



Title: **Use of School Facilities**

Code: 707

Section: 700 Property

Purpose

School facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational program of the schools.

Definition

For purposes of this policy, the term **district facilities** shall include all buildings and any areas therein, structures, athletic fields, lawns or other areas of any kind owned or leased by the Central Dauphin School District ("district").

Authority

It is the position of the Board that while the district and the community's best interests are served when the district facilities are responsibly used by community groups, the use of district facilities for personal or private financial gain is not permitted.

To the extent otherwise allowable and consistent with the remainder of this policy, the Superintendent or designee may approve use of district facilities.

Guidelines

Categories of Applicants

Applicants requesting the use of district facilities shall fall into the following categories:

Category A - School district sponsored programs and school district sponsored clubs and activities (e.g. athletics, student activities, PTO's, etc.)

Category B - District supported or recognized athletics, district supported or recognized humanities, institutions of higher education whose use directly benefits Central Dauphin School District employees, and community enrichment groups or programs (i.e., Boy Scouts, Girl Scouts, PTOs, booster groups, youth athletic associations, etc.).

Category C - Any group not identified in A or B.

Usage Fees and Associated Costs

The usage fee for the various district facilities shall be as listed on Attachment 2, as amended from time to time. In addition to the usage fees, each Category Band C applicant shall be responsible for payment of the associated costs for the respective use also set forth in Attachment 2.[\[1\]](#)

No credit will be given to one (1) applicant for associated costs paid by another applicant that may be using another portion of the district facilities at the same time. The total amount of the associated costs will be determined by the district, in its sole discretion, based upon the personnel costs incurred, the amount of consumable supplies used, overhead necessary and related items.

Application for Use

Guidelines for the use of district facilities, which have been adopted by Board action, including the procedure for the

application process to use district facilities, are kept on file in the office of buildings and grounds.

1. Where to Submit and When - All facility use requests must be submitted to the Director of Buildings and Grounds or designee. To assure timely processing, all applications should be submitted sixty (60) days in advance of requested usage date. A \$50.00 fee will be assessed for Categories B and C.
2. Availability - All applications for use of district facilities are dependent upon the availability of the facilities. School programs and school organizations have priority.
3. Insurance - The applicant agrees to assume all responsibility for damage claims or liability of any kind arising out of or by reason of its use of the district facilities and further agrees to save and hold the district harmless from any claims, liability, expense, or cost, including reasonable attorney's fees, in connection with that use of the district facilities.

The district will require the applicant to furnish a bond or a certificate of insurance in the amount of \$1,000,000 to guarantee or assure performance of this assumption of liability and indemnification agreement but failure to so require shall not be deemed a waiver thereof. While the district is insured for liability damage hazards, this insurance may not cover the applicant.

4. Subletting - After the application has been approved and signed by or on behalf of the district and by the applicant, it becomes binding upon the applicant. The applicant may not assign, sublet, or transfer its privileges to any other individual, group, or organization without prior written consent of the appropriate district representative.
5. Blanket Use Request/Special Event - Applicants holding regular meetings need to file one (1) application per school

year. Special events for the purpose of raising funds by such applicant, however, must be covered by a separate application whenever they occur. Applications may not be for a use exceeding one (1) year.

6. Taxes - Any taxes to local, state, or federal government are to be paid by the applicant using the district facilities.
7. Responsibility - The applicant will assign one (1) person to be responsible for overseeing the use of the facility during occupancy. The assigned person must be present during the time the district facility is being used. If the assigned person is other than the applicant, the district shall receive notification in writing prior to use. Future usage privileges may be revoked if the on-site person is not present.
8. Expiration - The permission extended to any applicant to use district facilities within any school year shall expire automatically at the end of that school year (June 30).
9. Payment of Usage Fee or Associated Costs – An invoice for use of district facilities and services rendered by the school district will be forwarded to the applicant in a timely fashion, usually within two (2) weeks after the use, based upon the rental fee and associated costs schedule. Payment will be due within thirty (30) days of the receipt of the invoice. Any invoice not paid within the thirty (30) day period shall be the basis of a denial of facility use in the future. All checks should be made payable to the Central Dauphin School District, 75 S. Houcks Road, Harrisburg, Pennsylvania. No payments are to be made directly to district employees. All district employees will be paid through district payroll and the costs billed to the applicant. Failure to follow this rule shall result in the applicant being precluded from any future use of district facilities.
10. Approvals/Denials/Appeals - All requests will be approved/denied by the Director of Buildings and Grounds

or designee. The Assistant Superintendent shall hear all appeals.

