

WILLIAMSPORT AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL DISTRICT
FACILITIES

ADOPTED: December 1, 2009

REVISED: June 2, 2015

<p>1. Purpose SC 775</p> <p>2. Definition</p> <p>3. Authority</p>	<p style="text-align: center;">707. USE OF SCHOOL DISTRICT FACILITIES</p> <p>The Board of School Directors of the Williamsport Area School District 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 recognized community organizations for community purposes, without discrimination and in accordance with this policy, provided that such does not interfere with the educational program of the school.</p> <p>To qualify as a recognized community organization, a group shall:</p> <ul style="list-style-type: none"> • have been in existence at least one year, • have regularly elected and authorized officers, and • have headquarters or a local affiliate within the school district. <p>Waiver of any of the above definitional requirements may be granted only by the Board of School Directors upon application.</p> <p>The Board directs that use of facilities may be granted by the Superintendent of Schools or designee in accordance with the following order of priority:</p> <p>Requests by:</p> <ul style="list-style-type: none"> • School related organizations. • Education extension activities – Instruction in any branch of education, learning and the arts, consistent with the school district’s mission. • Recreation Board – Recreation, physical training and athletics, including competitive athletic contests for children and adults. • Non-profit community youth organizations. • Non-profit organizations located within the school district. <p>The use of school facilities may be granted with school board approval for:</p> <ul style="list-style-type: none"> • Any commercial or profit making organization. • Private social functions. • Use by organizations outside the school district.
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<p>4. Waivers</p> <p>5. Fee Schedule</p> <p>SC 775</p> <p>6. Reports</p> <p>7. Delegation of Responsibility</p> <p>8. Guidelines</p>	<p>The use of school facilities shall not be granted for:</p> <ul style="list-style-type: none"> • Partisan political activity. • Any purpose which is prohibited by law. <p>All requests by organizations for waiver from payment of fees and/or providing evidence of organizational liability insurance shall be presented to the Board of School Directors for approval, except in those cases where the Board of School Directors has previously approved such requests.</p> <p>Rental Fee Schedule shall be reviewed by the administration every two years for possible revisions. All changes to the rental fee schedule should be presented to the Board of School Directors for approval no later than July 1 of the fiscal year in which the rental fee schedule is to be used. Use of school facilities for activities directly related to the educational programs and district operations shall be without cost to users.</p> <p>Users of school facilities will be invoiced for rental, utilities and staff fees. Payment must be received within 30 days.</p> <p>A report of facility use shall be provided to the Board of School Directors on a regular basis.</p> <p>The Superintendent or designee shall implement procedures for requesting and granting permission for use of facilities and shall distribute the policy and procedures 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 or designee.</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 thirty (30) days in advance of the proposed date to the Superintendent or designee. Exceptions to the thirty (30) day rule may be approved by the Superintendent or designee.</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>
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Along with the completed application, the individual or group must submit the following:

1. Evidence of organizational liability insurance coverage to limits required by district guidelines.
2. 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.

Application Evaluation

No application to use school facilities shall be approved if the proposed activity would result in any of the following:

1. Conflict with any school-sponsored activity.
2. Access to school facilities closed due to renovations, maintenance, cleaning, or Board action.
3. Conflict with the school calendar and availability of qualified personnel.
4. Access to facilities containing equipment or furnishings which would be detrimental to the operation of a district program if damaged or operated by an unqualified operator.
5. 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. District personnel must be assigned and on duty at all times when the facility is in use.
2. 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.

<p>SC 511</p> <p>10 P.S. Sec. 328.101 et seq Title 61 Sec. 901.701</p> <p>35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7182, 7183</p>	<ol style="list-style-type: none"> 3. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form. 4. All activities must terminate and all individuals and community group members must exit the school premises by 11:30 p.m. 5. 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. 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. <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 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 district 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 Board or administration. 6. Use of tobacco products.
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<p>SC 511</p>	<p><u>Violations</u></p> <p>The Williamsport Area 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 request to use school district property, unless otherwise decided by the Board.</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. 328.101 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</p>
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