



Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Code	707
Status	Active
Adopted	February 17, 2015
Last Revised	August 16, 2021

Purpose

The Board establishes that it may permit district facilities to be made available for community and school-related purposes, provided that the purpose does not interfere with the educational program of the schools or school-sponsored activities.

Definition

Facilities are defined as all district-owned buildings, grounds and associated athletic fields.

Authority

The Board directs that any group, organization, or individual seeking use of district facilities must exhibit objectives, outcomes, and principles consistent with the educational purpose of the district or local community interests.[\[1\]](#)[\[2\]](#)

Guidelines

Facilities Fee Schedule

As approved by the Board, the Director of Facilities shall develop a Facilities Fee Schedule for the use of district facilities. Fees may include costs of custodial and supervisory services, kitchen employees, energy uses (lights, heat, air-conditioning), and other expenses related to a proposed use, including the cost of police and/or security required by the district. The Fee Schedule will be reviewed annually and updated as necessary.[\[2\]](#)

Fundraisers -

Fundraisers for Class 1 and 1A users shall not be a way for for-profit organizations to circumvent payment of facilities fees that would otherwise be payable under this policy.

Classifications

In accordance with county, state, federal statutes and regulations, or other Board policies, users of district facilities must be groups that do not discriminate. All users of district facilities will fall into one of the following classifications:

- **Class 1:** School teams, school events, classroom activities. School activities sponsored by school administration. School sponsored groups, clubs, student organizations.
- **Class 1A:** PTOs, sports boosters, other boosters. State, county, or local municipality holding a public meeting/event. Intermediate Unit, PIAA district or regional sponsored event.
- **Class 2:** Non-profit community groups that are located within UCFSD borders (Boy Scouts, Girl Scouts, Longwood Rotary, churches, etc.). Local community youth sports groups serving U-CF students (YMCA, URA, KAU, SCCSA, etc.). UCFSD employee-run enrichment programs or sports camps for UCFSD youth.
- **Class 3:** Non-profit groups representing a national charity or located outside of UCFSD borders. Homeowner organizations within the district who wish to use facilities for a regularly scheduled association meeting.
- **Class 4:** All groups not in Classes 1-3.

It shall be the responsibility of each school to compile sufficient information on new groups requesting use of facilities to allow them to be properly placed with respect to fee charges. Any question regarding placement should be discussed with district administration and, if deemed necessary, approved by the Board.

Requests and Approvals

Any individual, group, or organization using district facilities must adhere to all district policies and must receive written approval prior to usage.

1. Electronic requests shall be submitted via the online system used by all schools. All requests shall be screened and evaluated as follows:
 - a. Identification and classification of the organization making the request.
 - b. Determination of the availability of the facility requested.
 - c. When appropriate, consultation with the faculty, custodian, Athletic Director, Director of Facilities, and other staff.
2. Forms will then be forwarded electronically through the online system to the appropriate personnel for processing.
 - a. If approved, advise all affected personnel.
 - b. If a fee is to be assessed, an electronic copy of the approval will be forwarded to the office of the Director of Finance.
 - c. If food is to be served, an electronic copy of the approval will be forwarded to the office of the Food Service Supervisor.
3. Criteria for establishing priority of use are based on the classification of the groups above

starting with Class 1. Decisions for priority of use are the responsibility of the building principal and district administration.

4. Usage fees will be assessed according to the Facility Fee Schedule. Once a request has been approved, it will not be withdrawn if a group with a higher priority later submits a request that would interfere with the approved use. However, **school** activities (Class I groups) take precedence over all other uses and may supersede a previously approved usage subject to the approval of the Superintendent.
5. The school administration has the right to cancel an approval if circumstances warrant. Notification of the cancellation will be made to the group affected as quickly as possible and any fees involved refunded.
6. Charges for all facility requests will be estimated in advance of the activity itself. A bill will be sent following the activity. Added fees may be assessed for additional rental time and/or excessive or unexpected custodial time or support services.
7. The Board reserves the right to grant or refuse the use of school facilities when the district's administration deems it proper to do so or to attach additional conditions governing the use of the facility. [\[1\]](#)

Regulations

1. Insurance
 - a. The district will indemnify and hold harmless the Class 1 and 1A users only to the extent the coverage is provided through the liability insurance policies carried by the district. The coverage will be extended only for activities on school property and for activities that the district has designated as "school district-sponsored." Class 1 and 1A users who request use of district facilities for specific activities they are sponsoring in our facilities, MUST get preapproval from the Business Office in order to ensure that appropriate and necessary insurance coverage is in place. [\[3\]](#)
 - b. Class 2, 3, and 4 must provide a Certificate of Insurance (listing the district as additional insured) prior to scheduling/reserving facility space. The minimum insurance limits provided shall be \$1,000,000 combined single limit of Bodily Injury/Property Damage. The user must assume full responsibility for personal injury to participants and spectators.
2. All apparatus, equipment and devices owned by the district shall be operated by school employees unless special arrangements are made otherwise.
3. Any damage to the building, facilities, equipment and fixtures that occurs during the use of the school facilities shall be the responsibility of the group involved. The damage should be reported promptly to school personnel. A damage report should be filed by the school employee receiving the damage information. Copies of the report should be forwarded to the building principal, the Director of Facilities, and the Director of Finance. If necessary, the Director of Finance will invoice the individual, group, or organization for any repair costs. Failure to pay for the costs of repair will lead to loss of the use of the facilities. If the damage is extensive, the employee on duty should feel free to request a second observer from the following personnel: [\[4\]](#)
 - a. Building principal.

