

Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Code	707
Status	Active
Legal	<u>1. 24 P.S. 775</u> <u>2. 24 P.S. 510.2</u> <u>3. 24 P.S. 511</u> <u>4. 18 Pa. C.S.A. 6306.1</u> <u>5. 20 U.S.C. 7972</u> <u>6. 20 U.S.C. 7973</u> 7. Pol. 904 <u>8. 10 P.S. 328.101 et seq</u> <u>9. 61 PA Code 901.701</u> <u>24 P.S. 779</u> <u>35 P.S. 637.1 et seq</u> <u>61 PA Code 901.1</u> <u>20 U.S.C. 7905</u> <u>20 U.S.C. 7971 et seq</u>
Adopted	August 19, 2003
Last Revised	November 19, 2024
Last Reviewed	October 15, 2024
Prior Revised Dates	5/19/2020

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. This policy establishes conditions, restrictions and procedures for the use of school facilities for nonschool-sponsored purposes.

Authority

The Board directs that use of school facilities may be granted to individuals and community groups for the following types of activities:

1. Instruction in any branch of education, learning and the arts, consistent with the 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.

The Board shall establish a schedule of fees for the use of school facilities by approved groups.[\[1\]](#)

Delegation of Responsibility

The Superintendent shall ensure that this policy is posted on the district's publicly accessible website.[\[2\]](#)

The Superintendent or designee shall implement administrative regulations or procedures for requesting and granting permission for use of school facilities and shall distribute the necessary information to individuals affected by them.

An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the Superintendent, building principal, and Supervisor of Buildings and Grounds.

Guidelines

Application Process

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, Board Secretary, building principal, and Supervisor of Buildings and Grounds.

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.

Along with the completed application, the individual or group must submit the following:

1. Payment of the specified rental fee.
2. Evidence of organizational liability to limits required by district guidelines.
3. Documentation evidencing the 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, 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.

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. 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.
2. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.
3. 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 district.
4. 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.

Prohibited Activities

The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities:[\[3\]](#)

1. Possession, use or distribution of controlled substances prohibited by state or federal law.
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. Use of tobacco and vaping products, **and other** e-cigarettes, as defined in the law.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Products approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, are permitted, as long as the product is not inhaled.

6. Medical marijuana products as prohibited by federal law.

7. Possession, use or distribution of alcoholic beverages.
8. 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.[\[8\]](#)[\[9\]](#)

Violations

The district reserves the right to remove from district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.[\[3\]](#)

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 district property, unless otherwise decided by the Board.

Fee Schedule

Use of school facilities for activities directly related to the educational program and district operations shall be without cost to users.

APPLICATION FORM – PER SHCSD BUILDING USAGE AGREEMENT

(Note: please use black ink or type when completing.)

1. Request permission to use (PLEASE CHECK ONE): ☐ SHC High School ☐ Rockhill Elementary
☐ Shade Gap Elementary ☐ Spring Farms Elementary
 2. Facility desired: Classroom numbers _____
☐ All-purpose Room/Cafeteria ☐ Cafeteria/Kitchen Privileges ☐ Gymnasium ☐ HS Auditorium
☐ Other _____
 3. District's equipment, etc., to be used (if possible): _____
 4. Name of group representative that will be present when the door is unlocked and will remain until the last member has left: _____
 5. An admission fee will be charged: ☐ Yes ☐ No; If Yes: Adult fee: _____ Student fee: _____
 6. Date(s) desired: _____ From: _____ To: _____
(day of the week – month/day/year) (list approximate time range)
- _____
(list a series of dates for one year if Girl Scouts, 4-H clubs, etc.)
- _____
(list actual time of event)
7. Purpose of request: _____
 8. Has liability insurance requirement been met: ☐ Yes ☐ No
Has Certificate of Insurance been attached: ☐ Yes ☐ No
Has SHCSD been named as an additional insured: ☐ Yes ☐ No
If your group is a national or international group which has coverage through a general policy, it will not be necessary for your group to name SHCSD as an additional insured.
If your group is one that is conducting an annual meeting with twenty (20) or less persons, there is a waiver to exempt your group from meeting liability insurance requirements.
 9. Please read the entire policy requirements, regulations, etc., before signing this form and submitting it for approval.
 10. Name of organization and address: _____
 11. Signature of President/Official: _____ Title _____
 12. Address of Official: _____
 13. Date of request: _____

DISTRICT APPROVAL OR DISAPPROVAL WILL BE MARKED AFTER BOARD MEETING

Athletic Director_____
Principal_____
Maintenance Supervisor_____
Superintendent