Limitation on Use

Use of district facilities shall have the following conditions on use by any applicant:

1. Since the law charges the Board with the responsibility for providing, maintaining, and protecting school facilities, the right to deny the use of school facilities must be reserved when deemed necessary in the public interest. The following guidelines will be used in interpreting "the public interest":
 - a. The sponsoring organizations will conduct orderly meetings and, further, such gatherings will not be of a nature to incite others to disorder.
 - b. The sponsoring organizations will conduct meetings which are not discriminatory.[2]
2. District facilities shall not be used for any purpose that is unlawful.
3. The use of alcoholic beverages, tobacco products and/or gambling (501(c) permits excluded) in or on district facilities is strictly prohibited. Food may be taken into cafeterias only.[3][4]
4. School buildings shall not be used for parties or celebrations that are essentially private in nature; this exclusion includes birthday, anniversary, and other similar parties.
5. Groups or organizations normally housed in their own facilities, such as church groups, shall be permitted to use district facilities only on an interim basis while planning and/or constructing their own facilities. In no case shall this usage exceed six (6) months.

6. Unless prior written authorization is given by the district, there shall be no signs, banners, pennants, etc., placed in or on school buildings or on school grounds by any group except Category A applicants. Any signage must comply with local zoning ordinances.
7. The applicant agrees to assume responsibility for confining spectators and participants to the rooms or parts of the building specifically included in the agreement.
8. All district applicants, regardless of township of residence, shall be charged the same fees for events as determined by Categories A, B, or C. The district reserves the right to prioritize the use of all facilities including gymnasiums and fields.
9. Category A applicants have absolute priority in use of district facilities. If Category A activities or events are rescheduled to a date when other users are scheduled, the other user's activity or event shall be cancelled. The district shall provide as much advance notice as practicable.

Time of Use

The time of use and procedure for use shall be as follows:

1. During the school year, district facilities usage shall be limited to times when school is not in session.
2. Buildings will be opened and closed on an agreed time schedule or one-half hour before the scheduled beginning of the program and closed one-quarter hour after the scheduled end of the program, but no later than 9:00 p.m. A penalty may be charged at the option of the district for usage past 9:00 p.m.
3. During the summer breaks, buildings will not be available for use where there are reoccurring events due to the performance of maintenance and custodial functions. Use for

non-reoccurring events will be considered by the district on a case-by-case basis.

4. If the district decides to utilize summer work hours, all buildings would be closed on Fridays. Conditional use for Fridays may be approved, however, usage surcharges and custodial/maintenance fees will apply.
5. Use of all outside areas (i.e., athletic fields, parking lots) is available by the regular application process. Use shall be restricted to daylight hours.
6. In all cases, the district retains the right to deny use of any district facility, depending upon the availability of staffing and necessary personnel.

Custodians/Security Personnel

1. A custodian, security and/or other district employee must be on duty at all times when a district facility is in use. In the event that the district is unable to provide adequate personnel, the district reserves the right to deny use of the facility. The district will determine the number of custodians, security, and other district employees necessary to cover building uses.
2. District employees, at the expense of the applicant, shall operate all apparatus, equipment, and devices owned by the district.

Use of Equipment

Arrangements or the use of the dressing rooms, public address system, A.V. equipment, stage crew, etc., shall be made on the application for use. All arrangements shall be made well in advance of the function. Usage fees shall be charged as outlined on Attachment 3.

