



Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Code	707
Status	Active
Adopted	August 20, 1998
Last Revised	November 17, 2011

Purpose

In recognition of the fact that the public schools are established, maintained, and operated by funds provided by local taxes and state sources, and that the schools belong to the community, the Board will make its facilities available to responsible organizations, associations and individuals of the community for civic, cultural, welfare or recreational activities which do not interfere with the educational program of the schools.

Permission for use of district buildings or facilities does not constitute endorsement by the district of any organization, the beliefs of an organization or group, or the expression by the district of any opinion regarding the organization.

Authority

The rental of any and all facilities shall be at the exclusive discretion of the Pine Grove Area School Board. The Pine Grove Area School Board expressly reserves the right to refuse to rent its facilities for any purposes whatsoever, and to reject any application which conflicts with school-sponsored events.[1]

The determination of the application Class shall be exclusively and finally made by the Pine Grove Area School Board, or its designee. Priority for use of facilities will be given to school-sponsored (Class I) organizations.

In the event of an emergency, the American Red Cross shall have permission to use all facilities in the district for disaster and shelter services. The Superintendent shall serve as district coordinator in these times of emergency use of buildings.[2]

Delegation of Responsibility

The Superintendent or designee will determine any necessary custodial, security, and/or other services for any rental.

Guidelines

The following guidelines shall govern the rental and use of all school facilities:

1. All groups that request to use or rent the school facilities must live and operate within the geographical boundaries of the school district, except for institutions of higher learning and Class VI Commercial. Also, nonschool-sponsored youth athletic programs (example - AAU teams, etc.) will be allowed to request and use school facilities once a week, providing the playing roster contains residents of the PGASD and the facility is available and is approved by the Superintendent. This does not include adult sports.
2. Written application for the use of school buildings or facilities must be completed on a Facility Use Request Form provided for that purpose and submitted to the secretary to the Director of Buildings and Maintenance at least one (1) month prior to the date of the requested use. If the facilities are to be used by a group or organization, the application shall be made in the name of the organization and signed by an officer or authorized representative. All applications for facilities shall be dependent upon the availability of the facilities. The district and school-affiliated organizations shall have prior right to use all facilities. Any group, Class I or II, hosting an event outside the scope of their program or outside their season as per P.I.A.A. rules must submit a Use of Facilities Request.
3. Rental fees and charges for wages shall be payable immediately upon being invoiced. Checks shall be made payable to the Pine Grove Area School District and mailed to 103 School St., Pine Grove, PA 17963.
4. Unless otherwise approved by the Board, facilities may be available from 7:00 a.m. to 11:00 p.m. Monday through Saturday. No Sunday games/activities may start before 12:00 noon.
5. Camps or clinics charging ten dollars (\$10.00) or less, there is no fee. Camps or clinics charging more than ten dollars (\$10.00) will pay a rental of ten percent (10%) of the total registration fees.
6. A custodian and/or district representative will open and close the building, have charge of heating and ventilation of areas used, and assist in preserving order on the school premises and preventing damage to school property. The custodian shall not be expected to assist in any work not part of his/her regular duties. Arrangements for setting up tables and chairs, decorating, etc. are the responsibility of the renter. A custodian must be present during the entire occupancy of the building for all groups in classes III through VI or Classes I and II when open to the public. Fees will apply as per the fee schedule included herein.
7. Arrangements for district-prepared meals will be made through the Director of Food Services. Payment for the same will be made by the using group to the school district. Minor kitchen facilities, such as heating water or making coffee, may be used under the supervision of the custodian on duty. If the kitchen is needed, a cafeteria employee must be on duty during the event.
8. Proper adult chaperones must be provided at all times when school-age people are involved.
9. Sponsoring individuals or organizations will be held responsible for the conduct of their members and guests who are in attendance. Profanity, illegal activity, obscenity and immoral suggestions will not be tolerated. Sponsors shall exercise reasonable care and supervision of district equipment and facilities.
10. District equipment may not be moved outside the building. Equipment may be relocated within the building only after authorization of the building principal.
11. No wheeled vehicles are permitted on the athletic stadium track (examples are strollers, wheel chairs, bicycles, etc.).
12. The applicant shall be responsible for all thefts, damage, or destruction of school property and shall, upon demand, reimburse the district for such thefts, damage, or destruction.

