

# HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: May 29, 2004

REVISED:

707. USE OF SCHOOL FACILITIES	
1. Purpose	<p>The Board recognizes that the primary purpose of the school plant, facilities, and equipment in the district is to provide for the educational needs of the K-12 instructional and extracurricular program. Individuals and community groups from the district shall be permitted, and are encouraged, to utilize school facilities for worthwhile purposes when such use does not interfere with the primary purpose and/or the best interest of the district.</p>
2. Authority SC 775	<p>The Board shall establish a schedule of fees for the use of school facilities by approved groups.</p>
3. Delegation of Responsibility	<p>Individuals, groups, and organizations which are officially affiliated with or sponsored by the district may use the school building and its facilities for purposes directly related to the district without charge, upon approval of the appropriate administrator responsible for the facility requested. This provision of the policy may be modified by the Superintendent should unusual conditions occur.</p> <p>The Board delegates to the Superintendent the authority to administer the community use of the school facilities consistent with this policy. Unusual requests for use of school facilities not covered by policy shall be considered by the Board individually when a request, in writing, by the potential user is submitted at least forty (40) days in advance.</p> <p>The Business Office and Athletic Department shall maintain a calendar to ensure that conflicts in the use of facilities do not occur.</p>
4. Guidelines	<p><u>User Group Categories</u></p> <p><i>Class I – Nonprofit School-Related Groups and Community Based Nonprofit Organizations and Individuals –</i></p> <p>This class includes district groups who sponsor student related activities, programs, and events. Examples include school classes and clubs and other approved school groups under the direction of a contracted employee, Parent-Teacher Association,</p>

Board meetings, parent groups, booster organizations, club sports and all other school-related activities. This class also includes those community-based nonprofit organizations that provide services to groups, the majority of which are district residents. This includes Girl Scouts, most Hampton Township Parks and Recreation Programs, Hampton Parochial Schools, Hampton Soccer Clubs, Hampton Dolphins and the Hampton Athletic Associations.

*Class II – High Use Community-Based Nonprofit Organizations and Individuals –*

This class includes those community-based nonprofit organizations that provide a service to groups, the majority of which are district residents, on a recurring daily basis over an extended period of time annually. This includes Latch Key and Summer Camp programs overseen by the Township.

*Class III – Nonprofit Groups or Individuals –*

This class includes those nonprofit organizations and individuals which are not Hampton Township based and/or do not include in their membership a majority of district residents. This includes recognized service clubs such as Kiwanis, Jaycees, League of Women Voters, church groups, fire companies, Allegheny County, the Allegheny Intermediate Unit, CCAC, Women's Auxiliaries of Fire Companies, Sportsmen's Club, political parties, veterans' groups and taxpayers groups.

*Class IV – For Profit Groups or Individuals –*

This class includes organizations or individuals which are operating with the intent to generate a profit. Examples include: dance groups, teacher tutoring, employee summer camps and workshops, sales conferences and other similar profit-making organizations which use the facilities and the proceeds for their own benefit.

Available Facilities

School facilities which may be used by an approved organization include:

1. Gymnasium.
2. All purpose rooms – large group instruction.
3. Auditorium.
4. Locker rooms.
5. Kitchen.

6. Cafeteria and/or dining areas.
7. Athletic fields.
8. Classroom or conference room.
9. Other areas, upon justification to school authorities.
10. Swimming pool.

Selected school equipment, i.e., audiovisual equipment, computer labs or other similar items may be made available to residents at the discretion of the appropriate administrator. Other requests must be cleared with the Superintendent.

School grounds may be made available to Class II through IV organizations or individuals. The grounds are available only when they are not in use by the educational program of the district.

The approved use of all facilities and grounds associated with a particular building, including all categories, must be recorded with the Business Office or Athletic Director.

Use of the building and facilities shall be confined to those areas for which proper application has been made and approved. Only those items and facilities indicated on the approved permit may be used. Under no circumstance shall anyone, other than school trained personnel, attempt to use the light panel, projection booth, public address equipment, scoreboard controls or any technical equipment and/or cafeteria equipment. School telephones shall not be available for routine use.

Use for Private Profit

The application for use for private profit shall require the applicant to state the purpose for which the school facility will be used.

In certain instances, the Superintendent shall withhold permission and request direction from the Board.

Application and Approval

Application for use of school facilities or equipment may be secured from the Business Office or Athletic Department. To ensure full consideration, the completed application must be submitted to the Superintendent at least twenty (20) days, or forty (40) days if Board approval is required, prior to the date of requested use of school facilities.

After approval is granted, it shall be the responsibility of the applicant for timely follow-up of the application to ascertain whether arrangements are in accordance with the application and the activity to be conducted.

A list of building use conditions approved by the Board shall be included on the back of the application for use of school facilities, a copy of which shall be available in the offices of each building.

Food and/or beverages shall be permitted in cafeterias/all purpose rooms only.

