

Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Code	707
Status	Active
Adopted	October 19, 2010
Last Revised	December 20, 2022

### **Purpose**

The Board recognizes that although the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment, the Board may make school facilities available to individuals and community groups without discrimination and in accordance with this policy, provided the use does not interfere with the educational program of the schools.

### **Authority**

All requests for use of school facilities shall be granted by the Board with the understanding that should the need arise, school district activities and programs can preempt the use of school district indoor and/or outdoor facilities by nonschool organizations regardless of previously granted approval.

District facilities and grounds may not be used for any activities or event forbidden by law, administrative regulation or policy.

### **Guidelines**

A Request for Use of School Facilities form should be submitted in advance of the date to the building principal no more than ninety (90) or no less than thirty (30) days prior to the date of the request in order to be placed on the monthly Board meeting agenda. All requests will be evaluated on the following basis:

1. Relationship of the organization to the school.
2. Aims and objectives of the organization.
3. Purpose of the planned activity.
4. Relationship of the activity to the general community welfare.

In order that those programs most closely related to the school program and the community be given primary consideration, the following priority schedule will be adhered to:

1. School functions for students enrolled in that particular school.
2. School functions for students enrolled in other schools within the district.
3. Regular meetings sponsored by school-related organizations within the district (i.e. PTO, Band-Aides, Athletic Boosters, and staff groups).[\[1\]](#)

4. Community youth group programs.

**Community Youth Groups** - groups which exist within the geographic boundaries of the Fleetwood Area School District and have district students at least sixty-seven percent (67%) of their membership (i.e., Youth Soccer, church youth groups, Boy Scouts, etc.). Within this group, preference will be given to those sports that are in season according to the high school schedule.

5. Events sponsored by community groups.

**Community groups** - groups which exist within the geographic boundaries of the Fleetwood Area School District and have district adults at least sixty-seven percent (67%) of their membership.

6. Non-Community group events.

7. A large for-profit organization.

If the request is approved, it becomes the contract between the Board and the group initiating the request. Any organization granted the use of school facilities will comply with administrative guidelines established by the Superintendent.

Defacing, damaging or destruction of school building, school property, or school grounds is prohibited. Persons responsible for damage will be held liable for restitution of same and/or prosecution under the PA Crimes Code.

The Fleetwood Area School District, by permitting use of its grounds and property for any of the foregoing purposes, assumes no liability for any damage or injury to person or property.

The organizations/groups assume full responsibility, including cost of replacement or repair, for damage to, or loss of, school property in connection with its use.

The organizations/groups assume full responsibility, including costs, for any personal injury or liability resulting from the use of school facilities in connection with this approval.

The organizations/groups shall be responsible for the conduct of all persons present in the building for the organization's activities. An adult representing the group, as indicated on the Request for Use of School Facilities form, must be present at all times.

In the event of a district-wide emergency, school closing due to inclement weather, etc., the use of district facilities is automatically canceled.

#### Authorization

Designated district employees and local police in the area where the school is located are authorized to enforce these rules and regulations.

#### Fees for Facility Use

As a service to the Fleetwood Area School District community, there will be no rental fees for indoor facility use for groups whose only purpose is to support district students and programs (such as PTA, Safe Graduation, Booster Clubs, IRS nonprofit FASD groups serving the community or students). These groups pay only for the specific service requested. Fees for use of the stadium or grass fields by community groups are listed on the Use of Facilities Fee Schedule. Rates for outside groups apply when there is less than sixty-seven percent (67%) residents in the group.

The fee for nonresident use will be determined based upon the type of facility requested. Please see the Request for Use of Facilities form on the district website at [www.fleetwoodasd.k12.pa.us/](http://www.fleetwoodasd.k12.pa.us/).

Activities/Events that require district staff (e.g., use of the kitchen) will incur fees as noted on the Request for Use of Facilities form.

Any changes in the fee schedule will be at the discretion of the Board.

The Board will establish the applicable fee schedules in consideration of recommendations made by the Superintendent or designee.[\[1\]](#)

The individual requester and/or group is responsible for any/and all fees assigned through approved facility usage.

### Public Use of Track

The all-weather track shall be available for use by the residents of the Fleetwood Area School District, but will be restricted to those activities which do not conflict with the regular school program and which are in the best interest of the school district and community. Due to safety concerns the track will be unavailable during school hours and/or when the field is in use. The stadium can be closed for all use in the event of adverse weather related situations such as an accumulation of snow or ice.

### Prohibited Activities

The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities: [\[2\]](#).

1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.
2. Possession of weapons.
3. Conduct that would alter, damage or be injurious to any district property, equipment or furnishings.
4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.
5. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Board or administration. [\[3\]](#)[\[4\]](#)
6. Use of tobacco products. [\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

### Security

The Superintendent or designee may require the sponsoring organization to obtain adequate police protection and/or traffic control for any given activity or event. Labor charges for police protection and/or traffic control shall be negotiated between the organization and police/traffic control personnel. Payment of these labor charges shall be made directly to the appropriate party. Payment shall not be made to the Fleetwood Area School District.

### Minimal Participants

Recreational activities sponsored by a nonschool-related organizations or by a community group shall have at least ten (10) participants, excluding officials. Any recreational activities that have less than the required number of participants shall be cancelled. It is the responsibility of the sponsoring group to

notify the Superintendent or designee with whom the arrangements for the use of the facility were made in the event the activity must be canceled.

### Violations

The school district reserves the right to remove from school district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.<sup>[2]</sup>

In the event an individual or community group violates this policy or the terms under which permission was granted to use school facilities, that individual or community group forfeits the right to submit future requests to use school district property, unless otherwise decided by the Board.

Legal

[1. 24 P.S. 775](#)

[2. 24 P.S. 511](#)

[3. 61 PA Code 901.701](#)

[4. 10 P.S. 328.101 et seq](#)

[5. 18 Pa. C.S.A. 6306.1](#)

[6. 20 U.S.C. 7972](#)

[7. 20 U.S.C. 7973](#)

8. Pol. 904

[24 P.S. 510.2](#)

[24 P.S. 779](#)

[61 PA Code 901.1](#)

[20 U.S.C. 7905](#)

[20 U.S.C. 7971 et seq](#)

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