



Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Code	707
Status	Active
Legal	<u>1. 24 P.S. 775</u> 2. Pol. 702 <u>3. 24 P.S. 511</u> <u>4. 10 P.S. 328.101 et seq</u> <u>5. 61 PA Code 901.701</u> <u>6. 18 Pa. C.S.A. 6306.1</u> <u>7. 20 U.S.C. 7972</u> <u>8. 20 U.S.C. 7973</u> 9. Pol. 904 <u>24 P.S. 510.2</u> <u>24 P.S. 779</u> <u>61 PA Code 901.1</u> <u>20 U.S.C. 7905</u> <u>20 U.S.C. 7971 et seq</u> Pol. 000
Adopted	February 25, 2013
Last Revised	February 22, 2021

Purpose

The Board believes that district facilities should be made available for responsible use by the community, providing that such use does not interfere with the school programs and activities and can be supported by available district resources. The term **facilities** shall include all buildings, structures and fields located on district property. This policy establishes conditions, restrictions and procedures for the use of school facilities for nonschool-sponsored purposes.

Authority

The Board shall provide for the use of district facilities when permission has been requested on the designated form and has been approved by the Superintendent or designee in accordance with administrative regulations.

In considering requests for the use of district facilities, priorities shall be as follows:

1. Activities and programs directly related to the instructional and educational programs of the district.
2. Events or activities designed to serve the youth and/or citizens of the individual school community, which are planned and directed by district-recognized and school-attached groups.
3. Events or activities sponsored by recreational boards of municipalities within the boundaries of the district.
4. Use by community organizations whose primary purpose is service to youth or, through the use of district facilities, the improvement of the general welfare of the community, and where no admission, entry or participation fee is charged.
5. Use by civic and service groups whose purpose, through the use of district facilities, is to improve the general welfare of the community, and whose admission, entry or participation fees is charged only to yield net receipts to be expended for the welfare of the students or for charitable purposes.

In determining how school facilities are to be assigned when the number of requests exceeds the number of facilities available, the following criteria shall be reviewed:

1. Percentage of district residents involved in the program.
2. Number of participants served.
3. Suitability of the facility for the activity.
4. Number of years program has operated at the requested facility.
5. Compliance with all application requirements.
6. History of past compliance with district guidelines.
7. Date of application.

Guidelines

All community use shall be subject to the provisions of the district rules, administrative regulations, and general policies.

The use and rental of district facilities shall be generally restricted to organizations located within the district or having a majority of members who are district residents, and to organizations within the district who are acting as hosts to area or regional meetings or programs.

Rental to groups located outside the district who are not being sponsored by a local group may also be approved by district administration, when in the judgment of the administration the renting group is offering a program of interest and benefit to the community and whose major purpose is to serve the Pennridge community or is for charitable purposes.

All applications for use of the facilities shall be made to the Business Office on a form prepared for this purpose. The application shall be made at least ten (10) working days prior to the date of use to allow time for necessary arrangements.

All applications shall be signed by a responsible member of the organization making the application. Signature by the member shall be considered evidence that the group assumes full responsibility for obeying all regulations regarding facility use. It should also be understood that the individual signing the application will be responsible for any costs associated with the use of the district's facilities.

All applications are subject to approval of school officials with regard to general conditions, special facilities, services desired or community standards.

The availability of school facilities for use is dependent upon the needs of the school as determined by the building principal, and is subject to the established priorities.

The Board shall approve a schedule of facility use charges.[1]

When an admission is charged, the organization using the facilities is responsible for the payment of any admission tax required directly to the Bucks County Collector of Internal Revenue. Evidence of payment, together with an itemized attendance report, must be furnished to the school district upon request.

Organizations using a school facility may not subject or transfer their rights and privileges to any other group, individual or organization.

Organizations or individuals using school facilities shall be responsible for any theft of school property or damage to school property which occurs during facility use and shall reimburse the school district for any such theft or damage within ten (10) days of the receipt of a bill from the district.

Organizations using school facilities shall provide for police or school security personnel protection at their own expense if deemed necessary by school officials to maintain order, to protect school property, and to provide for traffic supervision and direction. The district employee in charge during the facility use may call the police if in the employee's judgment it becomes necessary.

For-profit groups being used by nonprofit groups for fundraising purposes may not sell more tickets than the facility can accommodate or resell tickets, which are returned with a contribution.

The organization using school facilities shall have control of those who may be admitted to the activity, except that school officials and designated employees shall not be refused admission at any time.

All apparatus, equipment and devices owned by the school shall be operated by school employees or specifically trained student personnel, unless special arrangements are made otherwise. No equipment or electrical outlets or diverse other utilities not contracted to be used by the group can be used. Prior approval for all use must be granted in writing by appropriate district personnel.

