

# BALD EAGLE AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: November 4, 2009

REVISED: March 13, 2014  
September 8, 2022

	<p>707. USE OF SCHOOL FACILITIES</p>
1. Purpose	<p>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.</p>
2. Authority	<p>The Board directs that use of school facilities may be granted to individuals and community groups for the following types of activities:</p> <ol style="list-style-type: none"> <li>1. Instruction in any branch of education, learning and the arts, consistent with the school district's mission.</li> <li>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.</li> <li>3. Polling places for holding primaries, elections and special elections, as permitted or required by state law.</li> <li>4. Recreation, physical training and athletics, including competitive athletic contests for children and adults.</li> </ol>
SC 775	<p>The Board shall establish a schedule of fees for the use of school facilities by approved groups.</p>
3. Delegation of Responsibility	<p>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.</p>
4. Guidelines	<p><u>General Regulations</u></p> <p>School rooms, buildings and facilities may be used by responsible groups with approval by the proper authority.</p>

	<p>The regular school programs shall have priority in using school facilities.</p> <p>Utilization of Alumni Field, Doc Etters Field, and the Middle/High School gymnasiums shall be limited to Bald Eagle Area School District teams and Bald Eagle Area school-sponsored organizations during the school year and regular seasons with the exception of PIAA playoffs, which may be scheduled in accordance with the Use of School Facilities Policy regulations.</p> <p>Requests for the use of facilities must be submitted to the building principal. Principals will refer unusual requests to the Superintendent for final approval.</p> <p>Requests for banquets, in addition to approval by the building principal, must be scheduled with the knowledge of the Food Service Director. Food costs shall be determined by the Food Service Director, unless the banquet is catered by an outside agency.</p> <p>Requests for the use of school facilities for Sunday mornings must be authorized and approved by the School Superintendent and reviewed by the Board of Directors.</p> <p>Weather related cancellations of school activities will also cancel use of facilities by outside personnel.</p> <p>School equipment may not be used except with the approval and under the direction and supervision of school personnel. Kitchen facilities shall be operated only by qualified District food service employees.</p> <p>An authorized custodian or authorized responsible person must be present in all buildings being used.</p> <p>Organizations or groups granted the use of school facilities must comply with the following requirements:</p> <ol style="list-style-type: none"><li>1. Contact the building principal and the Activities Director to make all detailed arrangements.</li><li>2. Assume full responsibility for damage to or loss of school property resulting from use of facilities.</li><li>3. Assume full responsibility for any injury or liability resulting from the use of facilities; and sign a waiver indemnifying and saving the district harmless from any and all claims by, or on behalf of any persons, or firms, pursuant to the application, arising out of any accident or injury which occurs on school property</li></ol>
--	--

	<p>during, or arising out of applicant's use of school property pursuant to the application.</p> <p>Applicant further agrees to indemnify the district for any attorney fees or other expenses incurred by the individual or organization in litigating any claims arising out of, or during the course of applicant's use of school property pursuant to the application.</p> <ol style="list-style-type: none"><li>4. Assume responsibility for the conduct of all persons present in the building for the organization's activity, ensuring that prohibited activities are strictly enforced.</li><li>5. Ensure participants wear appropriate footwear for gymnasium and fields.</li><li>6. Pay any and all charges involved to the Business Manager within thirty (30) days of receiving the invoice for such charges.</li><li>7. Damages to district facilities must be reported to the building principal by the next school day. User organizations must pay for damages to district facilities/equipment/fields during use. All facilities shall be cleaned after use, or user will pay for custodian fees for cleaning.</li></ol> <p>Organizations or groups granted the use of outside athletic facilities must, in addition to the above, also comply with the following:</p> <ol style="list-style-type: none"><li>1. Little League teams should utilize softball fields in conjunction with youth softball teams.</li><li>2. Sawdust is not to be used on the fields, as it must be removed due to rot. Sand must be used to fill in where needed.</li><li>3. Base pegs are not to be removed. Pitching and home plates must be provided by the summer teams.</li><li>4. Vehicles and other motorized equipment are not permitted on the fields, except for small motorized utility vehicles.</li><li>5. School age baseball/softball teams will be given first priority on use of baseball or softball fields.</li><li>6. During the week, B.E.A. Youth Baseball, B.E.A. Girls Youth Softball, and B.E.A. Teener League teams will have priority on dates and times for practices</li></ol>
--	---

