

SOLANCO SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: October 21, 2002

REVISED: April 28, 2014

707. USE OF SCHOOL FACILITIES	
1. Purpose	<p>The Board recognizes that the primary purpose of school buildings, facilities and property is to provide students with an appropriate learning environment. Realizing the Board is responsible for education, and that education is related to citizens of all ages, it is the desire of the Board to make school facilities available to citizens and community groups of the District when such use does not conflict with the educational or maintenance programs of the schools and when such use will result in an improved community climate.</p> <p>Permission for use of district facilities does not constitute endorsement by the school district of any organization, the beliefs of the organization or any opinion expressed by the organization.</p>
2. Authority SC 775	<p>The Board may provide for the use of school facilities when a written application has been filed with the office of the Assistant Business Manager and all conditions for use have been satisfied according to guidelines established by Administration. All applications for the use of facilities shall be considered dependent upon the availability of the facilities. School district sponsored activities take precedence over other activities.</p>
3. Guidelines	<p><u>Application and Evaluation for Use of Facilities</u></p> <p>Individuals and community organizations wishing to reserve the use of school facilities shall file a written application with the office of the Assistant Business Manager at least four (4) weeks prior to the requested date of use. Each application should be submitted by July 1 for use of the facilities during the upcoming school year. Requests received on or prior to July 1 will be treated as if received on the same day, and will be held for processing until after July 1 and prioritized according to Board policy. Requests submitted after July 1 shall be processed in the order received. No application to use school facilities shall be approved if the proposed activity would result in any of the following:</p> <ol style="list-style-type: none"> 1. Conflict with any school-sponsored activity. 2. Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar (including holiday and in-service day closures) or Board action.

3. Access to school facilities containing equipment or furnishings which would be detrimental to the operation of a district program if moved, 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, timing or duration of the activity (i.e. conflict with concert, musical, drama, science fair or gymnasium facility setup).
5. The proposed activity is at a time when the school district does not have staff available to oversee the event.

Permitted Activities

The Board directs that use of school facilities may be granted to individuals and community groups for activities including, but not limited, to the following:

1. Instruction in any branch of education, learning and the arts, consistent with the school 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.

Prohibited Activities

The following activities are strictly prohibited in school facilities when individuals and community groups receive permission to use school facilities.

1. Smoking and the possession, use or distribution of illegal drugs, tobacco and/or alcoholic beverages.
2. Possession of weapons.
3. Conduct that would alter, damage or be injurious to any district property, equipment or furnishings.
4. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games or Chance Act, unless such activity has been expressly authorized by the Administration.
5. Conduct that would constitute a violation of the Pennsylvania Crimes Code and/or state and federal laws and regulations.

Applicant Classifications

In order to determine the scheduling priority of applications and the fees to use the facility, applicants and activities shall be categorized into one of the following classes:

Class 1 – School Sponsored and/or School Related organizations/activities – Groups or organizations directly administered by the school district or affiliated with the school district whose purpose is predominately the support of the school district and/or its students (i.e. School Program, Booster Clubs, Parent-Teacher Organizations, Education Foundation, Student Activity Clubs, Interscholastic Athletics, Education Association).

Class 1A Organizations/Activities – Educational activities sponsored by the school district or school related organizations.

Class 1B Organizations/Activities – Fundraising activities or other activities sponsored by the school district or school related organizations that are not primarily for educational purposes (i.e. fundraising tournaments, booster sponsored sports camps).

Class 2 – Nonprofit, community organizations comprised primarily of Solanco School District residents – Nonprofit, community groups whose primary purpose is to provide an educational or beneficial public service to the school district, students, residents or the community as a whole (i.e. Community Youth Athletic Programs, Boy/Girl Scouts, Public Service Associations).

Class 2A Organizations – Nonprofit, community non-fee organizations, comprised primarily of Solanco School District residents sponsoring an educational, recreational or public service activity beneficial to the community as a whole (includes Boy/Girl Scouts, community youth athletic programs, Lions Club, fire and ambulance associations).

