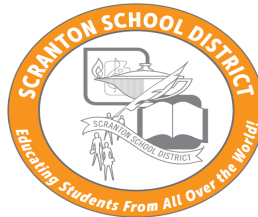


ADMINISTRATIVE REGULATION

APPROVED: January 10, 2017

REVISED: September 1, 2021



## 707-AR-0. USE OF SCHOOL FACILITIES

The district recognizes that the school buildings and grounds serve as the center of the community and are a valuable public resource. The district is committed to making district buildings, facilities and property available to the community as much as possible under established and appropriate conditions when such use does not conflict with school activities and functions.

The Director of Buildings and Grounds will be responsible to receive and approve requests from recognized groups for use of school facilities for educational, recreational, civic and other approved purposes, in accordance with Board policy and administrative regulations.

Use of school facilities will be allocated according to the following priorities, with efforts made to adjust schedules for mutual convenience and maximum usage:

The purpose of this Administrative Regulation is to provide guidance for potential District facility users and is organized as follows:

***Section A, CATEGORIES OF USERS:*** This section categorizes each type of facility user recognized by the District. This categorization determines prioritization of access as well as fees, insurance, and other conditions of use.

***Section B, WHEN DISTRICT FACILITIES ARE AVAILABLE FOR USE:*** This section will inform the community when the facility is available.

***Section C, PROCESS FOR REQUESTING ACCESS TO FACILITIES:*** Within this section, potential users can learn more about the process for requesting access to District facilities.

***Section D, CONDITIONS OF USE:*** This section summarizes conditions of use such as fees/costs, insurance requirements, liability, and general rules of conduct. The general rules of

conduct applies to behavior by groups and individuals on District property at all times, regardless of the type of user (authorized, incidental, or other).

**A. CATEGORIES OF DISTRICT FACILITY USERS**

**CATEGORY 1 USERS:**

- **“Instructional and Co-curricular Activities, Student Organizations, and School District Sponsored Activities” includes school organizations such as classes, clubs, athletic teams, and school sponsored events whose primary purpose and function is to support the District’s programs shall be allowed free use of school facilities during and outside of regular school hours for pre-approved meetings, social functions, and competitions/contests under the conditions and procedures established by the school administration**
- **Meetings and programs sponsored by the Board, Approved Parent/Staff Organization, recreation organizations, local governmental agencies, and LOCAL (SSD Residents) nonprofit agencies/community groups, such as recognized youth groups, scouts, athletic organizations, 4H groups, etc.**

**CATEGORY 2 USERS:**

- **Non-profit organizations operating outside SSD boundaries**
- **Businesses/individuals operating inside SSD boundaries**
- **Any organization charging an admission fee**

**CATEGORY 3 USERS:**

- **“Others” or “Other Outside (SSD Boundaries) Business/Individual Groups” means all other organizations (including colleges and/or universities) or persons wishing to use school district facilities, including for-profit entities. Within this level, preference is given to non-profit groups that serve or support school-age children**

**\*NOTE-At times the Scranton School District may make an agreement with the Business or Organization for an “exchange of services” to either reduce or eliminate the rental fee altogether.**

School facilities will not be used for private social functions.

School facilities will not be available for use or rental on holidays.

The district reserves the right to reject any request for use of school facilities that does not comply with established Board policy and district administrative regulations.

**B. WHEN DISTRICT FACILITIES ARE AVAILABLE FOR USE:**

1. District facilities are primarily intended to provide educational and athletic opportunities for the students who attend District schools in order to implement the District's curriculum and educational philosophy. Therefore, facilities will only be made available if not required for school and school-related activities. In all cases, school and school-related activities (Category 1 Users) shall have priority of use for facilities.
2. Use of District facilities is very limited during Summer Break. Please consult with the Operations Department.
3. No District facilities may be made available on a date designated as a holiday for full-time custodial staff without the permission of the Director of Operations.
4. District facilities may be closed to all users in the case of inclement weather or emergency, as determined by the Superintendent or Director of Operations.