SC 511	<p>and games.</p> <ol style="list-style-type: none"><li>7. Adjusted game schedules are requested from all teams each spring. A meeting of all team leaders should be held every spring to work out game and practice schedules.</li><li>8. Grass will be mowed on a regularly scheduled basis. Any additional need for mowing will be provided by the teams.</li></ol> <p>Requests for use of facilities from individuals for private profit or gain shall not be given consideration unless district students are permitted attendance at reduced fees or the activity is for the benefit of a student organization.</p> <p>Requests from individuals, organizations, or groups residing outside the district shall not be given consideration unless the activity is clearly beneficial and available to district students.</p> <p>User groups may be required to provide proof of insurance and individual waivers of district responsibility, particularly if they are engaging in strenuous physical activity as part of the use requested or if large groups of people can be expected to be on or using district facilities pursuant to the application. Required insurance for the user group must show evidence of a valid insurance policy to cover itself in case of liability/property damage and/or bodily injury in the minimum of \$1,000,000 combined single limit or \$500,000/\$1,000,000 liability/bodily injury and \$1,000,000 property damage. A certificate naming the district as an additional insured must be received before use of or access to the facility is granted. Insurance requirements may be adjusted by the administration if the risk factor is deemed minimal.</p> <p>In addition to the Request for Use of School Facilities Form, individuals and groups requesting the use of the alumni stadium, gymnasiums, or auditorium must complete the Use of Gymnasium/Auditorium/Alumni Field/Doc Etters Field Addendum.</p> <p><u>Prohibited Activities</u></p> <p>The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities:</p> <ol style="list-style-type: none"><li>1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.</li><li>2. Possession of weapons.</li><li>3. Conduct that would alter, damage or be injurious to any district property, equipment or furnishings.</li></ol>
--------	--

<p>10 P.S. Sec. 311 et seq Title 61 Sec. 901.701</p>	<p>4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.</p> <p>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 Board or administration.</p>																																
<p>35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7182, 7183</p>	<p>6. Use of tobacco products.</p>																																
<p>SC 511</p>	<p><u>Violations</u></p> <p>The school district reserves the right to remove from school district 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 submit future written requests to use school district property, unless otherwise decided by the Board.</p> <p><u>Fee Rental Schedules</u></p> <p style="text-align: center;">FEE RENTAL SCHEDULE/PER USE</p> <table border="1" data-bbox="451 1310 1544 1885"> <thead> <tr> <th><u>Facility</u></th> <th><u>A</u></th> <th><u>B</u></th> <th><u>C</u></th> </tr> </thead> <tbody> <tr> <td>High School Main Gymnasium</td> <td>0</td> <td>▪</td> <td>\$ 250 ■■</td> </tr> <tr> <td>Middle School Gymnasium</td> <td></td> <td></td> <td>\$ 200 ■■</td> </tr> <tr> <td>Other Gymnasiums</td> <td>0</td> <td>▪</td> <td>\$ 75</td> </tr> <tr> <td>Middle-High School Auditorium</td> <td>0</td> <td>▪</td> <td>\$ 250</td> </tr> <tr> <td>Football Stadium</td> <td>0</td> <td>▪</td> <td>\$ 600 ■■</td> </tr> <tr> <td>Football Stadium With Lights</td> <td>0</td> <td>▪</td> <td>\$ 800 ■■</td> </tr> <tr> <td>Athletic Field, Baseball</td> <td>0</td> <td>▪</td> <td>\$ 50</td> </tr> </tbody> </table>	<u>Facility</u>	<u>A</u>	<u>B</u>	<u>C</u>	High School Main Gymnasium	0	▪	\$ 250 ■■	Middle School Gymnasium			\$ 200 ■■	Other Gymnasiums	0	▪	\$ 75	Middle-High School Auditorium	0	▪	\$ 250	Football Stadium	0	▪	\$ 600 ■■	Football Stadium With Lights	0	▪	\$ 800 ■■	Athletic Field, Baseball	0	▪	\$ 50
<u>Facility</u>	<u>A</u>	<u>B</u>	<u>C</u>																														
High School Main Gymnasium	0	▪	\$ 250 ■■																														
Middle School Gymnasium			\$ 200 ■■																														
Other Gymnasiums	0	▪	\$ 75																														
Middle-High School Auditorium	0	▪	\$ 250																														
Football Stadium	0	▪	\$ 600 ■■																														
Football Stadium With Lights	0	▪	\$ 800 ■■																														
Athletic Field, Baseball	0	▪	\$ 50																														

