



Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Code	707
Status	Active
Adopted	March 26, 2018
Last Revised	February 24, 2025

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, disrupt, or detract from the educational processes, programs, events, or extracurricular activities of the schools, will or is likely to interfere with ingress/egress to school property, or results in undue operational costs to the school district.

Authority

The Board directs that the use of school facilities may be granted to responsible individuals and community groups for the following types of activities:

1. Instruction in any branch of education, learning or the arts, conducted in a manner that is consistent with the school district's mission.
2. Social, civic and recreational meetings and entertainment, consistent with the requirements of this policy.
3. Recreation, physical training and athletics, including competitive athletic contests for children and adults.

Classification and Fee Schedule

Anyone requesting the use of buildings and facilities will be classified in one (1) of the following four (4) categories by administration and subject to appropriate fee schedules and costs.

Class I: School activities or events sponsored by school or school-affiliated groups that only serve Manheim Central students.

Class II: Non-commercial community groups who make no charge for admission and/or registration.

Class III: Non-commercial community groups who charge admission and/or registration.

Class IV: Commercial community groups who charge admission and/or registration; groups or participants from outside the Manheim Central area.

The Board shall establish a schedule of fees for the use of school facilities by approved groups.^[1]

Groups will be denied meeting facilities if they advocate or promote a philosophy which would produce a threat to the health, safety or welfare of students or staff, or if such use could bring damage to school facilities. Allowing the use of school district facilities does not represent an endorsement of a program or philosophy by the district.

Delegation of Responsibility

The Superintendent shall ensure that this policy is posted on the district's publicly accessible website.^[2]

The Superintendent or designee shall implement administrative regulations or procedures for requesting and granting permission for use of school facilities and shall distribute the necessary information to individuals affected by them.

An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the Superintendent.

Guidelines

Use of school facilities and grounds may be requested by making an online application on the Manheim Central website at www.manheimcentral.org. In considering such applications, district educational programs and activities shall have priority.

All approved users shall be required to obtain liability insurance within established minimum limits. A certificate of insurance naming the Manheim Central School District as an additional insured must be received in the Business Office two (2) weeks prior to the rental date.

The district reserves the right to restrict and/or cancel any approved use at any time.

Application Evaluation

No application to use school facilities shall be approved if the proposed activity would result in any of the following:

1. Conflict with any school-sponsored activity.
2. Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar or Board action.
3. Access to school facilities containing equipment or furnishings which would be detrimental to the operation of a district program if damaged or operated by an unqualified operator.
4. The proposed use would prevent or encumber district personnel from preparing school facilities for their primary purpose, because of the nature or duration of the activity.
5. Individual or community group uses school facilities in excess of five (5) times during any calendar year for the same purpose. This limitation shall not apply to individual athletic contests for children or adults that are part of an overall athletic season schedule, when the use is approved by the Board.

Limitations

When individuals and community groups receive written permission to use school facilities under this policy, such use shall be conditioned upon strict compliance with the following:

1. Individuals shall not use, access or enter upon any portions of the school facilities or their contents not specified in the approved written request form.
2. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.
3. When advertising or promoting activities held at school facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the district.
4. School equipment used in conjunction with requested facilities shall be identified when the application is submitted. Users of school equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator, provided by the school.

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 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. Use of tobacco and vaping products, and other e-cigarettes, as defined in the law.[\[4\]](#)[\[5\]](#)[\[6\]](#)
[\[7\]](#)
6. Medical marijuana products as prohibited by federal law.
7. Possession, use or distribution of alcoholic beverages.
8. 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.[\[8\]](#)[\[9\]](#)

Violations

The district reserves the right to remove from district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.[\[3\]](#)

All users are expected to exercise care in protecting district property from damage. All damages will be the responsibility of the user. The user shall supervise activities to prevent disorderly conduct at any time while using district facilities. Only appropriate uses will be permitted. The user shall be responsible for special electrical needs. No safety violations shall be permitted.

Failure to conform to the above conditions, and those set forth in the rental agreement, or to adhere to the district rules and regulations, will cause district officials to immediately terminate use of buildings and facilities and to deny such use to the user in the future.

Fee Schedule

Use of school facilities for activities directly related to the educational program and district operations shall be without cost to users.

Legal

- [1. 24 P.S. 775](#)
- [2. 24 P.S. 510.2](#)
- [3. 24 P.S. 511](#)
- [4. 18 Pa. C.S.A. 6306.1](#)
- [5. 20 U.S.C. 7972](#)
- [6. 20 U.S.C. 7973](#)
7. Pol. 904
- [8. 10 P.S. 328.101 et seq](#)
- [9. 61 PA Code 901.701](#)
- [24 P.S. 779](#)
- [35 P.S. 637.1 et seq](#)
- [61 PA Code 901.1](#)
- [20 U.S.C. 7905](#)
- [20 U.S.C. 7971 et seq](#)