understand that the application is limited to use of the designated facility, building or field. The user and anyone accessing the facility through the user group may not access other parts of the facility, building or field not expressly set forth on the application. The user is responsible for supervising all individuals in user group. The District reserves the right to terminate applications or refuse to issue future approvals to users who fail to abide by this provision. A copy of the permit must be present at the event, and must be presented upon request from District staff.
10. Charges for all facility requests will be estimated in advance of the activity itself. Approval letters will include the fee, due prior to the event. Added fees may be assessed for additional rental time and/or excessive and unexpected clean up or support services.
11. Any user, other than Classifications A & B, charging admission, or using the facilities for fund raising purposes will be charged according to Class E, unless the proceeds directly benefit District school children or the School District.
12. In the event that a User needs to cancel, the user shall inform the District in writing to the Operations Supervisor two (2) weeks prior to the scheduled event or pay as liquidated damages the rental fee heretofore provided. There will be no refunds of rental fees for cancellations requested less than two weeks prior to the scheduled use of facilities. This applies except when cancellation is due to a School District decision, for weather, or other circumstances.
13. Users are responsible for damage to District facilities. If facility users find the part of the premises approved for use to be damaged or defective, the user should report this condition before using the facility.
14. Any group using District facilities is required to restore or pay for the restoration to original condition, at the discretion of the District, any property destroyed or suffering from more than normal wear and tear. The District shall be the sole judge of destruction of property or excessive wear and tear.
15. The District reserves the right to close any facility for safety concerns related to construction, field renovations, or any other reason that the District feels necessary. Facility use is automatically cancelled when the facilities are closed by school authorities because of local, state, or national disaster, or emergencies (fire, flood, storms, or mechanical failure) as well as

weather-related school closings. It is the user's responsibility to verify building availability. Rescheduling cancelled events will be handled on a case-by-case basis.

16. Uses are subject to the appropriate support personnel being available and willing to work as needed. The District reserves the right to cancel any use of building when custodial, maintenance, security or kitchen services are not available for any reason.
17. Applicants will complete an indemnification agreement (Appendix C) signed by an organization member or individual who is designated to have that responsibility. The application is not complete until it is accompanied by the signed and dated indemnification form. Class A and Class B applicants are not required to furnish the indemnification agreement.
18. The organization or group will provide a Certificate of Insurance to the School District Supervisor of Buildings and Grounds when the facilities use application is submitted. Applications will be considered incomplete and will not be further processed unless a Certificate of Insurance accompanies the application. The minimum insurance limits provided shall be \$1,000,000 for personal injury and \$500,000 for property damage.
19. Applicants will sign and acknowledge the Rules of Use form (Appendix) and return to District with completed application, indemnification form, and evidence of insurance.

### Classification and Fee Schedule

The fee schedule is compatible with individual, group and organization categories:

1. Rental fees for all users Class C and higher and
2. Charges for technical services, including custodial and cafeteria services.
  - a. Classifications and Fee Schedule are in Appendices?

### Personnel Service Charges

1. The District reserves the right to require that authorized school personnel are employed to operate District equipment.
2. Custodial costs are assessed for time worked outside of the custodian's normal work routine. When custodial time is required, as overtime for extra work, or when a custodian comes into the building when school is normally closed, the custodian fee is charged.
3. Arrangements for kitchen use and number of employees required shall be made through the building cafeteria manager thirty (30) days in advance. Organizations and groups who have banquets will be charged food supplies, and personnel costs for preparation, serving, and supervision. Organizations and groups subject to rental fees will be charged the building rental fee in addition to the food and preparation costs. When the kitchen or kitchen/cafeteria is used, a cafeteria employee must be employed to supervise school equipment use.
4. If only the cafeteria is being used, without the kitchen or staff, then the group must provide an event license from the Delaware County Health Department, if food is being served.
5. The District reserves the right to assign a security monitor or supervisor to an event at a cost to the applicant.
6. Billing for all anticipated personnel service charges will be done in advance (except Class A and B). A reconciliation and final bill or refund will be calculated following the event.

### Rental Fee Schedule located in Appendix E

Fees do not include custodial charges and are based on a per hour use. Fees can be changed at the discretion of the Board. The District may require a security deposit which will be refunded following

the actual usage. The District also may require the applicant to pay for a supervisor to monitor their group activity.

## **Miscellaneous Fee Schedule**

### Regulations for School Facilities Use

The hourly rate charged for custodial services, cafeteria employees, or maintenance personnel, shall be established every year and be reflective of a rate commensurate with the overtime rate plus salary related benefits of the average salary in the classification of the person employed.