**C. PROCESS FOR REQUESTING ACCESS TO FACILITIES:**

Application/Approval Procedure

1. The Application for Use of School Facilities will be available in the offices of all district buildings.
2. Applicants who represent an organization or group requesting the use of school facilities must complete and submit to the Director of Buildings and Grounds a completed and signed Application for Use of School Facilities form. In addition, the requester must provide an insurance certificate naming the school district as additional insured, with a minimum coverage of \$1,000,000 bodily injury and damage combined.
3. Completed application, insurance certificate and a deposit for rental fee must be submitted at least ten (10) days before requested date of use, and earlier when possible.
4. Applicants will be notified of the established rental fee and all related fees.
5. The Director of Buildings and Grounds will review the application to ensure it meets the standards of Board policy and administrative regulations and will either grant authorization for use, give authorization with stipulations or deny authorization.
6. A designated employee will check the district's master calendar for availability.
7. The decision to require custodians, supervisors, security or police supervision and/or parking attendants will be made by the Director of Buildings and Grounds or the building principal.
8. If the request is approved, the employee will place the usage on the master calendar.
9. The designated employee will notify the applicant of the approval of the request, along with any required stipulations.

10. Applicant will pay assigned rental and service fees at the Business Office at least five (5) days prior to the activity or event.
11. Copies of the approved application will be distributed to the Business Office, building principal, building custodian and other employees affected by the event, such as the Food Service Director, Stage Director, and employees responsible for supervision. The Business Office will retain a copy on file.
12. A copy of the approved application, along with a copy of related Board policy and administrative regulations and rules will be sent to the applicant.

Organizations and groups requesting use of district facilities on an ongoing basis from year to year must reapply annually.

The district reserves the right to revoke any use of facilities agreement for violation of Board policy or the terms under which permission was granted to use school facilities.

**D. CONDITIONS OF USE OF DISTRICT FACILITIES:**

**1. Cost Fees (707-AR-3)**

Fees for facility use will be charged in accordance with the established fee schedule approved by the Board.

Approved users will pay the salaries and benefits of district SSD personnel beyond their normal work schedule when their presence is required during the rental period, such as custodians, cafeteria employees, security, school police, school resource officer (SRO), local police, stage crew, etc.

User organizations are responsible to submit payment within 30 days of invoicing by the District unless the user organization cancels the use

**\*\*NOTE:** In general, no fees shall be required of Category 1 users using District facilities during regularly scheduled custodial staffing hours. If admission for any event is charged, the proceeds should exclusively benefit the sponsoring Category 1 user or the school district; otherwise, fees will be charged for District staff labor, as required for the event.

The District reserves the right to impose advance payment requirements for users that do not pay their invoices within the 30-day limit or with whom the District has not previously worked. The District further reserves the right to deny permit applications based on lack of timely payments.

The District may, at its sole discretion, require a security deposit from any user in order to protect the District for damages in the event of non-compliance with the agreement between the user and the District. Further, the School District may consider reimbursement for liquidated damages, in the event the user using School District property or facilities does not vacate the property on a timely basis or otherwise violates the agreement

## **2. Insurance & Liability**

Users must agree to pay for and assume full liability for any loss or damage to person or property or claims resulting or arising from the use of District property or facilities and those granted access to the facility whether from an occurrence at the property or facility itself during such use. Accidents that occur in or about available parking areas or otherwise are included. Users must reimburse and hold harmless the District and all required parties from any such loss, damage or claim, including, but not limited to attorney's fees and costs paid or incurred by the District to enforce any obligations imposed in this paragraph or otherwise.

Users must provide a certificate of insurance.

Waivers in lieu of insurance are not permitted.

Approved facility usage by Category 1 users may be covered under SSD's insurance policy.

## **3. Rules of Conduct**

All Users – including Incidental Users – granted permission to use a School District facility shall comply with all applicable District policies and regulations.

Users are not permitted to use fields in inclement weather (rain/snow) or when “Field Closed” signs are posted. Users are not permitted to shovel snow from any District tennis court, natural and/or synthetic running track, playground, or athletic field.

Use of facilities are restricted to hours of use of the normal operational work day.

Users may not publish or allow the publishing of advertisements mentioning or referring to a District entity without the written consent of the Superintendent or designee. Further, advertisements may not be posted or exhibited on District property.

Users shall ensure the properties and facilities are left in as good condition as when such use began. Unless prior arrangements have been made for cleanup, the property and facilities will be left in a thoroughly clean condition. Users shall comply with the District's recycling program, placing refuse and appropriate recyclables in designated collection containers inside and outside of school facilities. Performance of cleanup by the District will not diminish any liability for User damages. The District reserves the right to deny future access to School District facilities to any User that fails to satisfactorily comply with this provision.

