

WEST JEFFERSON HILLS SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: November 25, 1997

REVISED: March 27, 2012
March 24, 2015
March 22, 2016

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"> 1. Instruction in any branch of education, learning and the arts, consistent with the school district's mission. 2. Social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the community; but such use shall be non-exclusive and open to the public without charge. 3. Polling places for holding primaries, elections and special elections, as permitted or required by state law. 4. Recreation, physical training and athletics, including competitive athletic contests for children and adults.
SC 775	The Board shall establish a schedule of fees for the use of school facilities and equipment 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 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>

707. USE OF SCHOOL FACILITIES

<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 at least ten (10) days in advance of the proposed date to the Superintendent.</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 closed due to renovations, maintenance, cleaning, the school calendar, or Board action.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.5. Individual or community group uses school facilities in excess of five (5) times during any calendar year for the same purpose. This limitation shall not apply to individual athletic contests for children or adults that are part of an overall athletic season schedule, and the use is approved by the Board.
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707. USE OF SCHOOL FACILITIES

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. The Permit holder must be present during the allotted time with a copy of their approved permit.
2. A group or Permit holder is not permitted to sublet their time to another individual or group. All permits must be submitted and approved by the proper authority.
3. Permit holders are responsible for reasonably cleaning the facilities following their allotted time.
4. If the Permit holder is having an event that will have spectators, professional security may be required as determined by the Administration. If they do not, security will be provided by the District and billed to the Permit holder.
5. 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.
6. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.
7. All activities must terminate and all individuals and community group members must exit the school premises by 10:45 p.m. The Superintendent may recommend, and the Board may approve, an extension of this time.
8. 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.
9. Building areas available for use are limited to the auditorium, gymnasium, community room, cafeteria, and kitchen with restrictions. Classrooms/LGIs will not ordinarily be used for other than adult education. All rooms are designed to be used for their intended purposes and shall be provided to be used as is.
10. Groups or individuals using the building must have proper sponsors and supervision.
11. Individuals or groups holding written permission are responsible for furniture and equipment, for the conduct of the group, and for the condition of the building and group area. Individuals or groups shall be responsible for all repairs

707. USE OF SCHOOL FACILITIES

<p>SC 511</p> <p>10 P.S. Sec. 311 et seq Title 61 Sec. 901.701</p> <p>35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7182, 7183</p>	<p>up to and including replacement for any damages incurred.</p> <p>12. Written permission is valid only for the specified date, time, and building area.</p> <p>13. Where kitchen facilities are used, the school employee in charge or a designated member of the kitchen staff must be in attendance to operate equipment. All costs associated with kitchen personnel are the responsibility of the permit holder.</p> <p>14. Gym shoes shall be used on the gym floor at all times except with permission of the Board or where permission has been given for dancing.</p> <p>All groups that request the use of facilities shall also be required to have security and maintenance personnel on site. The exact number of security and support staff required shall be determined by the district administration and district Maintenance Supervisor. It shall be based on the number of expected participants and spectators at the event, and costs of such personnel are to be paid by the group.</p> <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:</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. <p><u>Violations</u></p>
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707. USE OF SCHOOL FACILITIES

SC 511	<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 for activities directly related to the educational program and district operations shall be without cost to users.</p> <p><u>Athletic Fields And Gymnasiums</u></p> <p>This policy provides procedures for accepting applications and awarding permits for the use of school district athletic fields and gymnasiums by community recreation groups.</p> <p>Applications from groups desiring to use such facilities during the spring and summer season (March through August) shall be accepted during the month of January. Applications shall then be reviewed, and permits shall be issued during the month of February.</p> <p>Applications shall be accepted from groups desiring to use these facilities during the fall and winter season (September through February) in the month of June. Applications shall be reviewed, and permits shall be issued during the month of July.</p> <p>Applications for use of these facilities shall be reviewed by the district Maintenance Supervisor, Athletic Director and district administration.</p> <p>If the group requesting the permit needs to use the scoreboard, PA system, or the lighting or sound equipment, they shall be required to have a district-approved operator at all times.</p> <p>No school equipment may be used without prior written approval. Approval for the use of school equipment shall be granted pursuant to the rules and regulations as set forth by the Superintendent.</p> <p>Final determination of permit issuance shall rest with the school district.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 511, 775, 779</p>
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707. USE OF SCHOOL FACILITIES

	<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> <p>Board Policy – 000</p>
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707. USE OF SCHOOL FACILITIES