Class 2B Organizations – Nonprofit, community fee assessing organizations, comprised primarily of Solanco School District residents sponsoring an educational, recreational or activity beneficial to the community as a whole (includes recreation associations, adult education classes, and adult athletic groups).

Class 3 – Nonresident, nonprofit organizations comprised primarily of nonresident participants - nonprofit, community groups whose primary purpose is to provide a beneficial service to the School District, students, residents or the community as a whole (i.e. nonresident adult and youth programs)

Class 4 – Commercial and other organizations/activities – Commercial or profit generating activities and other social or recreational activities that have limited benefit for the School District or the community as a whole (dance recitals, PIAA events, fellowship or recreational activities).

Scheduling Priority

Applications shall be approved based on the following set of priorities. Priority 1 organizations or activities receive the highest scheduling priority and Priority 4 organizations or activities the lowest scheduling priority.

Priority 1: School Sponsored Activities – Class 1 organizations and activities:

- a. Interscholastic ‘in-season’ athletic events, (including P.I.A.A), district athletic events, school department events (i.e. music, drama, science fairs, county competitions).
- b. School building level and school organization activities.
- c. School sponsored fundraising activities.

Priority 2: School Related Activities – Class 1 organizations and activities:

- a. Non-fundraising activities sponsored by school related organizations
- b. Fundraising activities sponsored by school related organizations

Priority 3: Nonprofit, Youth and Civic Activities – Class 2 organizations and school sponsored ‘out-of-season’ athletic program activities – Class 1 organizations:

- a. Resident (entity located within school district) non-fundraising and non-profit generating activities, ‘in-season’ community youth athletic programs
- b. ‘Out-of-season’ school sponsored athletic activities
- c. “Out-of-season’ community youth athletic activities
- d. Nonresident (entity located outside of school district) non-fundraising and non-profit-generating activities benefiting the school district or local community

Priority 4: Nonresident Nonprofit, Youth and Civic Fundraising Activities – Class 3 organizations:

- a. Nonresident (entity located outside of school district) nonprofit organization or activities

Priority 5: Other Organizations and Activities - Class 4 organizations:

- a. Resident (entity located within school district) organizations with activities primarily involving school district students and citizens.
- b. Nonresident (entity located outside school district) organizations with activities primarily involving school district students and citizens.
- c. Resident organizations with activities that do not primarily involve school district students or citizens.
- d. Nonresident organizations with activities that do not primarily involve school district students or citizens.

It is the desire of the Board to provide facility access for non-school sponsored organizations in such a manner that no one organization monopolizes school facilities.

Administration shall attempt to provide facility access to all eligible applicants; however, the approved access may vary from the original request. When a facility is requested by more than one (1) group of the same priority level, the organizations will be asked to share the facility or to move to another facility. If this occurs in the area of athletics, first priority will be given to the sport in season. The seasons will be as follows:

August 1 – November 15:

1. Cross Country.
2. Field Hockey.
3. Football.
4. Golf.
5. Boys' Soccer.
6. Girls' Soccer
7. Tennis.
8. Girls' Volleyball.

November 16 – March 15:

1. Basketball.
2. Wrestling.
3. Indoor Track.

March 16 – June 15:

1. Baseball.
2. Softball.
3. Track and Field.

All non-school sponsored activities requesting school district facilities for more than three (3) days will be subject to a limit on the usage of school facilities. Preference is given to Class 1 organizations. No group or activity, regardless of the number of applicants, may occupy any one facility more than eighteen (18) hours per week. After all requests have been honored, additional available time will be granted to those organizations with facility use limited by policy. Exceptions that are granted are done so at the discretion of the school district. It is expressly stated that this extra allotment is conditional and will be revoked if a subsequent building use request would have been approved if the extra time were not granted.

Facility Use Fees

A schedule of fees will be used to determine facility cost. The schedule will be reviewed annually and any changes approved by the Board by June 30. Rental fees shall be paid two (2) weeks prior to the authorized use.

