

# TITUSVILLE AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: February 12, 2001

REVISED: August 19, 2013

707. USE OF SCHOOL FACILITIES	
1. Purpose	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.
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.</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	The Board shall establish a schedule of fees for the use of school facilities by approved groups.
3. Delegation of Responsibility	<p>The Superintendent or designee shall implement procedures for requesting and granting permission for use of school 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 by the Superintendent/designee because of noncompliance with established policy and procedures.</p>

<p>4. Guidelines</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, available at the school district administration office, ten (10) business days in advance of the proposed date to the Superintendent/designee. Exceptions for just cause may be granted by the Superintendent/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> <p>With the completed application, the individual or group must submit the following:</p> <ol style="list-style-type: none"><li>1. Payment in advance of the specified rental fee. The fee schedule is available at the school district administration office and is posted on the district's website.</li><li>2. Certificate of Insurance by the organization with limits of liability required by district guidelines.</li><li>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.</li></ol> <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"><li>1. Conflict with any school-sponsored activity.</li><li>2. Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar, or Board action.</li><li>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.</li><li>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.</li></ol>
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SC 511	<p><u>Limitations</u></p> <p>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:</p> <ol style="list-style-type: none"><li>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.</li><li>2. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.</li><li>3. All activities must terminate and all individuals and community group members must exit the school premises by 11:00 p.m.</li><li>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.</li><li>5. 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.</li></ol> <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. The prohibited activities include but are not limited to:</p> <ol style="list-style-type: none"><li>1. Possession, use or distribution of tobacco products, 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><li>4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.</li></ol>
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<p>10 P.S. Sec. 311 et seq Title 61 Sec. 901.701</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>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 Schedule</u></p> <p>Use of school facilities by school district related individuals or organizations for activities directly related to the educational program and district operations shall be without cost to users except that the user shall be responsible for extra custodial fees.</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>