Reimbursement shall be based on replacement cost.

13. Buildings, grounds, equipment, etc., must be left in a reasonably clean and orderly condition. Failure to do so may result in an extra charge necessary to return the building to a proper condition.
14. Food or beverages shall be sold, served, and consumed only in the cafeteria, or in areas designated by the district in connection with the activity. Food or drink is prohibited in gyms, auditoriums, and classrooms except for district approved banquets.
15. The use of tobacco products in any form is prohibited in all buildings and on all school property. [\[3\]](#)[\[4\]](#)[\[5\]](#)
16. Possession or drinking of alcoholic beverages is prohibited in all school buildings and on all school grounds.
17. All decorations, stage scenery, etc., must comply with the fire laws and regulations of the state and municipality. Decorations, stage scenery, etc., may not be attached to walls, furniture, etc., so as to mar any surface. Equipment, decorations, stage scenery, etc., provided by the organization utilizing the facility, must be removed immediately after the meeting or performance.
18. Groups or individuals in classifications III through VI shall obtain commercial general liability insurance with limits no less than \$1,000,000 each occurrence/annual aggregate, must include participant coverage, and must name the Pine Grove Area School District as an additional insured. A certificate of insurance from the agent and/or company must be submitted to the Business Office as Evidence of Insurance, at least two (2) weeks prior to the rental date. All other groups or persons will also agree to sign an Indemnification Form which will hold harmless the school district for any and all liabilities, including counsel fees imposed on the school district for the negligence of the school district or the negligence of others arising from said usage. All Class II Groups must be Board-approved prior to use of facilities.
19. Any sponsoring individual and any sponsoring organization, its or their subrogates, heirs, representative, successor or assigns, waives any right of recovery against the school district, its directors, officers, employees, or agents, for any loss or damage to property on the premises to the extent caused by fire or other casualty covered against loss in any insurance contract maintained by the party.
20. The Pine Grove Area School District will not be liable or responsible to any person or persons engaging in the activities or employed by the renting organizations in connection therewith, or any person or persons attending, or entering or leaving the premises (rented facilities/grounds); it being understood that the renting organization assumes all responsibility and liability for accidents or injuries which may occur or any claims which may arise out of the use of the premises and does further hold harmless Pine Grove Area School District, its agents or employees from any and all claims whatsoever that may arise from the rental.
21. The school principal has discretion to approve/provide the appropriate security to maintain order and protect school property at the expense of the user. The principal or his/her designee is in full charge of the building at all times, even when the building is being used by other organizations whether school connected or not.
22. Discretion must be used during inclement weather or when fields are scheduled for maintenance when scheduling outdoor facilities. Upon conferring, the Athletic Director, the Director of Grounds and the Director of Buildings and Maintenance reserve the right to postpone any activity that may cause harm to the playing field.

23. School-connected groups and local youth nonprofit groups will be allowed to use the main athletic field and Stump Stadium at night one (1) time per season for the purpose of an athletic event free of charge. Beyond that, these groups will be charged for the use of the stadium lights at night.
24. There is an 11:00 p.m. curfew for all events at Stump Stadium.
25. Guidelines and procedures will be provided by the district to all organizations approved to use any facilities on the care and maintenance to be followed.

Use of Cafeteria

Cafeteria personnel and facilities may be available for special school or community events when such events will not disrupt normal daytime operations and when they are within the capacity of cafeteria personnel and facilities.

Cafeteria kitchens shall not be opened or used during the summer, except as a part of the regular school program.

Groups desiring to use the district cafeteria facilities for banquets are to be charged as follows:

1. Catered Banquets:

- a. If the kitchen facility is being used for any reason or to any extent, the rental group will be responsible for a cafeteria rental fee, kitchen rental fee, and a kitchen security deposit of \$150.00. The security deposit will be returned after a facilities inspection by school personnel is complete. A cafeteria employee must be present.
- b. If the kitchen facility is not being used, the kitchen rental fee, cafeteria rental fee or kitchen security deposit is not applicable. No cafeteria employee is needed if the kitchen is not being used.

