

MONROE CAREER AND TECHNICAL INSTITUTE

No. 707

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: April 12, 2010

REVISED: January 29, 2010

707. USE OF SCHOOL FACILITIES	
1. Purpose SC 1850.1	School facilities should be made available for community purposes, provided that such use does not interfere with the educational activities and programs of the school.
2. Authority SC 511	<p>All requests for facilities use must be submitted one month prior and in writing on a form provided by the school and approved by the Director, and shall be subject to approval of the Joint Operating Committee, where required.</p> <p>Use of the school facilities is limited to groups organized for lawful purposes or school activities, and are subject to all policies, rules and regulation of MCTI. (See Form 707.1 Use of Facilities Application & Agreement for specified policies, rules and regulations).</p> <p>The use of the facilities shall be available for school-related or civic organizations for meeting after school hours on regular school days without payment of any fee, provided that: custodial personnel are on duty and that the room or building will not interfere with the Adult Education Program of the school. It is understood that the room or building must be vacated prior to the time that the custodial staff will go off duty.</p>
3. Guidelines SC 775	<p>School facilities may be used without payment of fees, provided that a custodian or professional employee is on duty for:</p> <ol style="list-style-type: none"> 1. School-sponsored functions. 2. Allied school organizations, such as career & technical student organizations, parent advisory committee, etc. 3. Student activities that are properly chaperoned. 4. Teacher organization or education groups with which the school is affiliated. <p>The facilities of the school may be used without rental fees, but with the payment of custodial fees for fundraising events of organizations related to the school program, for non-fundraising activities of the community, and school-oriented organizations within the county.</p> <p>School facilities may be used with payment of rental fees, and custodial fees, when required, for local civic, educational or charitable groups which charge admission.</p> <p><u>Hourly Rental Fees are based on the type of area used by category (see Form 707.1 Use of Facilities Application & Agreement for fees).</u></p>

<p>SC 511</p> <p>10 P.S. 311 et seq</p> <p>35 P.S. 1223.5</p> <p>4. Delegation of Responsibility</p>	<p>If a custodian or supervisory personnel is not on duty or extra work creating overtime is involved <u>for failure to return room to original configuration</u>, the user will be expected to pay all fees as billed by MCTI. <u>MCTI will not be responsible for lost or stolen articles.</u></p> <p>Any other use of the building not mentioned above, will be subject to Joint Operating Committee approval for fee determination.</p> <p><u>Prohibited Activities</u></p> <p>The following activities are strictly prohibited in school facilities when individuals and community groups are granted permission to use said school facilities:</p> <ol style="list-style-type: none"> 1. Possession, use or distribution of illegal drugs and/or alcoholic beverages. 2. Possession of weapons. 3. Conduct that would alter, damage or be injurious to any school 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. 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 Joint Operating Committee or administration. 6. Use of tobacco products. <p><u>Violations</u></p> <p>The school reserves the right to remove from school premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.</p> <p>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 use school facilities, unless otherwise decided by the Joint Operating Committee.</p> <p>The Director shall develop procedures for the granting permission to use school facilities.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 511, 775, 779 State Board of Education Regulations – 22 PA Code Sec. 403.1 Department of Revenue Regulations – 61 PA Code Sec. 901.1, 901.701 Local Option Small Games of Chance Act – 10 P.S. Sec. 311 et seq. School Tobacco Control – 35 P.S. Sec. 1223.5 Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq. Boy Scouts of America Equal Access Act – 20 U.S.C. Sec. 7905 Board Policy – 000</p>
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This policy will replace policy #1330.