

SOUTHERN FULTON SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: September 15, 1998

REVISED: June 25, 2013

<p>1. Purpose SC 775</p> <p>2. Guidelines</p>	<p style="text-align: center;">707. USE OF SCHOOL FACILITIES</p> <p>School facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational program of the schools.</p> <p>The district buildings, property and grounds represents a considerable investment of taxpayers money. It is the desire of the district to protect this investment and control maintenance costs to its buildings and grounds through creation of a policy that provides opportunity for careful discretion against excessive free use, damage and misunderstandings concerning usage of school facilities. It is recognized that use by certain groups is beneficial both to the schools objectives and for the growth and enrichment of the community.</p> <p>The use of school facilities is limited to groups organized for lawful purposes. Facilities shall not be used for any of the following purposes:</p> <ol style="list-style-type: none"> 1. Affairs for private individual monetary gain. 2. Purposes which in any way conflict with the aims and objectives of the school district. 3. Use of buildings, grounds and facilities shall be strictly in accord with the school code. <p><u>Conflict With Regular School Programs</u></p> <p>The use of school facilities shall not interfere or conflict with the regular school program either during the school day, evenings, or weekends.</p> <p><u>Use On Sunday</u></p> <p>School grounds or buildings shall not be used for community and school district purposes on Sundays, except by special permission of the Board.</p>
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Written application for the use of school buildings or grounds must be completed on district forms and submitted to the building principal or his/her designee at least three (3) weeks prior to the date of requested use. The form shall be signed by an officer or authorized representative thereof if the facilities are to be used by a group or organization.

The high school principal shall coordinate all school facilities and/or ground use with the supervisor of buildings and grounds and/or the supervisor of the cafeteria. School-sponsored activities shall be permitted only under the proper supervision.

The elementary principal shall coordinate all school facilities and/or grounds use with the supervisor of buildings and grounds and/or the supervisor of the cafeteria. School-sponsored activities shall be permitted only under proper supervision.

Availability

All applications for facilities are dependent upon the availability of facilities. The school program and its organizations shall have prior right to use of all facilities. School maintenance programs, coordinated by the supervisor of buildings and grounds with the elementary and secondary principals, shall also enjoy priority, approved nonschool groups shall be assigned space according to the order of receipt of application.

Charges-Variou Groups

1. GROUP I

There shall be no rental fee, custodial fee or cafeteria charges for building, grounds, or facilities when used by volunteer school-related groups and organizations: For example band booster organization, school advisory council, athletic booster organization, and PTO.

2. GROUP II

There shall be no rental fee, custodial or cafeteria charges for buildings, grounds or facilities when used by community, civic and service groups from within the bounds of the Southern Fulton School District when:

- a. No admission is charged or offering solicited.
- b. The group is nonprofit, nonsectarian and working for the welfare of the community and/or society in general.

- c. Meetings are held at times the custodial staff is normally on duty in the building.

Service charges shall be assessed, however, for custodial or cafeteria personnel required to be on duty when a facility is in use, because of the activity. Groups listed below are exempt:

- a. Scouts.
- b. Lion's Club.
- c. 4-H Club.
- d. Little Girl's Softball.
- e. Sorority.
- f. Blood Mobile and other community health testing programs.
- g. Agriculture Extension Office.
- h. Church Groups.
- i. In-service programs for staff and community members.

A service charge may be assessed to cover the costs of electricity or heat consumed during the activity. There shall be a rental fee in addition to the service charges required for buildings, grounds and facilities when used by community, civic, educational and service groups from within the bounds of the Southern Fulton School District when an admission fee is charged or an offering is solicited or a tuition fee is charged. The rental fee shall be that set by the Board for the specific facility and/or grounds requested.

Cafeteria Use

A school cafeteria employee, properly trained in the use of cafeteria equipment, must be on hand to supervise when cafeteria equipment is being used.

Damage And Theft

The applicant shall be responsible for all thefts of school property, damage thereto, or destruction thereof, and shall upon demand reimburse the school district for such thefts, damage or destruction. Reimbursement shall be based on replacement cost.

Repeated misuse of school facilities or failure to follow school rules and regulations will result in immediate suspension of all activities. The Superintendent and building principals are authorized to suspend any groups use of school facilities at any time. The rental fee is nonrefundable.

Police Protection

Applicants receiving permission to use school facilities shall be held responsible for the conduct of both participants and spectators. Adequate provision must be made to properly handle anticipated crowds. The applicant shall assume responsibility for securing police protection for any event where such protection is necessary. Costs shall be paid by the applicant. The necessity for police participation shall be determined by the authorizing agent for the school district, upon review of the application. Proper adult supervision must be provided at all times when school age children attend the event.

Parking

Applicants shall assume the responsibility for providing necessary personnel to assure the proper parking of automobiles around the school. An open traffic lane must be maintained around the building at all times to provide adequate police and fire protection.

Auditorium, Cafeteria, Gymnasium Seating Capacities

Ticket sales shall not exceed the capacity of the facility being used. Capacity seating will have been attained when all seats are occupied in the facility. Chairs may not be placed in the aisles. Standing is prohibited in the aisles or at exits.

Decorations

No equipment is to be brought into the building without approval.

There shall be no installations of equipment or alterations to existing facilities or equipment by the applicant without approval of school officials.

All decorations used within the buildings must be fireproof as possible and are subject to the approval of school officials. No open flame decorations, properties, or equipment shall be permitted. No decorations may be attached to walls or ceilings in such a manner as to damage school property.

All decorations and equipment must be promptly removed by the applicant under the supervision of the principal, supervisor of buildings and grounds or their designee.

Charges For Use Of School Copiers

The district shall provide copies for use by school personnel for school-related business. Organizations sponsoring school-related functions will also be permitted to use copiers for school-related business.