Energy, personnel and other fees are payable within thirty (30) days from the invoice date. Fees should be mailed to: Assistant Business Manager, Solanco School District, 121 South Hess Street, Quarryville, PA 17566

Any organization in need of special services or tasks (i.e. lining fields, mowing requirements, set-up arrangements) or organizations requesting the presence of district personnel (custodial, technology, security or food service) shall be invoiced for such services and personnel labor. Personnel payroll costs shall be paid by the School District and reimbursement obtained from the requesting organization. The Fair Labor Standards Act prevents school district employees from donating services for which the employee is normally compensated during the performance of their regular job functions.

Event Cancellations

Cancellations of events must be submitted in writing no later than two (2) days prior to the scheduled event. Organizations are financially responsible for fees associated with facility use reservations not canceled in writing, within this time frame, and will be invoiced accordingly.

Use of Cafeteria Kitchen and Serving Areas

Cafeteria kitchen and serving areas are established for the benefit of the students and school district programs and shall not be deemed to be available to the public except under certain conditions:

1. Banquets or special meals served shall be limited to professional education groups or to school related organizations.
2. Cafeteria equipment shall not be operated or loaned to non-school sponsored groups. Only certified district personnel, trained in the use of cafeteria equipment and food preparation, shall be permitted to work in the cafeteria kitchens.
3. Cafeterias shall not be opened or used during the summer, except as a part of the regular school program or as approved by the Superintendent.
4. Use of the cafeteria and cafeteria personnel for evening activities shall be permitted only when such activities do not disrupt the normal daytime operation of the cafeteria.
5. In the event a cafeteria is used for a special reason, cafeteria personnel shall be employed and their salaries shall be paid by the school district with proper reimbursement made by the organization requiring such services. Requests for the use of cafeteria personnel must be requested and scheduled with the Food Service Director. The school district does not guarantee the availability of personnel for building use requests.

Facility Use Conditions

The requesting organization agrees to the following school district facility use conditions:

1. The organization assumes full responsibility for any injury or liability resulting from the use of school facilities. All organizations using school facilities shall carry general liability insurance.
A valid certificate of insurance must be submitted to the school district at least two (2) weeks prior to the date of the facility use, naming Solanco School District as insured with minimum commercial liability limits of \$1,000,000 per occurrence and a \$1,000,000 general aggregate.
2. The organization agrees to adhere to all fire and safety regulations at all times.
3. The organization shall be responsible for the admission and conduct of all persons present as a result of the organization's use of school facilities.
4. The organization assumes full responsibility for damage to or loss of school property in connection with this use. In the event of damage to the building or equipment of the school district, the organization shall pay for the repair or replacement of such property.
5. No school equipment shall be used unless the specific equipment is requested on the building request form. The applicant may be charged an additional fee for the use of equipment. The applicant accepts liability for any damage or loss of such equipment that occurs while it is under their care. Applicants must make arrangements to schedule an operator's presence for the use of select equipment requiring trained operators. The school district does not guarantee the availability of personnel for facility use requests. Payroll costs for the operator will be invoiced to the requesting organization pursuant to Board policy.
6. Use of district technology equipment and internet access will not be permitted for non-curriculum activities without special approval by the school district. Applicants receiving special approval to use school district technology must contact the school district's Director of Technology and make arrangements to schedule at least one (1) of the school district's technology personnel to monitor and supervise use of the technology equipment. The school district does not guarantee the availability of technology personnel for building use requests. Payroll costs for the technology staff will be invoiced to the requesting organization pursuant to Board policy.