707. USE OF SCHOOL FACILITIES - Pg. 6

Middle-High School Cafeteria	0	▪	\$ 200
Middle-High School Cafeteria w/Kitchen	0	▪	\$ 400
All-Purpose Rooms	0	▪	\$ 100
All-Purpose Rooms w/Kitchen		▪	\$ 200
Classrooms	0	▪	\$ 20
Middle-High School Lobby	0	▪	\$ 50
Middle-High School Large Group Instruction Room (LGI)	0	▪	\$ 50
<p>▪ The cost of custodial and cafeteria personnel time required. For Class C and P.I.A.A. fees, the additional costs for personnel would be in addition to the fees listed.</p> <p>▪▪ Fee schedule for P.I.A.A. events are \$1000 for Alumni Stadium for a single football playoff, and \$600 for each additional football playoff game on the same day, which includes the cost of lights. Soccer match fees are \$200 per single event, which includes the cost of lights. P.I.A.A. event fees for the High School Gymnasium are \$200 for a single event. P.I.A.A. event fees for the Middle School Gymnasium are \$200 for a single event.</p> <p><i>Schedule A –</i></p> <p>If the organization is directly connected with the school, there will be no charge. This would include PTO/PTA groups, alumni groups, music organizations, booster clubs and similar groups working directly for the benefit and interest of the school.</p> <p><i>Schedule B –</i></p> <p>If the organization is directly connected with the community and is concerned with the general welfare of the community, the only charge for use of facilities would be for any custodial services required. This would include civic clubs, service clubs, women’s clubs, 4-H clubs, borough councils, scouts, firemen, and church organizations, etc.</p>			

<p>Pol. 707, 708</p>	<p><i>Schedule C –</i></p> <p>If the organization has little relationship to general community welfare and when profit is the primary motive, this schedule shall apply.</p> <p>Sports camps attended by BEA students utilizing district gymnasiums will be assessed \$25.00/hour and \$15.00/hour for the lobby.</p> <p><u>Student Access To School Facilities</u></p> <p>Each building principal shall adopt and publish administrative regulations for student use of school facilities and equipment.</p> <p>Every request for the use of school facilities by students outside of the usual school hours will be presented to the principal on the form provided by the principal.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 511, 775, 779</p> <p>State Board of Education Regulations – 22 PA Code Sec. 403.1</p> <p>Department of Revenue Regulations – 61 PA Code Sec. 901.1, 901.701</p> <p>Local Option Small Games of Chance Act – 10 P.S. Sec. 311 et seq.</p> <p>School Tobacco Control – 35 P.S. Sec. 1223.5</p> <p>Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.</p> <p>Boy Scouts of America Equal Access Act – 20 U.S.C. Sec. 7905</p> <p>Board Policy – 000, 707, 708</p>
----------------------	---