Use of District Facilities

The Board of School Directors recognizes the needs of partner and community groups to utilize District facilities for educational, cultural, recreational, civic, or social purposes when they are not scheduled for District programs or maintenance. District facilities are intended for use primarily by residents and community groups which are located within the Tredyffrin/Easttown School District ("TESD" or "District") boundaries.

District facilities that may be made available under this Policy include, but are not limited to, buildings, fields, parking lots and, in certain instances, equipment.

Facilities shall be made available according to the following priority:

- TESD school-sponsored activities or student organizations
- TESD Partner Organizations pursuant to Policy 1131 "Partner Organizations"
- Community non-profit organizations
- TESD residents, current/former TESD employees and Conestoga High School graduates
- TESD employee-run programs
- Youth Education groups
- Adult Education groups
- Local for-profit groups
- Other groups

Classifications

Users of the District facilities must be groups that do not have a charter, mission or established practice that discriminates in violation of applicable law or other Board Policies.

All users of District facilities will fall into one of the following classifications:

Class A (School-Sponsored Activities and Student Organizations)

These organizations are all student organizations, including clubs and athletic teams, and school-sponsored activities. If admission for any event is charged, 50% or greater of the proceeds should exclusively benefit the sponsoring Class A organization or the District, otherwise fees will be charged according to Class G specifications.

Class B (Partner Organizations)

These organizations are established pursuant to Policy 1131 "Partner Organizations" who receive Class B status when they seek to use District facilities to provide services for students and parents and for the students' activities. If a fee is collected for any event, 50% or greater of the gross receipts must be given to and retained by the sponsoring Class B organization or the District, otherwise the fee schedule of the most appropriate organization classification (as determined by the Business Manager) will be charged.

Class C (Community Non-Profit Groups)

These organizations are those groups whose primary function is to enhance the community by providing service to Tredyffrin/Easttown youth and/or adults. The participants in activities sponsored by these organizations should predominantly reside in the TESD and/or actively support the students' educational program. These groups may only use facilities at the Class C fee when no admission fee or tuition is charged. When admission or tuition is charged for any event, a Class C group will be considered a Class G group when determining fees.

Elected officials' use of District facilities for community information purposes, not electioneering, is permitted under this class of user. Political campaigning on District property, other than at designated polling areas on Election Day, is prohibited.

Class D (TESD residents, current/former TESD employees, and Conestoga High School graduates)

This classification pertains to TESD residents, current/former TESD employees and Conestoga High School graduates who request the use of District facilities for personal use.

Class DD (TESD Employee-Run Programs)

This classification pertains to TESD employee-run programs and camps that primarily benefit TESD students or residents, regardless of whether an admission fee or tuition is charged.

Class E (Youth Education Programs)

These are organizations that provide youth (generally under 19 years of age) education programs that are available to and provide benefit for TESD residents.

Class EE (Adult Education Programs)

These are organizations that provide adult (generally at least 19 years of age) education programs that are available to and provide benefit for TESD residents.

Class G (For-Profit and Other Organizations)

These organizations or groups include private enterprise groups, business and for-profit organizations.

Class G users also include Class A, C and D users when any fee is collected beyond that authorized by the classification's description.

Procedure for Requesting Facilities

All users requesting use of District facilities are required to submit an application in the form designated in the accompanying Administrative Regulation to the Business Manager or designee. The timeline to receive applications and render decisions for requests shall be established in the accompanying Administrative Regulation.

Upon receipt of an application to use a facility and a review of all required support documentation, the Business Manager shall determine the user's classification. Facilities will be designated first by classification and within a classification by the Administrative Regulation developed for implementing this Policy. If the classification is contested by the user, the request shall be referred to the Superintendent or designee.

Associated Fees and Charges

The District reserves the right to determine the rental fee schedules for each class of users requesting District facilities. In addition to these charges, the District reserves the right to charge for support services including, but not limited to, custodial, cafeteria, stage crew and lighting assistance. The District will make every effort to advise the user of the support services charges prior to the facility use. Added fees may be assessed for excessive and unexpected clean up or support services. All fee schedules will be maintained in the District Business Office and updated as necessary. At the discretion of the administrator in charge of the desired facility, a security deposit may be required. If two unrelated organizations use a facility at the same time, each will pay all the required charges and fees in full. In case of damage to District facilities, the user shall compensate the District in full.

Contracted Use of District Facilities

The Board may, at its discretion, enter into leases, licensing agreements, or other contractual relationships with any organization with respect to District facilities as determined to be in the best interests of the District. All such agreements must be in writing and approved by the Board of School Directors pursuant to Board resolution at a public meeting.

Policy Violators

The District reserves the right to change user classification or deny access to District facilities to any user that violates this Policy or accompanying Administrative Regulations.

Implementation

The Superintendent shall develop and promulgate Administrative Regulations implementing the intent of this Policy.

Cross Reference:

Policy and Administrative Regulation 1131 Partner Organizations

Adopted: April 24, 1978
Revised: January 24, 1983
Revised: April 28, 1990
Revised June 10, 1991
Revised: June 8, 1992
Revised: January 22, 2001
Revised: February 23, 2004
Revised: February 28, 2005
Revised: October 23, 2006
Revised: June 14, 2010
Revised: October 25, 2010
Revised: March 26, 2012
Revised: November 27, 2012
Revised: January 25, 2021
Revised: February 26, 2024
Revised: June 8, 2026