Cafeterias

1. Use of kitchen facilities, equipment, and services may be granted upon request, at the option of the district, under applicable state and federal regulations.
2. Requested kitchen facilities, equipment and utensils will remain under the direction and control of authorized cafeteria personnel.
3. A district cafeteria employee must be on duty at all times when a kitchen is in use.

Damage and Theft

The applicant will be responsible for all thefts of school property, damage thereto or destruction thereof, and shall, upon demand, reimburse the district for such thefts, damage or destruction while using the facility. The applicant shall also be responsible for any damage to athletic fields and playing fields. Reimbursements will be based on actual cost including labor.

Nonsponsorship

Approval for use by the district does not imply that the district sponsors or otherwise supports the use or organization, and no user shall represent in promotional materials or otherwise, that the district sponsors the user or event.

Police Protection

Applicants receiving permission to use district facilities shall be held responsible for the conduct of both participants and spectators. Adequate provisions should be made to properly handle anticipated crowds. The applicant shall reimburse the district for securing school police protection for any event where the district deems such protection necessary. Proper adult chaperones must be provided at all times where school-age children are concerned.

Parking of Automobiles on School District Property

The applicant shall assume responsibility for providing necessary personnel to assure the proper parking of automobiles surrounding the school. An open traffic lane must be maintained around the building at all times to provide adequate police and fire protection. Police will be provided, if deemed necessary, by the district. Any additional personnel costs will be charged to the applicant. No vehicle or trailer shall be parked on district property in excess of one (1) hour before and after the scheduled event. All parking must be on paved surfaces unless approved in advance by the district.

Auditorium/Stadium/Gymnasium Seating Capacity

1. Ticket sales shall not exceed the capacity of the facility being used. Capacity limits will be enforced.
2. Capacity seating will have been attained when all seats are occupied in the auditorium/stadium/gymnasium of the school involved. Chairs must never be placed in the aisles. Standing in the aisles is prohibited.

Decorations

1. No equipment is to be brought into the school building without prior written approval.
2. There shall be no installations of equipment or alterations to existing facilities or equipment by the applicant without prior approval from the Director of Buildings and Grounds or designee.
3. All decorations used within the buildings must be fireproof and are subject to the approval from the Director of Buildings and Grounds or designee. No open flame decorations or equipment shall be permitted. No decorations

shall be fastened to the walls or ceilings with nails, screws, scotch tape, or other fastener that could damage the finish of the wall. No use of pyrotechnics, flash pots, or similar incendiary devices is allowed. All usage will comply with B.O.C.A. Code, as applicable.

4. The applicant, under the direction and supervision of the school custodian, shall promptly remove all decorations, furnishings, and equipment provided and installed by the applicant.

Emergency Closing of Schools

When schools are closed for inclement weather, other acts of God, physical breakdowns in the plant, or other emergencies, scheduled use of district facilities will automatically be canceled.

Right to Refuse

These regulations do not create any contract rights in the application for the use or continued use of district facilities. The district reserves the right to refuse any individual or organization use of district facilities at any time.

Right to Alter

The Board reserves the right to alter any of the procedures governing the use of district facilities.

Coordination of Event

The applicant shall be required to attend a coordination of event meeting if required by the district.

Approvals/Denials/Appeals

All requests shall be approved/denied by the Director of Buildings and Grounds or designee. The Superintendent shall hear all appeals.

Adopted: **May 22, 2006**

Last Revised: **August 12, 2025**

Legal References:

- [1. 24 P.S. 775](#)
 - 2. Pol. 104
 - [3. 20 U.S.C. 7181 et seq](#)
 - [4. 35 P.S. 1223.5](#)
 - [24 P.S. 510.2](#)
 - [24 P.S. 511](#)
 - [24 P.S. 779](#)
 - [61 PA Code 901.1](#)
 - [61 PA Code 901.701](#)
 - [10 P.S. 328.101 et seq](#)
 - [35 P.S. 637.1 et seq](#)
 - [18 Pa. C.S.A. 6306.1](#)
 - [20 U.S.C. 7971 et seq](#)
 - [20 U.S.C. 7905](#)
 - Pol. 904
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