

WASHINGTON SCHOOL DISTRICT

SECTION: 600 - Facilities

TITLE: USE OF FACILITIES

ADOPTED: December 13, 1994

REVISED: February 26, 2007

REVISED: April 20, 2026

1. 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 the educational program of the schools. This policy establishes conditions, restrictions and procedures for the use of school facilities for non-school-sponsored purposes.
2. Authority	The Board directs that use of school facilities may be granted to individuals and community groups for the following types of activities: 1. Instruction in any branch of education, learning and the arts, consistent with the District's mission. 2. Social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the community; but such use shall be non-exclusive and open to the public without charge. 3. Polling places for holding primaries, elections and special elections, as permitted or required by state law. 4. Recreation, physical training and athletics, including competitive athletic contests for children and adults. The Board shall establish a schedule of fees (Attachment 2) for the use of school facilities by approved groups.[1]
3. 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 or designee.

5. Guidelines

Application Process

An individual or community group requesting permission to use school buildings, facilities or school property must submit a written request on the prescribed application form at least ten (10) days in advance of the proposed date for an in-District request or at least thirty (30) days in advance for external requests to Central Administration. The Superintendent can stipulate to a shorter timeframe for an emergency situation, provided they can meet the requirements set forth.

The application (Attachment 1) must specify the portion of the school facilities requested for use; proposed activities; number of individuals participating; and the date, time and duration of the proposed event.

Upon the submitted application being approved, the individual or group must also submit the following:

1. Payment of the specified rental fee, which will be calculated by the District.
2. Evidence of organizational liability to limits required by District guidelines. The minimum insurance coverage required shall be one million dollars combined single limit bodily injury and/or property damage naming the Washington School District as an additional insured.
3. Documentation evidencing the District shall be held harmless by the user for any liability that arises from use of school facilities by the individual or group.

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 school or campus closures, 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. Organizations needing additional use would need to reapply on a new application. 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.

Permit Holders

Permit holders are responsible for upholding the terms outlined in the facilities use permit, including adherence to all school policies and regulations. This includes ensuring that parents, students, fans, and other attendees exhibit appropriate behavior while utilizing school facilities. Permit holders are expected to promote a safe and respectful environment and take appropriate measures to address any disruptive behavior that may occur during the permitted event.

The permit holder is responsible for managing parking areas in accordance with school regulations, ensuring compliance with fire lane restrictions, and maintaining accessibility for handicapped individuals. This includes directing attendees to designated parking areas, ensuring fire lanes always remain clear, and providing adequate accommodations for handicapped parking as required by law.

Permit holders are advised not to directly contact custodians or maintenance staff for facility-related issues. All communication should go directly to the Director of Facilities or designee.

Security

Groups that request the use of facilities may be required to have security and/or maintenance/custodial personnel on site during their event. The exact number of security and support staff required shall be determined by District Administration. The cost of such personnel is to be paid in advance by the permit holder.

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 and furniture used in conjunction with requested facilities shall be identified when the application is submitted. Users of school equipment and furniture must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules specify, no equipment may be used except by a qualified operator, provided by the school. 5. The permit holder must be present during the allotted time requested. 6. A group or permit holder is not permitted to sublet their time to another individual or group. 7. All permits must be submitted and approved by the proper authority. 8. Permit holders are responsible for cleaning the facilities following their allotted time. Failure to clean the facility becomes the financial responsibility of the permit holder. 9. Groups and individuals must have proper sponsors and supervision. 10. Written permission is valid only for the specified date, time, and building area requested. 11. When kitchen facilities are used, a certified school employee in charge or a designated member of the kitchen staff must be in attendance to operate equipment. All costs associated with kitchen personnel are the responsibility of the permit holder and must be paid in advance. 12. Proper footwear shall be used in all associated areas. 13. Organizations desiring to sell tickets to the event need to do so in the requested area. 14. There shall be no advertisement or advance notification of any activity prior to receipt of approval of the use. 15. Food or refreshments need to be in the designated areas and in compliance with District policies.
--	---

16. Any decorations erected by the permit holder must be erected in a manner that will not be destructive to school property and must be approved by the District. All decorations must be removed from the facility prior to the end of the event.

17. School equipment and facilities may not be used by District staff for personal reasons without explicit authorization or administrative permission.

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, including the product marketed as Juul and other e-cigarettes, as defined in the law.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

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.

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

6. Legal	and established procedures.[3] In the event an individual or community group violates this policy or the terms under which permission was granted to use school facilities, that individual or community group forfeits the right to submit future written requests to use District property, unless otherwise decided by the Board. <u>Fee Schedule</u> Use of school facilities for activities directly related to the educational program and District operations shall be without cost to users, except that the user shall be responsible for extra fees as delineated in the policy. 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. 405 and 513 8. 10 P.S. §328.101 <i>et seq.</i> 9. 61 PA Code §901.701 10. 24 P.S. §779 11. 20 U.S.C. §7905 12. 20 U.S.C. §7971 <i>et seq.</i> 13. 61 PA Code 901.1
----------	--