Any and all decorations to be used must be fireproof or fire-retardant and subject to the approval of school officials. No open flame decoration shall be used anywhere in the buildings. Decorations in the auditorium and foyer shall be limited to floral decorations, and no decorations shall be fastened to walls or ceilings.

There shall be no installation of equipment or alterations to the existing facilities by the user without the prior written approval of school officials. Such installation of equipment, if approved, will be subject to Board policy.[2]

Any and all decorations, furnishings, and equipment shall be installed and removed by the user, under direction and supervision of district staff. All such decorations, furnishings, and equipment and debris shall be removed immediately by the user.

Proper adult supervision of youth activities must be provided at all times. Groups which do not provide proper adult supervision may have their use terminated by the district.

The lessee must agree to assume all responsibility for damage claims or liability of any kind arising out of, or by reasons of, its use of district facilities and further must agree to save and hold the district harmless from any claims, liability, expense or cost in connection with that use of the district's facilities.

All groups who use a district facility must provide personal and property liability insurance coverage with a minimum coverage of \$1,000,000. Higher coverage may be required for selected activities. No persons involved in the activity, whether spectators or players, may be excluded from coverage. Pennridge School District must be named as an additional insured for all events which take place in the district facilities.

A certificate of insurance must be presented to the district prior to use and must indicate that the district has been added as an additional insured.

Any facility used by the applicant will be examined carefully before and after use. The applicant agrees to:

1. Survey facility for previous damage and report it to the custodian-in-charge prior to use.
2. Report damage occurring during use to custodian prior to leaving facility.
3. Promptly make good for any loss or damage, which occurred during applicant's use of the facilities.

Failure to pay the district for damages will result in loss of use privileges until fully paid.

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:[3]

1. Possession, use or distribution controlled substances prohibited by state or federal law.
2. Possession, use or distribution of alcoholic beverages.
3. Possession of weapons.
4. Conduct that would alter, damage or be injurious to any district property, equipment or furnishings.
5. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.
6. 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.[4][5]
7. Use of tobacco products and vaping products, including the product marketed as Juul and other e-cigarettes, as defined in the law.[6][7][8][9]

Products approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, are permitted, as long as the product is not inhaled.

8. Medical marijuana products as prohibited by federal law.

Fee Guidelines

There are generally three (3) categories of groups seeking use of school district facilities. These groups are as follows:

1. Pennridge Community Youth Organizations, non-Pennridge Community Youth Organizations with at least 2/3 Pennridge students, Pennridge School District activities, including parent/guardian and Booster Groups, and non-public schools within the district. Groups included in this category can use the facilities at no charge. These groups shall be responsible for the costs for any necessary

school personnel at the cost of overtime pay.

2. All non-profit adult organizations and all non-Pennridge youth organizations with fewer than 2/3 Pennridge students. All groups in Category Two may utilize district facilities by paying the cost for any necessary school personnel at the cost of overtime pay, plus twenty percent (20%) of the per session fees listed on the Request for Use of School Facilities application. Government-related groups conducting Pennridge School District approved safety/emergency response exercises and programs will not be charged the twenty percent (20%) per session fees.

3. All for-profit youth or adult organizations. Individuals or groups in this category will be charged the rates listed on the Request for Use of Facilities application, as well as the cost for any necessary school personnel at the cost of overtime pay.

The use of any concession stands will be subject to the same guidelines as established in this policy. It shall be understood that concession stands are the sole property of the district and are not intended for the private use of any group. Lost or stolen inventories will be the responsibility of that group.

All fees for use of the high school's Synthetic Turf Field will be paid at the full stated cost.

Additional Stipulations

Profane, obscene, immoral or unbecoming conduct shall not be permitted on district property.

Reasonable, non-negligent care is to be taken of all district property and equipment.

The use of district facilities by independent vendors is generally not favored and must have the written approval of the district in order to do business on district property.

The use of a concession stand in conjunction with a rental must be sought at the time of the original request and approved with the rental agreement. The concession stand may be used only in conjunction with facility usage.

Motor vehicles shall be driven and parked only on areas designated by the district for such purposes.

All security personnel employed by the lessee must be preapproved by the district.

A building service employee must be on duty at all times when a district facility is in use. If such coverage requires the hiring of additional personnel or the extension of the employee's work hours, such cost shall be borne by the lessee at the cost of overtime pay.

All trash and debris generated by the activity is to be placed in the appropriate containers or removed from the premises by the lessee immediately upon completion of the activity.

Groups using district facilities must acquire all appropriate licenses prior to administrative approval being granted. These permits will be kept on file in the Business Office until such time as the lessee's use of the facility has been terminated. Termination shall occur after the last date of usage by the lessee.

Any exception to the fee guidelines for facility use shall be recommended for approval by the Superintendent to the Board.