<p>20 U.S.C. Sec. 7181 et seq 35 P.S. 1223.5</p>	<ol style="list-style-type: none">7. The applicant may not assign, sublet, or transfer its rights or privileges to any other individual, group, or organization.8. Approved facility use shall automatically be canceled in the event of school closures or early dismissals due to weather or other school district reasons.9. The school district reserves the right to remove from school district property any individual or organization that fails to comply with the terms and conditions of this policy and established procedures. <p><u>Rules Pertaining to the Use of School District Facilities</u></p> <p>The requesting organization agrees to comply with the rules and regulations regarding the use of school district facilities.</p> <ol style="list-style-type: none">1. School district facilities must be returned to the condition found prior to use. Trash must be put in trash containers, spills removed, doors closed and locked.2. Applicants may access and use only facilities and/or areas detailed on the approved application for the date(s) and time(s) specified. All other facility areas are restricted and may not be accessed.3. Do not walk dogs on school property.4. The operation of motorized vehicles, cars, trucks, mopeds, motorcycles, snowmobiles, etc., is restricted to paved driveways and parking lots, and speed is limited to ten (10) miles an hour.5. Recreational activities involving hazardous and dangerous projectiles, archery, golf, etc., are not permitted on school property unless they are part of the supervised instructional program.6. Food and drink is not permitted in gymnasiums or auditoriums at any time.7. No open flame decorations, properties or equipment shall be permitted without the prior approval of school officials. No decorations shall be fastened to the facility, equipment or furnishings with a fastener that may damage the finish of the facility, equipment or furnishings. All decorations, furnishings and property provided and installed by the applicant shall be removed by the applicant at the completion of the facility use.8. Special requirements may be mandated by the school district depending upon the facility being utilized and conditions at the time permission is granted.
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9. The school district may require the use of security personnel to insure the safety of the participants and the protection of school property depending on the size and nature of the requested activity. In the event of such a requirement, arrangements must be made with the school district to contract with security personnel. The applicant will be invoiced for reimbursement of the contracted security personnel costs.
10. Buildings are not open on Sundays. Sunday requests and other unusual requests for use of school buildings must receive Board approval. In order for this to occur, the application must be received in the office of the Assistant Business Manager by the first day of the month preceding the requested use date. Sunday use of the school grounds, other than buildings, does not require Board action.
11. No part of a building or equipment may be used for personal gain or individual gain unless such permission is granted by the Board.
12. Conduct detrimental to the public interest is not permitted in school buildings or on school grounds.
13. Raffle, lottery, bingo or other games of chance benefiting school district students or the community are permitted with the Superintendent's written approval. Upon receiving approval to use school district facilities, it will be the responsibility of the sponsoring organization to obtain the required municipal gaming permits.
14. School district gymnasiums are reserved for school-sponsored and in-season athletic activities on school days during the hours of 7 am to 6 pm.

The interpretation of this policy is the responsibility of the Assistant Business Manager. Whenever the facilities are denied to an organization, or if the organization wishes the fees or conditions of this policy be considered, the organization shall have the right to have the specific written appeal reviewed by the Superintendent. The Board reserves the right for the Superintendent to consider the merits of any request and to make alterations or variations in this policy as deemed wise.

Community Use Of Athletic Fields, Courts and Grounds

The Board maintains facilities to carry out school functions. Priority of use will be granted to activities in the order as stated in Board policy.

1. All parties interested in using athletic fields, tennis courts or campus grounds must submit a building use form.

2. The deadline for submitting requests for use of the ball diamonds, fields, tennis courts or campus grounds for each summer season will be the first day of July for the summer requested.
3. Field requests, which include dates prior to July 1 and dates after June 30 will be processed as individual requests to reflect the separate fiscal years.
4. Due to the demand on fields, it will be necessary for some teams to share fields and for fields to be divided up equitably.

Maintenance Of Fields

1. School district fields may be used only for the specific, intended and authorized purposes. Organizations that receive approval to use school district athletic fields must consider potential damage to the fields if practice or scheduled competition occurs during the following conditions: inclement weather; falling precipitation; wet, soggy, muddy or snow-covered ground. Organizations should not use fields when the preceding conditions occur or the potential for field damage exists. Organizations should contact the school building custodian to investigate the condition of school district fields.
2. Field areas recently seeded, landscaped, repaired, renovated and/or otherwise designated as 'temporarily out of service' should not be used.
3. Teams using the fields will be responsible for maintaining them. This would include emergency repair.
4. Plates and bases – Teams will be responsible for supplying their own equipment including pitching rubber and home plate. In some cases, the School District will leave the pitching rubber and home plate on the field.
5. There will be no parking on the grass. The team manager will be authorized to transport equipment and the team manager will be responsible to inform the players that there is to be no parking on the grass.
6. A team who refuses to participate in maintaining the field may have its request removed during the year or for the next year.