

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: July 13, 2015

REVISED:

# HAMBURG AREA SCHOOL DISTRICT

	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; but such use shall be non-exclusive and open to the public without charge.</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 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.</p> <p>An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the Superintendent.</p>

4. Guidelines	<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 or electronic request on the prescribed application form at least ten (10) days in advance of the proposed date to the Superintendent or 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>Along with the completed application, the individual or group must submit the following:</p> <ol style="list-style-type: none"><li>1. Evidence of organizational liability to limits required by district guidelines.</li><li>2. 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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<p>SC 511</p> <p>10 P.S. Sec. 328.101 et seq Title 61 Sec. 901.701</p>	<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. 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>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.</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:</p> <ol style="list-style-type: none"> <li>1. Possession, use or distribution of 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> <li>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.</li> </ol>
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<p>35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7182, 7183</p> <p>SC 511</p>	<p>6. Use of tobacco products.</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 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. <b>328.101</b> 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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