2. School-Prepared Banquets:

- a. Cost of the banquet will be calculated based on the school employees' work performed outside of regular working hours. (This includes cafeteria personnel and janitorial personnel.) There will be no additional building rental charge.
- b. All financial transactions (including checks) must have two (2) signatures of the organization's officers.

3. Kitchen Equipment:

- a. Kitchen equipment may not be used by any group without a cafeteria employee being present, who will be paid by the sponsoring group.

Community Education Program

Guidelines –

In order to maintain a break-even status in the Community Education Programs, a minimum number of people must sign up and pay for the class.

1. There shall be no fewer than ten (10) participants in any class. The maximum number for each class will be established by the program supervisor in cooperation with the instructor.

2. All classes and fees will be based on a semester basis. Semesters will last no longer than ten (10) weeks.
3. The program administrator will establish the meeting time prior to the start of each activity.
4. Because activities and programs for our regular students must have top priority, necessary schedule changes or meeting times and locations will be made by the program administrator.

Cost And Structure –

It is the desire of the district to offer this program as much as possible as a break-even financial situation. While some costs and overhead (heating) will be greater for some parts of the program, we desire to have an entrance fee adequate enough to cover all costs associated with the program for the total year.

Each participant in the education program will pay a prior-paid entrance fee. Fees are categorized as school district residents or nonresidents, and are separated by either eight (8) or ten (10) week courses.

All money collected by the program administrator or his/her representative will be deposited with the Business Manager in an appropriate account.

Participants in each program are responsible for any additional costs associated with the individual program. Costs for instructors, officials, materials, and supplies would be this type of additional cost.

Program Administrator –

This program will be administered by a program administrator selected and paid by the school district. It is our desire to have a program administrator from our regular school district staff. The administrator will report directly to the Superintendent and will be compensated.

Classification Of Renters

I. School-Sponsored Groups –

Organized, properly advised and chaperoned PGASD sponsored groups which may include but are not limited to: school district plays, dances, parties, student council events, school club activities, school-scheduled events.

II. School-Affiliated Groups –

Organized, properly supervised PGASD affiliated groups which may include but are not limited to: PTO, Band Parents, Parent Booster groups, Alumni Associations, Pine Grove Area Education Foundation and other similar school oriented organizations whose existence depends upon the Pine Grove Area School District.

III. Local Nonprofit Student Service Groups –

Formally organized group within PGASD boundaries formed for the purpose of serving the public or mutual benefit of others, and qualify under the Internal Revenue Service rules as nonprofit organization which may include but are not limited to: 4-H Clubs, Boy Scouts, Girl Scouts, Little League, Little Cardinals, Youth Soccer.

IV. Community/Civic/Social Groups –

Formally organized group within PGASD boundaries formed for the purpose of serving the public

or mutual benefit of others which may include but are not limited to: American Legion, Rotary Club, Lions Club, churches, VFW, fire companies.

V. All Other Nonprofit Organizations –

Formally organized group with offices outside PGASD boundaries that qualify under the Internal Revenue Service rules as nonprofit organizations. May include but are not limited to AAU organizations.

VI. Commercial –

Profit-making organizations of any type which use the school district facilities for advertising or revenue purposes. Prior written approval from the Superintendent is required.

Fees

The following fees will be charged for the use of school facilities according to the group classifications, as determined by the Board or designee at the time of application:

Class I – No charge.

Class II – No charge.

Class III, IV, V – No charge.

When activities are approved for a time when custodial staff is normally not scheduled, the group will be charged for custodial costs.

Class VI – Charges for interior and/or exterior facilities use will be billed at the posted rate schedule and any other incurred costs.

Use of custodial staff and/or cafeteria workers - the group will be charged for other incurred costs.

Legal	1. 24 P.S. 775
	2. Pol. 805
	3. 35 P.S. 1223.5
	4. 20 U.S.C. 7182
	5. 20 U.S.C. 7183
	24 P.S. 511
	24 P.S. 779
	22 PA Code 403.1
	61 PA Code 901.1
	61 PA Code 901.701
	20 U.S.C. 7905
	20 U.S.C. 7181 et seq

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