- b. Head Custodian.
- c. Office Manager.
- d. Director of Facilities.
- e. Board member in liaison with Facilities Department.

4. Class 2 UCFSD Employee users must sponsor their enrichment programs, camps, or clinics with the purpose of supporting UCFSD students. These programs are limited to summer months when school is not in session.

Facility Use Hours

Indoor school district facilities are normally staffed with custodial personnel at the following times:

- 1. During the school year and/or school breaks:
 - a. Monday through Friday - End of school day – 10:00 PM.
 - b. Saturday - 7:00 AM – 4:00 PM.
 - c. Sunday - Closed.
- 2. During summer vacation:
 - a. Monday through Thursday - 7:00 AM – 4:00 PM.

Requests for facility use on holidays will be considered on an individual basis, at the discretion of the Director of Facilities. The availability of security, custodial, or other staff on a particular holiday may impact the decision as to whether or not the requested school facility will be available for use.

The building principal will declare when regular school activities should finish on weekdays. Properly supervised (paid district employee) Class 1 activities may use the facility outside of the normal building hours with approval by the building principal. All requests to use the facility must be requested through our online facility approval process.

Outdoor School District Facilities -

Outdoor school district facilities are open during non-school hours and close at sunset each night. The stadium (with lights) is open past sunset for approved games and events. Outdoor facilities are closed for community use during after-school games, practices, activities, or other reserved events. All organized activities, including for-profit and fundraising events, must be requested through our facility approval process.

The Director of Facilities has been given the responsibility of closing the fields to play if, in his/her judgment, sports activity would result in serious damage to the fields or pose a safety hazard to participants. The status of fields will be posted on the district website and updated daily during fall and spring sport seasons. Failure to observe the closure may result in loss of privilege of use.

Inclement Weather -

If schools are closed due to inclement weather or another emergency, any planned usage or function shall automatically be canceled for that day. If inclement weather or an emergency occurs on a weekend, the Director of Facilities shall have the responsibility of canceling activities for that day.

Use of School Cafeteria/Kitchen Facilities

An application that requests the use of the kitchen for food preparation, will be forwarded to the Food Service Supervisor. The Food Service Supervisor will then contact the group involved to discuss specific arrangements for the event. At least one (1) regular employee of the cafeteria service shall be in attendance at all times when the kitchen facility is being used for food preparation.

Kitchen equipment and other mechanized equipment requiring special knowledge shall not be operated or used except by trained food service personnel unless approved by the Food Service Supervisor. No outside caterers or outside certified food service managers will be permitted without a district food service manager present.

Any sale of refreshments on district property must be in accordance with Chester County Health Department regulations and must be approved by the Food Service Supervisor. The Food Service Supervisor welcomes the opportunity to quote prices for catering an event.

Exceptions

The district recognizes that this policy may not cover all instances related to requests, and there may be times when deviations or exceptions related to these rules and regulations may be required. Any group or user who wishes to be granted an exception from any regulation of this policy shall provide the following information to the Director of Facilities:

1. Specific section of this policy for which the exception is requested.
2. Explanation as to why this exception is being requested.
3. Length of time for which the exception is being requested.
4. Name, email address, and phone number of the requestor.

The Director of Facilities will evaluate the request for an exception, and either approve or deny the request. When necessary, the Director of Facilities will consult with the Superintendent.

Indemnification

Any person or entity shall agree to indemnify, save, and hold harmless the district from any and all claims for personal injury or property damage suffered, incurred, or in any way connected to or arising from the use of the facilities, whether or not such claims are due or alleged to be due to the negligence of the district, the user, or any other person or entity or due to any other cause. The district will not be responsible for accidents or injuries that may occur at the facility or on any adjacent areas as a result of the use.

Use in Compliance With Law

Every person or entity shall use district facilities in accordance with all federal, state, and local laws, rules, and regulations, including all district policies. By way of illustration, but not of limitation, the possession, consumption, distribution, and/or use of alcoholic beverages and illegal drugs; the possession of weapons; and the use of tobacco products on any portion of district facilities are forbidden.[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

Animals

No animals shall be permitted on school grounds, except for service animals and those associated with district activities.[9]

Use of Vehicles

The district's playing fields, track, and lawns shall not be used by persons operating motorized vehicles (automobiles, motorcycles, mini-bikes, ski-mobiles, motor scooters, go-carts, etc.) or by persons riding bicycles, skateboards, rollerblades, etc.

Open Public Forum

By adoption of this policy, the district does not intend to create an open public forum, as defined by law, for public use of its facilities. The provisions of this policy will limit the use of district facilities. The Board reserves the right to change the nature of the limited forum created by this policy, either by expansion or contraction, by revising this policy, as appropriate.

Legal	1. 24 P.S. 511
	2. 24 P.S. 775
	3. Pol. 813
	4. 24 P.S. 777
	5. 18 Pa. C.S.A. 6306.1
	6. 20 U.S.C. 7972
	7. 20 U.S.C. 7973
	8. Pol. 904
	9. Pol. 718
	10 P.S. 328.101 et seq
	24 P.S. 510.2
	24 P.S. 779
	61 PA Code 901.1
	61 PA Code 901.701
	20 U.S.C. 7905
	20 U.S.C. 7971 et seq