

<p>SC 775</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines</p>	<p>8. Profit-making organizations.</p> <p>The Board shall establish a schedule of fees for the use of school facilities by approved groups.</p> <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> <p>An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the Superintendent.</p> <p><u>Application Process</u></p> <p>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 to the Superintendent. Unusual requests shall require the approval of the Board.</p> <p>The application 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.</p> <p>Along with the completed application, the individual or group must submit the following:</p> <ol style="list-style-type: none"> 1. Payment of the specified rental fee. 2. Evidence of organizational liability to limits required by District guidelines. 3. Documentation evidencing the school District shall be held harmless by the user for any liability that arises from use of school facilities by the individual or group. <p><u>Application Evaluation</u></p> <p>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 due to renovations, maintenance, cleaning, the school calendar, or Board action.
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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.

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. All activities must terminate and all individuals and community group members must exit the school premises no later than thirty (30) minutes after activity has ended. No activities will be permitted after 10:30 p.m. unless special arrangements have been made.
4. 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 school District.
5. Independent student groups approved the use of school facilities shall require supervision by a District employee or adult named in the facility use application all times.
6. School equipment used in conjunction with requested facilities shall be identified when the application is submitted. Users of school equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator, provided by the school. If kitchen equipment is to be used, a food service employee who is trained to use that equipment must be present.

As necessary, the District shall assess an hourly fee for the transportation, set-up, take-down and removal of requested and approved school equipment.

References:

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. 328.101 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

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