RENTAL CHARGES*

	I <u>School- Sponsored</u>	II <u>School- Related</u>	III <u>Community Non-Profit</u>	IV <u>Non-Community or Private Interest</u>
<u>Auditorium</u>				
TJHS (main)	No charge	No charge	\$500 Security Deposit	\$1,000/event + \$500 Security <u>Deposit</u>
<u>Gyms</u>				
TJHS (Main)	No charge	No charge	No charge	\$500/event or \$60/hr.
TJHS (Aux.)	No charge	No charge	No charge	\$350/event or \$60/hr.
PHMS	No charge	No charge	No charge	\$350/event or \$60/hr.
Jefferson Elem.	No charge	No charge	No charge	\$350/event or \$60/hr.
McClellan Elem.	No charge	No charge	No charge	\$350/event or \$60/hr.
Gill Hall Elem.	No charge	No charge	No charge	\$350/event or \$60/hr.
<u>Cafeterias</u>				
TJHS	No charge	No charge	No charge	\$350
PHMS	No charge	No charge	No charge	\$350
Jefferson Elem.	No charge	No charge	No charge	\$350
McClellan Elem.	No charge	No charge	No charge	\$350
Gill Hall Elem.	No charge	No charge	No charge	\$350
<u>Athletic Fields</u>				
TJHS (practice)	No charge	No charge	No charge	\$100
TJHS (baseball)	No charge	No charge	No charge	\$100
TJHS (softball)	No charge	No charge	No charge	\$100
TJHS (tennis)	No charge	No charge	No charge	\$100/hr.
PHMS	No charge	No charge	No charge	\$100
Jefferson Elem. (softball)	No charge	No charge	No charge	\$100
Jefferson Elem. (soccer)	No charge	No charge	No charge	\$100/day or \$30/hr.
Gill Hall Elem.	No charge	No charge	No charge	\$100
McClellan Elem.	No charge	No charge	No charge	\$100
<u>Stadium</u>				
TJHS	No charge	No charge	\$500 Security Deposit	\$75/hr. or \$750/event + \$500 Security Deposit
<u>Concession stand</u>				
TJHS	No charge	No charge	\$500 Security Deposit	\$250/event + \$500 Security Deposit
<u>Shops</u>				
TJHS	No charge	No charge	No charge	\$30/hr.
PHMS	No charge	No charge	No charge	\$30/hr.
<u>Classrooms</u>				
All Buildings	No charge	No charge	No charge	\$20/hr.

707. USE OF SCHOOL FACILITIES

ADDITIONAL FEES -- APPLICABLE TO GROUPS II, III, IV

Custodial Personnel.....Prevailing Rate
Security Personnel..... Prevailing Rate
Other Additional Personnel.....Prevailing Rate

*Approved by the Board of School Directors on October 25, 1994.
*Revised by the Board of School Directors on September 24, 2002.
*Revised by the Board of School Directors on March 27, 2012.

- I School-Sponsored Groups, which are a part of the regular school program or activity groups sponsored by the school district
- II School-Related Groups which are not sponsored by the school district but are related to the school programs, i.e. boosters, PTAs, Alumni Groups, etc.
- III Community Groups Groups which consist of at least 95% community members using facilities for a nonprofit activity
 - Non-profit Groups Non-profit organizations whose primary purpose is to provide community-wide service or promote charitable causes, i.e. Volunteer Fire Department, Lions Club, Kiwanis Club, etc.
- IV Non-resident Groups which do not consist of 95% community members using facilities for any purpose
 - Private-Interest Groups or organizations that are for-profit or using facility and charging admission in excess of that required to meet rental expenses.

* *The school district has the sole right to classify any group or organization into the appropriate classification (II, III, or IV).

All groups that request the use of these facilities will also be required to have security and maintenance personnel on site. The exact number of security and support staff required will be determined by the district administration and district Maintenance Supervisor. It will be based on the number of expected participants and spectators at the event, and costs of such personnel are to be paid by the group.

Athletic Fields and Gymnasiums

This policy provides procedures for accepting applications and awarding permits for the use of school district athletic fields and gymnasiums by community recreation groups.

Applications from groups desiring to use such facilities during the spring and summer season (March through August) will be accepted during the month of January. Applications will then be reviewed, and permits will be issued during the month of February.

Applications will be accepted from groups desiring to use these facilities during the fall and winter season (September through February) in the month of June. Applications will be reviewed, and permits will be issued during the month of July.

707. USE OF SCHOOL FACILITIES

Applications for fall/winter use may be delayed until after the start of the school year to ensure school activities are first addressed.

707. USE OF SCHOOL FACILITIES

Applications for use of these facilities will be reviewed by the district Maintenance Supervisor, Athletic Director and district administration.

If the group requesting the permit needs to use the scoreboard, PA system, press box, stadium rest rooms, concession stand, or the lighting or sound equipment, they will be required to have a district-approved operator at all times.

No school equipment may be used without prior written approval. Approval for the use of school equipment will be granted pursuant to the rules and regulations as set forth by the Superintendent.

Final determination of permit issuance will rest with the school district.