

PINE-RICHLAND SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: March 28, 2011

REVISED:

<p>1. Purpose SC 775 707-AR</p> <p>2. Guidelines</p>	<p style="text-align: center;">707. USE OF SCHOOL FACILITIES</p> <p>The Board recognizes that school district facilities are provided by the taxpayers to meet the educational needs of the community. The facilities are primarily available to support the K-12 instructional and extracurricular programs. When such district facilities are not in use for these purposes, they may be made available to community or non-community-based organizations, subject to Board policies, administrative regulations and prevailing fee schedules. The following guidelines and restrictions, and those appearing in and appended to the Pine-Richland Facilities Use Application and Agreement, are applicable to all user groups, except those which operate under separate or seasonal contracts.</p> <p>Use of school facilities by community and non-community-based organizations cannot interfere with the district's instructional or extracurricular programs. All organizations granted permission to use the district's buildings and facilities under this policy must provide adequate supervision of all spectators and attendees at all times, and shall provide police and/or security protection if so required by the school administration in its sole discretion. If the administration determines that police or security services are required, the organization requesting use of the building or facility in question shall be required to contract independently with the district's security firm or the Pine or Richland Township Police as a condition precedent to use of such building or facility. The requesting organization may also be required to present written verification that the required security arrangements have been made prior to and as a condition precedent to its use of the building or facility requested.</p> <p><u>User Group Classifications</u></p> <p>Class I: Interscholastic athletic teams (as defined under Board Policy No. 123) and student groups, clubs, and other extracurricular activities (as defined under Board Policy No. 122) that are sponsored and approved by the Pine-Richland School District and its Board of School Directors. The term Class I shall also include Board-recognized parent-teacher organizations or associations (PTO/PTA) that are affiliated with individual schools in the district.</p>
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Class II: Organizations which meet at least one (1) of the following criteria:

1. The organization constitutes an athletic program, team or other activity that receives funding from the Pine-Richland School District to offset a portion of its expenses.
2. The organization constitutes a district-recognized booster organization that directly supports either (i) a Class I team, group or activity; or (ii) a partially-funded team, program or activity as defined in subsection (1) directly above.
3. The organization constitutes a 501(c)(3) non-profit corporation or an unincorporated not-for-profit community-based group or organization that provides artistic, cultural, recreational, athletic or educational programs and/or activities to and for the benefit of residents of the Township of Pine and/or Richland Township. In order to qualify for Class II status under this provision, the group or organization must provide evidence demonstrating that at least seventy-five percent (75%) of its active membership and/or participants are comprised of residents of the Township of Pine and/or Richland Township.

Class III: All other individuals, organizations and groups not included in Class I or Class II.

Limitations And Conditions Of Use

Applications for facility use submitted by Class II and III groups must be made a minimum of forty-five (45) calendar days prior to the date of the intended use or scheduled event. Longer application periods may be established by the administration, in its discretion, for certain high-use facilities (including without limitation auditoriums and athletic fields and facilities) and/or during peak activity periods. Copies of the Pine-Richland School District Facilities Use Application and Agreement may be obtained on the district's web site at www.pinerichland.org or from any school office or the district's administrative office. No request for use of a facility may be granted, and the administration may not issue a permit for use of any building or facility, unless the requesting organization has timely submitted a complete application and complied with all of the other terms of this policy.

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The organization requesting use of any district building or facility will be responsible for prompt payment of all applicable rental, staffing and equipment fees, as described in the Pine-Richland Facilities Use Application and Agreement. The district's fee schedules will be revised periodically, upon recommendation by the Superintendent and approval of the Board.

All Class III facility use applicants are required to make a minimum security deposit of \$500.00 upon approval of the organization's application. Failure to remit payment of the security deposit within ten (10) days of approval of the application may result in revocation of the facilities use permit. The district may, in its discretion, require a larger security deposit or require prepayment of all or a portion of the applicable rental, staffing and equipment fees depending on the nature and size of the requested event, and/or the applicant's payment history.

The security deposit and any prepayment will be applied against the total fees and expenses incurred by the applicant. The applicant will be invoiced for the balance of all fees and expenses incurred within fifteen (15) days following the scheduled event, and payment will be due within thirty (30) days of the date of the district's invoice.

All Class II and III facility use applicants must at all times carry and maintain comprehensive general liability insurance, providing minimum single limits of \$1,000,000 for personal injury and property damage for each occurrence, from a carrier acceptable to the district. As part of the permit application process, the applicant must submit a certificate evidencing the required coverage. In addition, the certificate must:

1. Name the Pine-Richland School District as an additional insured.
2. State that the applicant's insurance will be primary over any other liability insurance that the district may carry.

No Class II or Class III facility use applicant will be issued a use permit unless and until it has provided an insurance certificate meeting the requirements of this policy. Additional coverage may be required, in the discretion of the administration, depending upon the size, nature and location of the event.

Permits will not be issued for private use or for private parties.

The district may enter into separate facility rental agreements with applicants that seek to rent a particular district facility or facilities on a regular, long-term basis. Such rental agreements, including rental fees and other charges, shall be separately negotiated between the applicant and the district and approved by the Board.

Additional equipment may not be brought into any school or onto district property except with the prior written approval of the administration, as evidenced on the facilities use permit.

Depending upon the size, nature and location of the event, the district will designate a facilities site manager to act as the district's on-site representative. All applicants granted a facilities use permit are required to fully cooperate with the district's designated on-site representative at all times and to follow his/her lawful directions.

Food and beverages are not permitted on district property except to the extent expressly provided in the facilities use permit issued to the applicant.

The facility must be completely vacated at the time indicated on the permit. Applicants who are issued a facilities use permit shall confine their activity to the rooms and areas assigned to their use, as indicated on the facilities use permit. No individual shall be permitted to access or enter upon any portions of the district's buildings or property except to the extent expressly authorized in the facilities use permit.

The facilities use applicant is prohibited from using the requested facility or building for any use or activity not expressly authorized in the facilities use permit.

All advertising and promotional materials distributed by the applicant must clearly state that the event or activity is not sponsored by the district.

Requests to use district-owned or leased equipment in conjunction with a facility request must be identified on the Facilities Use Application and Agreement. Any applicant granted permission to use such equipment will be liable for any damage to or loss of equipment that occurs while in the applicant's possession or use. The applicant may be required to employ a qualified operator, such as the stage manager, approved by the district, to operate 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. 311 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

Board Policy – 000, 122, 123

Administrative Regulation – 707-AR