Groups wishing to meet at regular intervals throughout the year may request a permit covering all regularly scheduled meetings. Invoices will be issued to cover the period of occupancy and the custodial fees on a regular basis. Continued use of school buildings and grounds shall be contingent upon the strict adherence to this policy.

Additional equipment cannot be brought into the school by user-groups without prior permission.

Class IV groups or individuals using district facilities shall not be permitted to sell competing products while using the facilities. This includes food and beverages contained in district vending machines. Groups or individuals using district facilities may not use nondistrict entities to cater banquets, dinners, etc. All such catering must be done by the district's Food Service Department. Food and beverages provided by groups or individuals themselves shall be excluded from this provision.

No grant of permission to use school facilities shall carry with it any right to exclude the custodians or official representatives of the district. Official representatives shall have full and free access to all areas at all times.

The Board or its representatives reserves the right to deny an application due to noncompliance with established policy and procedures, revoke a permit previously granted, and shall bear no responsibility, expressed or implied, for inconvenience caused by such action.



20 U.S.C.  
Sec. 7181 et seq  
35 P.S. 1223.5

6. Use of tobacco products.

Violators will be prosecuted under the provisions of the BOCA Basic Fire Prevention Code.

Fees

No charges shall be made for Class I organizations unless additional personnel or unusual costs are incurred.

Class II through IV organizations and individuals, as defined, shall be charged for the use of school facilities and equipment as listed in the fee schedule.

A deposit of twenty-five dollars (\$25.00), attached to the application, shall be required for each piece of moveable equipment to be taken from the building. In the event no damage is incurred, the deposit will be promptly returned in full.

All hourly fees charged for work for the persons assigned will be at a standard rate determined annually by the Board.

All fees, stated or incurred, shall be the responsibility of the individual or organization and will be itemized by the district.

Fees shall be paid to the district promptly after billing by the district. If fees remain unpaid after thirty (30) days, a twelve percent (12%) annual interest rate may be charged and further access to facilities may be denied.

Athletic tournaments held in district facilities will be treated as a Class IV usage regardless of the class the user may otherwise qualify as.

The district may waive a portion of all or of the user fee at its discretion, when a group or individual provides substantial cost and effort towards the upkeep and maintenance of the portion of the facility it uses.

The per day charge shall apply to each distinct use of the facilities as described below:

1. A use request for a program that operates from 9:00 A.M. to 11:00 A.M. and again from 1:00 P.M. to 3:00 P.M. in the same day is treated as two (2) days usage and the group or individuals will be charged twice for that day.

2. A use request for 6:00 P.M. to 10:00 P.M. that indicates two (2) different programs with different participants is treated as two (2) usages and the group or individual will be charged twice for that day.

Full day usage shall be considered more than three (3) hours of actual use. Three (3) hours or less of actual usage in a 24-hour period shall be considered a half day, and one-half of the daily use amounts listed shall be charged. The per user charge, if any, will remain the same.

Supervision by School Personnel

The use of school facilities is contingent upon the appropriate behavior of the user. Proper and adequate supervision shall be provided at all times.

If any terms of the agreement between the user and the district are broken, or school property is damaged through misuse or neglect, the user shall be held fully liable and future application for use may be rejected.

No person or organization shall be permitted to use school facilities unless a custodian or representative of the Board is on duty. Use permits may be contingent on securing a qualified representative. The custodial or kitchen personnel shall be present as a representative of the school for purposes of security, inspection, and observation, in addition to assuming the responsibility of discharging their usual duties.

The custodian shall be the on-site district representative. Custodians shall be on duty for supervision and incidental help. Users must furnish their own labor to unload trucks and/or set up complicated equipment. Individuals and groups are expected to cooperate with the custodial staff at all times.

A minimum of one (1) regular school employed cafeteria employee shall be required with approval for use of cafeteria kitchen equipment.

The Superintendent is authorized to assign the number of personnel required in order to protect school property and assure proper supervision. The number of personnel will be annotated on the approved application.

A responsible person from the using organization will notify the custodian or school representative that the group is leaving. These individuals will jointly inspect the areas used.

<p>Pol. 615</p> <p>School Code 511, 775</p> <p>10 P.S. 311 et seq</p> <p>35 P.S. 1223.5</p> <p>20 U.S.C. Sec. 7181 et seq</p> <p>20 U.S.C. Sec. 7905</p> <p>Board Policy 615</p>	<p>Should an organization wish to utilize qualified volunteers for supervision in place of employees usually secured by the district, advance approval, by completing the required application to use volunteers, by the district shall be required. The Superintendent shall determine the adequacy and capability of the volunteers.</p> <p><u>Compensation of School Personnel</u></p> <p>School personnel assigned to be present during the use of school facilities shall be paid by the district.</p> <p>Only the district shall pay employees for services involving use of school facilities and equipment.</p> <p>All compensation shall be subject to appropriate payroll deductions, in accordance with Board policy.</p>
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