In the event any persons or organizations wish to use the school district copiers for purposes unrelated to school business or for personal reasons, a ten cent (10¢) charge will be payable to the school district for each copy made. The charge covers the cost of the paper used and for wear and tear on equipment. The charge shall be computed by the business office. All fees shall be paid directly to the business office.

Emergency Closing Of Schools

When schools are closed for severe snow storms, other acts of God, or physical breakdowns in the plant, scheduled use shall automatically be cancelled. It is the responsibility of the applicant to verify that the school facility is open.

Rules To Be Followed By Person Using School Grounds

1. Games will be held only on the date and at the time indicated on the application.
2. No Sunday use of the field.
3. Team members and spectators will stay out of undesignated areas.
4. Vehicles shall not be driven on the playing field or grass.
5. Team must furnish their own equipment, including home plate, pitchers rubber, bases, etc.
6. All litter deposited during the course of the activity by the applicant shall be removed before leaving the premises.
7. No alcoholic beverages shall be possessed, transported or consumed on school property.
8. No tobacco use on school grounds or in any school buildings.

20 U.S.C.
Sec. 7181 et seq.
35 P.S.
Sec. 1223.5

<p>10 P.S. Sec. 311 et seq</p>	<p>9. No illegal substances or equipment of any sort may be possessed on school property, including controlled substances, any firearms or other weapons.</p> <p>10. Any damage to the field or property shall be reported to the school designee immediately. The applicant is responsible to pay for all damages.</p> <p>11. When playing conditions of the property are questionable the applicant shall contact the supervisor of buildings and grounds for a decision as to whether or not the activity will be permitted.</p> <p>12. All activities must be ended by dark. Participants are to leave the premises as soon as the activity is concluded.</p> <p>No 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><u>Right To Refuse</u></p> <p>These rules and regulations do not create any rights to the use of the school buildings and grounds. The Board authorizes their designees to refuse any individual or organization use of school buildings and grounds at any time.</p> <p><u>Review</u></p> <p>The Board and/or Superintendent, in matters relating to after hours use of school facilities, is empowered to review any action taken hereunder and the affirmation, modification, or reversal of that action shall be final.</p> <p><u>Insurance</u></p> <p>The applicant agrees to assume all responsibility for damage claims or liability of any kind arising out of or by reason of its use of school facilities and further agrees to save and hold the school district harmless from any claims, liability, expense or cost in connection with that use of the school facilities.</p> <p>The Board may require the renters to furnish a bond or a certificate of insurance to guarantee or assume performance of this assumption of liability and indemnification agreement. The school district is insured for liability damage hazards but this insurance may not cover the applicant.</p>
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Subletting

After the application has been approved and signed by or on behalf of the district and by the applicant, it becomes binding upon the applicant. The applicant may not assign, sublet, or transfer its right or privileges to any other individual, group or organization.

Taxes-Permits

Any taxes or permits to Local, State or Federal Government are to be paid by the organization using the facility.

Responsibility

The applicant shall assign one (1) person to direct and to be responsible for the use of the facility during occupancy. The assigned person must be present during the time the facility is being used. The responsible person must be twenty-one (21) years of age or older, and shall be a resident of the school district.

Expiration

The permission extended to any applicant to use school facilities shall expire on the date noted on the application.

Limitations

The following guidelines shall be used in interpreting "the public interest":

1. The sponsoring organizations shall conduct orderly meetings and such gatherings shall not be of a nature to incite others to disorder.
2. Buildings and/or grounds shall not be used for a purpose which is unlawful.
3. School facilities may not be used for the financial gain of any individual or individuals or a private commercial enterprise.
4. The use or possession of alcoholic beverages or controlled substances, firearms, or weapons on grounds or in school buildings are prohibited.
5. School buildings shall not be used for parties or celebrations which are essentially private in nature. This exclusion includes birthday, anniversary, wedding reception and other similar parties.

6. There shall be no signs, banners, pennants, etc., placed in any school buildings or on school grounds by any group except those associated with activities sponsored by the school or school-conducted organizations.
7. The applicant agrees to assume responsibility for confining spectators and participants to the rooms or parts of the building specifically included in the agreement.
8. No one is permitted on the playing surface of the gym floor who is not wearing clean athletic shoes. Hard sole shoes are prohibited.

Time Of Use

When school is in session, school buildings ordinarily will be available only between 4:00 PM and 10:00 PM, Monday through Friday. Special arrangements must be made for use at other times.

Buildings shall be opened one-half hour before the scheduled time of the program.

The rental charge will be the same regardless of the actual hours used during the day.

Services

A custodian or other responsible personnel must be on duty at all times when a facility is in use. Fees will be charged according to the requirements of the negotiated contracts and applicable state and federal labor laws. Services provided will include:

1. Unlocking the building.
2. Turning on such lights as necessary for the activity.
3. Unlocking exit doors for the area being used.
4. Turning on exit lights.
5. Making certain that police, fire regulations and school district policies are being met.
6. Setting up chairs, tables and equipment.

7. Cleaning and arranging the room(s) after the meeting so it is ready for regular school use.

All apparatus, equipment and devices owned by the school shall be operated by school employees, or under the supervision of an employee qualified to operate the equipment, at the expense of the applicant.

Arrangements for the use of school equipment shall be made with the principal of the school being used. All arrangements shall be made at the time the application is submitted to the principal. It is the responsibility of the applicant to contact the principal, in a timely manner, if there are questions or requests to change the procedures already agreed to in the application.

References:

School Code – 24 P.S. Sec. 511, 775, 779

School Tobacco Control – 35 P.S. Sec. 1223.5

Local Option Small Games of Chance Act – 10 P.S. Sec. 311 et seq

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

State Board of Education Regulations – 22 PA Code Sec. 403.1