Users shall ensure those participants, visitors, and spectators who are of a young age are supervised at all times. A parent/guardian or responsible adult shall accompany young children on District property. Young children are not permitted to play on District playground equipment without adult supervision.

The District will allow the use of kitchen equipment on occasion. However, in the event that kitchen equipment is used, a District trained Food Service employee must be on duty at the expense of the user organization.

Users will be allowed to sell food and other items during the use of the facility with the following restrictions:

- When using a high school, users must coordinate with the School Principal to determine if an existing Category 1 group associated with the high school desires to operate a concession during the event. If the school indicates there is no such group, the Category 2 or 3 user may operate their own concession stand.

Individual schools may have site specific conditions governing the use of auditoriums, gymnasiums, or otherwise. The user shall comply with any and all such conditions or regulations.

Users may not make any changes to sound systems to include, but not limited to, changing wiring, or modifying/adding controls to the systems. A user may operate the systems only after receiving approval and proper instruction directly from a representative of the Operations Department. The user may not relocate or add any lighting without prior approval from the Operations Department, which may require that a District electrician perform the modifications at the expense of the user. In some cases the Operations Department may determine that the audio equipment in a facility is complex enough to require a District electrician to be present during its use. In such case the user will be responsible for the cost of having the electrician on duty.

Users are solely responsible for their equipment used on District property. Users shall be responsible for using their equipment safely and for its intended use. All users' equipment brought onto District property shall comply with appropriate safety design and use guidelines regulating such equipment.

In addition to the foregoing, the following activities are strictly prohibited absent prior approval in writing from the Superintendent or designee:

- Use of District equipment located within/near the facility (e.g., projectors within a classroom, special lighting or sound in auditorium, hurdles or other field event equipment on a track).
- Moving any furnishings, materials, and/or equipment within/near the facility, including goals or portable bleachers. This includes the use of indoor batting cages.
- Any type of construction on School District property or facilities. This includes making modifications to permanently installed electrical wiring or telephone systems, and removing any fixtures or cutting holes in ceilings, walls and partitions, floors, performing any grounds work such as mowing lawns, pruning trees or shrubs, etc.
- Parking of vehicles on any grass or artificial turf area or sidewalk.
- Eating and/or drinking (except water) on any artificial field, running track, tennis court, or in the interior spaces of school buildings including, but not limited to, auditoriums, gyms, classrooms, and computer labs.
- Animals, except for service animals (per Policy/AR 718).
- Use of spikes, bicycles, scooters, heelies, and on any artificial field, running track, tennis court, or interior spaces of school buildings.
- Use of rollerblades/skates or skateboards on any portion of any school district property.

- Use of tape, paint, and/or other permanent/temporary markers or marking substances that may deface, damage, or in any way cause efforts on the part of the District to remove or repair.
- Launching of model rockets, flying of remote-controlled model aircraft or drones, para-gliding, hang gliding, use of ultra-light aircraft or any other type aircraft.
- Use of fireworks.
- Open fires, use of gas or barbeque grills.
- Indoor soccer, indoor baseball or softball, Rugby, Golfing, archery, javelin, shot put, or discus events.
- The use of running tracks, tennis courts, or parking lots by “for profit” businesses to include fitness training, or tennis instruction.
- Mini- and motorbikes, motorcycles and go-karts, except that motorcycles are permitted to be driven on authorized roadways and parked in parking lots in accordance with motor vehicle laws and standard usage of parking lots.
- Posting of signs on school district property, other than those promoting school sponsored activities and pre-approved activities of Level A and B Users.
- Creating unnecessary noise or disturbances after sunset in areas outside of School District buildings, including when groups are entering or exiting a building.
- Political campaigning except the following permitted activities (any such use must still be pre-approved):
  - a. Current and past political figures to speak on issues outside of campaigning context to preserve the District’s status as non-partisan,
  - Use of District facilities for bi-partisan political forums, and
  - Campaigning on Election Days in District facilities designated as polling places by the Board of Elections.
- Special Rules Pertaining to Use of Artificial Surface Fields & Tracks. The following regulations serve to guide students, athletes, coaches, and spectators as to the “do’s and don’ts” for use of artificial field and track surfaces, ensuring they remain in first class condition for years to come.
  - Artificial Field: Footwear is restricted to molded cleats (max ½”) turf shoes, or should be soled athletic shoes, such as cross trainers or running shoes. Use of metal cleats or spikes is not permitted.
  - Artificial Track: Footwear is restricted to track shoes, or should be soled athletic shoes, such as cross trainers or running shoes. Spikes should never exceed 6mm in length and should be conical or pyramidal in design. Use of metal cleats or spikes greater than this is not permitted.
    - No high heel shoes are permitted on the artificial field or track.
    - Teams must access the artificial field surface using rubber matting placed on top of the track surface.
    - Shoes and athletic footwear on the artificial turf and track must be free of mud and debris.
  - No food, candy, or beverages (except water), including any soft drinks, power drinks, sunflower seeds, chewing gum, or other foreign food substances are permitted on the artificial field or track. No glass containers are permitted on either the field or track.
  - Only freestanding field markers and sports equipment may be used on the artificial field and track. No sharp objects may be used. Sharp or pointed edges of objects or other equipment placed on the field or track may damage the surface.

