

SOUTH BUTLER COUNTY SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: July 14, 1999

REVISED: June 13, 2012

707. USE OF SCHOOL FACILITIES	
<p>1. Purpose SC 775</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>2. Authority SC 775</p>	<p>The Board shall be held harmless by the user for any liability that arises from use of school facilities by any nonschool-related organization, individual or activity.</p> <p>The Board shall establish annually a schedule of fees for the use of school facilities.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee shall develop procedures for the granting of permission to use school facilities and shall promulgate rules and regulations for such use.</p>
<p>4. Guidelines</p>	<p>Written/Electronic application for the use of school buildings or grounds must be completed in the district's electronic facilities use system at least six (6) days prior to the date of the requested use. If the facilities are to be used by a group or organization, the application shall be made in the name of the organization and signed by an officer or authorized representative.</p> <p>Any nonschool-related organization, individual or activity shall present evidence of purchase of organizational liability insurance to the limit prescribed by district rules.</p> <p>Any group or organization granted a permit for building use is responsible for any damage to the building, grounds, or school district property incurred by their group or a group member.</p> <p>School equipment used in conjunction with requested facilities shall be identified at the time that the request for use is made. Users of school equipment must accept liability for any damage or loss to equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator.</p>

35 P.S.
Sec. 1223.5
20 U.S.C.
Sec. 7182, 7183

Regulations For Use Of School Facilities

1. Possession or use of tobacco in any form on school property is strictly prohibited.
2. Possession or use of alcoholic beverages on school property is strictly prohibited.
3. Persons or groups using the facilities will be responsible for any damage caused by use or attendance.
4. Proper arrangements must be made for parking of automobiles.
5. Application in writing must be made at least six (6) business days in advance to the building principal and signed by a responsible officer of the organization.
6. No equipment may be brought into the building or stored without approval.
7. Gym shoes must be worn by persons who go on the gym floor.
8. An approved kitchen employee must be on hand when any organization uses the cafeteria's kitchen. The cost for this service is established by the Board and is outlined in the Facilities Use Application.
9. The following classification system will be used to determine the cost for facility usage by organizations. Facility use fees are at the discretion of the Board and may change. Costs for facilities use will be detailed in the Facilities Use Application:

Class I: District-sponsored organizations, groups, clubs and activities, including District-recognized booster groups and PTOs. (Example: Band, Football, Boosters, Student Clubs, rehearsal for school functions)

Class II: Nonprofit 501(c) (3) organizations that have a primary place of business located in the South Butler County School District and which provide programs or activities that provide artistic, cultural, recreational or educational benefits to the residents of these communities. Community-based groups or organizations, such as adult programs and athletic associations or leagues, provided that at least seventy-five percent (75%) of the organization's active membership and/or participants are comprised of residents of the township of: (Clinton Twp., Jefferson Twp., Penn Twp., Saxonburg Boro, Winfield Twp.)

SC 775

Class III: All other organizations and groups, including, without limitation, noncommunity-based organizations and for-profit businesses and organizations.

10. Organizations not affiliated with the school who wish to use the facilities and do not charge admission or take an offering will be charged the fees established for the various facilities.
11. Organizations not affiliated with the school who wish to use the facilities and charge admission or take a collection may be charged fees as established by the school Board.
12. The Board has established a classification system for organizations wanting to use school facilities. The resulting fee for the use of facilities is stated within the Facilities Use Application. The classification of any organization is at the discretion of the Board.
13. If an organization contracts to use the school when large crowds are expected, then adequate police protection will be necessary. The school will make arrangements for this protection and will bill the organization for the cost. All decisions for security coverage lie solely with the district and can be changed at any time at the discretion of the district.
14. The football field shall only be used by school teams/organizations with approval from the principal, athletic director, and/or director of building and grounds.
15. An organization that wishes to use the football facilities and/or other athletic fields must receive permission from the Board.
16. Groups or individuals that have been denied use of the building by the building principals can appeal the decision to the Superintendent or designee.
17. Individuals desiring to use school facilities for instruction must apply to the Board for approval.
18. School facilities may be used on Sunday for the baccalaureate-graduation exercises and the Easter Sunrise Service or during an emergency when the facilities need to be prepared for school activities on the following day. All other requests for the use of school facilities on Sunday must be submitted in writing to the Board for approval. The Board does not intend to make school facilities available on Sunday for the routine things such as, plays and athletic events, but is willing to consider extenuating circumstances that cannot be anticipated at the present time.

19. Motorized recreational vehicles are not permitted on school property at any time with the exception of motorized vehicles used by students for transportation to school that are permitted to park in the student parking lot, or as specifically approved by the Board.
20. No trespassing signs will be posted at all schools. The Buildings and Grounds may only be used upon authorization of the Board or administrative staff.

Special Events Use Of Cafeteria

1. Cafeteria personnel and facilities will be available for special school or community events when such events will not disrupt normal daytime operations and when they are within the capacity of cafeteria personnel and facilities.
2. School cafeterias are established for the benefit of the children and shall not be deemed available to the public, except under the conditions which follow:
 - a. Banquets or special meals may be served to school-related organizations.
 - b. Cafeteria equipment shall not be loaned to outside groups and any loan of the same to individuals or outside organizations shall be by specific approval of the Board following the Superintendent's or designee's consultation with the cafeteria manager or the manager of food services.
 - c. Cafeterias shall not be opened or used during the summer, except as a part of the regular school program.

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

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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