1. Any organization or group who uses approved school facilities is responsible for admission and conduct of participants and spectators. Facilities users will adequately protect the facility, equipment, participants, and spectators. Individuals and/or groups accept facilities with understanding that during heating season (September-May) buildings are cooler on evenings and weekends.
2. Any organization or group which uses approved school facilities will designate one (1) group member who is responsible to supervise the activity. This person is responsible to the custodian(s) on duty. Failure to have a responsible person on site will result in revocation of usage permit and suspend applications for future events.
3. All permits issued are for specific rooms, spaces, and hours. The designated organization person-in-charge has responsibility for all persons involved in the facility use which is restricted to that part of the building requested for the activity. All other building areas are restricted and may not be entered.
4. Applicants who have approved permits may use only assigned fields and/or facilities and only for the time(s) and date(s) specified in the permit. School District fields may be used only for the specific, intended, and approved purposes.
5. Organizations that have approved applications to use School District playing fields for athletic events or practice must carefully consider potential damage to the fields if practice or scheduled competition occurs during the following conditions: during inclement weather which means when the ground is wet, soggy, muddy, or when precipitation is falling or has recently fallen. If the playing fields will possibly be damaged under the preceding conditions, the organization and/or group authorized to use the facility should not practice or compete on those fields until field conditions permit. Field areas which have recently been seeded, landscaped, repaired, renovated, and/or otherwise designated as temporarily out-of-use will not be used. The District reserves the right to cancel an event because of field conditions due to weather.
6. Vehicles may only be parked in designated areas. Vehicles may not park on any district fields. Violation of this policy will cause any approved permit to be immediately revoked.
7. Organizations must remove all equipment utilized for their event immediately upon the conclusion of the event. No equipment shall be left at any facility overnight.
8. Organizations and groups are responsible for damage to buildings, equipment, and grounds. If facilities users find the part of the premises approved for use to be damaged or defective, the responsible organization person will report this condition to the custodian on duty prior to using the facility. Cost of damage, theft of school property, or any other loss to the District will be paid or reimbursed by the organization at a rate determined by the District. The District may require a security deposit for usage.
9. Facilities use is automatically cancelled when the facilities are closed by school authorities because of local, state, or national disaster, or emergencies (fire, flood, storms, or mechanical failure, as well as normal weather-related school closings).

10. Organizations using school facilities must comply with state laws, local ordinances, and rules of the police and fire departments regarding public assemblies. Adequate police protection must be arranged for by the approved user for all public assemblies. The possession or use of drugs, alcohol or any other contraband is strictly prohibited. Violators of this policy will be asked to leave the premises immediately.[2]
11. The Supervisor of Buildings and Grounds will assign a custodian(s) to the building being used. The custodian(s) will ensure that the building is opened, lighted, heated, ventilated, cleaned, and closed. The custodian(s) may not deviate from approved procedures and will report variances and enforce regulations. A custodian and/or other authorized school employees shall be on duty whenever property is in use. A charge, in addition to the rental fee as per schedule, will be made for custodial services when a custodian is not ordinarily on duty or if additional work is required for preparations before or cleaning after a rental, or approved use.
12. A cafeteria employee will be on duty whenever kitchen facilities are used. An extra charge will be made. Only school cafeteria employees will operate cafeteria kitchen equipment.
13. Permits, once issued, may not be transferred to any other person, group, company, or organization.
14. Permission to use fields and/or building facilities will be immediately revoked for misuse, abuse, damage, malicious mischief, vandalism, and/or any act of conduct or misconduct that causes the fields or facilities to be in less desirable or usable condition after approved use.
15. Outdoor school facilities are closed and off limits after dark, except those areas lighted for nighttime use.
16. Lights, stage scenery, score boards, projectors, public address systems, and other school equipment that requires a skilled operator will be supervised by a School District employee. Expenses for equipment operator and necessary students required for "stage hands" will be paid by the organization using the property. The equipment operator must be an employee of the William Penn School District.
17. School District equipment may not be used unless specifically requested on the application and approved. Charges may be assessed for School District equipment use.
18. All decorations and any temporary materials used must be fireproof and must be approved by school officials. Open flame decorations will not be used anywhere in the buildings. No object in auditoriums and foyers may be fastened to walls, ceilings, and/or floors. No object may be fastened to the floors in any manner that will damage floor finish without permission. All objects, furnishings, and equipment must be installed and removed by the user under school staff supervision. Removal (along with debris) will be completed immediately when the activity ends. The use of glitter, confetti and balloons in indoor facilities is strictly forbidden.[3][4][5]
19. To protect students, employees, and the public from a potential health hazard, smoking use of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, as defined in the law, by employees, visitors, and all adults is prohibited at all times in all William Penn School District buildings and on all School District premises, except as expressly permitted in designated areas which must be located at least 50 (50) feet from school buildings, stadiums and bleachers. Smoking Such use is prohibited at all times on school buses, in all classrooms, in all instructional areas, and in or about all employee work spaces.
20. Possession of weapons is prohibited.
21. All intoxicants, including alcohol, drugs, and/or any illegal chemical substance are strictly forbidden on School District premises or in buildings at any time.
22. Refreshments and/or food must be served only in cafeteria dining rooms. Absolutely no food or drink is permitted in the gymnasiums.

23. Appropriate footwear and dress will be worn while using District Facilities. Sneakers or gym shoes will be worn when using gymnasiums for athletic purposes. No boots, dress shoes, or other floor-marking footwear is permitted in the gymnasium.
24. District owned equipment will not be removed from school premises by School District personnel or any other person except for school business.
25. The Business Administrator may require police protection. If required, the cost will be paid by organization responsible for school facility use.
26. School authorities may take necessary action to preserve order and to protect school property. This action does not relieve applicant's responsibility.
27. No payments will be made directly to school employees for their services (except as set forth in Item 26 below).
28. All rental and security deposits will be paid two (2) weeks prior to use. All other charges are payable within thirty (30) days after the billing date. Checks should be mailed to the William Penn School District, Attention: Business Administrator, 100 Green Ave. Lansdowne, PA 19050.
29. Chairs and/or other obstructions will not be placed in aisles, entrances, or exit areas. Capacity seating will have been attained when all seats are occupied in the auditorium/ gymnasium of the school involved.
30. School authorities reserve the right to limit, restrict, or prohibit proposed school facilities use when this use is not in the interest of the District or community.
31. The Board reserves the right to alter any of the procedures governing the use of District Facilities.

## Legal

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