No tent pegs, stakes, poles, field marking stakes, in ground corner markers, etc. shall be used or driven into the artificial surface.

- Metal chair or table legs must be protected by rubber end tips.
  - Only District approved field equipment shall be permitted on the artificial field and track. Outside groups wishing to use their equipment/goals may or may not receive permission based on an evaluation (by District personnel) of the actual equipment. Goals may not be staked down for safety on the artificial field; rather they must be secured with approved sand bags.
  - Other than School District goals, there will be no storage of materials or equipment on the artificial field or track. Player benches, tables, chairs, hurdles, judging stands, refuse and recycling containers, etc. will be removed (and properly stored) off the artificial field and track surface after every day's event/s.
  - Any stage material to be set out on the artificial field or track (that must be prior approved by the District Operations Department) must be set on top of  $\frac{3}{4}$  inch, 4x8 foot sheets of plywood to protect the artificial turf or track surfaces from possible damage.
- Only School District personnel are permitted to perform maintenance to the artificial field and track. This includes actual field grooming or large area sweeping and adding additional resilient material to the artificial playing surface. This also includes snow removal from the artificial field or track. Under no circumstances shall users add materials (such as field dry, kitty litter, etc.) to the artificial playing surface or attempt to remove snow and ice from the field or track.
  - Only approved equipment shall be used to maintain the artificial surface field and track. Only specific brushes, plastic rakes, and blowers may be used for cleaning purposes. Except for litter, only School District personnel will clean and maintain the artificial field and track. Users are responsible to remove all litter before leaving the site. The School District will provide refuse and recycling cans on site for use by all users. The artificial field and track will be routinely inspected by District personnel. Individual user groups will jeopardize use privileges if site inspections find that the artificial field or track is being left littered or improperly used.
  - Except for specific equipment used in the maintenance and care (such as small gator type utility vehicles with rubber tires), all motorized vehicles are not permitted on the artificial field or track. If an emergency vehicle, such as an ambulance, must traverse the artificial field or track, extreme caution must be taken in starting, stopping, and turning as failure to do so may damage the artificial surface. No bicycles, skate boards, roller blades, hee-lies, mini bikes, scooters, or go-karts are permitted on the artificial field or track surface.
  - Spills or other foreign substances (vomit, blood) must be removed as quickly as possible, using approved cleaning/sanitizing solutions designed for the artificial field and track. District personnel shall have emergency "grab" bags that will contain clean up kit materials ready for vomit or blood spills.
  - Artificial Track use – Walkers and joggers are expected to use outer most lanes of the track to help with even wear of the overall artificial surface.



- During athletic competitions, all spectators shall remain off of the artificial turf or track surface
- During periods of inclement weather, or during periods when the artificial turf field may be covered with snow, the Operations Department will make the final determination of whether a field may be used.

Failure to abide by all policies, rules, and regulations regarding the use of District facilities property will result in the revocation of an organization's permit and/or access (if an incidental user) and may result in denial of future access and/or permit applications by the organization/individual in the future.

**707-AR-1. RULES FOR USE OF SCHOOL FACILITIES**

**707-AR-2. APPLICATION FOR USE OF SCHOOL FACILITIES**

**707-AR-3. SCRANTON SCHOOL DISTRICT FACILITIES RENTAL FEE TABLE**