



Book	Policy Manual
Section	700 Property
Title	Use of District Facilities
Code	707
Status	Active
Legal	<a href="#">1. 24 P.S. 775</a> <a href="#">2. 24 P.S. 511</a> <a href="#">3. 10 P.S. 328.101 et seq</a> <a href="#">4. 61 PA Code 901.701</a> <a href="#">5. 18 Pa. C.S.A. 6306.1</a> <a href="#">6. 20 U.S.C. 7972</a> <a href="#">7. 20 U.S.C. 7973</a> 8. Pol. 904 <a href="#">24 P.S. 510.2</a> <a href="#">24 P.S. 779</a> <a href="#">20 U.S.C. 7905</a> <a href="#">20 U.S.C. 7971 et seq</a> <a href="#">61 PA Code 901.1</a>
Adopted	February 21, 2011
Last Revised	February 27, 2023

### **Purpose**

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

arts department productions, and/or co-curricular activities of the schools. This policy establishes conditions, restrictions, and procedures for the use of district facilities for nonschool-sponsored purposes.

### **Authority**

The Board shall normally approve all requests for use of district facilities; however, the Superintendent shall have blanket authority to grant the use of district facilities for activities of the Central York School District PTO's, booster groups, and meetings of organized employee groups of the district. If any use of the district facilities by any school group involves fundraising (a charge beyond the cost of the activity), a special request for fundraising must be made to the Superintendent.

The Board reserves the right to deny permission to use its facilities, consistent with applicable law, when use of will, or is likely to, interfere with ingress/egress to school property or otherwise interfere with, disrupt or detract from district educational processes, programs, events or extracurricular activities.

The Board shall determine the required extent and nature of responsible supervision, custodial services, and police protection.

The Board shall establish a schedule of fees for the use of district facilities by approved groups.[\[1\]](#)

### **Guidelines**

A rental application form and schedule of charges and conditions for the use of district facilities and buildings will be provided to organizations requesting use of district facilities.

All requests for the use or rental of district facilities must be made on a standard Facility Rental form and received by the Superintendent or designee at least forty-five (45) days prior to the anticipated date of use. Approval of requests at a regular Board meeting must precede any announcement or advertisement of the event.

No use or rental of district facilities will be considered until it is determined that such use or rental does not conflict with any educational program, interscholastic athletics, performing arts department productions, and/or co-curricular activities of the district and does not violate any state or federal law or Board policy.

Evidence of liability insurance coverage in the required amount with the district named as additional insured must be provided before the actual event.

### **Use of Indoor/Outdoor Facilities – including Athletic Fields and Playgrounds**

The Board encourages appropriate use of available indoor/outdoor recreational facilities by existing community groups within the district. Priority of use will be in accordance with the following order: (1) school groups, (2) organized youth groups within the district, and (3) public groups.

Due to the level of maintenance required, outside groups will be considered on an individual basis.

Authorized use of any indoor/outdoor facilities will be granted in accordance with the following guidelines:

1. A completed Facility Rental form must be filed at least forty-five (45) days before anticipated use.
2. Evidence of liability coverage of at least \$500,000, with the district named as additional insured, must accompany the application.
3. All requests for similar use will be held until it is determined that all usual requests are included. A meeting of all interested users will be held each season to determine scheduled use.
4. A schedule of use of each indoor/outdoor facility will be developed in accordance with the established classifications.
5. After a schedule is developed, each organization will be notified of their authorized use.
6. A contract noting the terms and conditions will be forwarded to the responsible individual of each group for a signature and returned to the district.
7. The district will determine available venues, permitted uses, staffing, schedules and fees for all use requests.

The use of the field does not include the operation of concessions unless specifically requested in the rental application and approved by the Board.

For outdoor facilities, the district reserves the right to cancel any previously approved use if the weather conditions are such that play would unduly damage the playing field.

The building principal shall notify organizations that the scheduled use of indoor/outdoor facilities may be restricted to avoid conflicts with parking for other school events scheduled on the same site.

### Prohibited Activities

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

1. Possession, use or distribution of controlled substances prohibited by state or federal law.
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, which by definition includes vaping products including the product marketed as Juul and other e-cigarettes, as defined by law. [\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)
7. Medical marijuana products as prohibited by federal law.
8. Possession, use or distribution of alcoholic beverages.

### Violations

The district reserves the right to remove from district premises any renter who fails to comply with the terms and conditions of this policy and established procedures. [\[2\]](#)

In the event a renter violates this policy or the terms under which permission was granted to use district facilities, that renter forfeits the right to submit future written requests to use district property, unless otherwise decided by the Board.