

# CARLISLE AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: January 18, 2007

REVISED: June 15, 2017  
March 21, 2019

## 707. USE OF SCHOOL FACILITIES

### **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. All school functions shall be given priority when activity schedules are established.

### **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 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 nonexclusive.
3. Recreation, physical training and athletics, including competitive athletic contests for children and adults.

The Board directs that school facilities not be available for rent for private use.

When schools are closed or students are dismissed early, all district facilities shall be closed, unless prior permission is granted by the Superintendent or designee.

The Board shall establish a schedule of fees for the use of school facilities by approved groups. This fee shall take in account the relationship of the requesting organization with the district and the nature of the use. [1]

**Delegation of Responsibility**

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

School authorities reserve the right to monitor all activities by users of school facilities.

The district reserves the right to reject any or all applications in which they determine that the rejection is in the best interest of the school district. This rejection will be approved by the Superintendent or designee.

**Guidelines**

**Application Process**

An individual or community group requesting permission to use school buildings, facilities or school property must submit a completed application on the prescribed application form fifteen (15) days in advance of the proposed first starting date of the activity.

All applications related to athletics to include stadium, gymnasiums, and athletic fields should be submitted to the Director of Athletics.

All applications related to nonathletics to include classrooms, auditoriums, and multi-purpose rooms should be submitted to the Director of Facilities office or designee.

All applications must be approved by the Superintendent or designee before a contract is issued to any organization.

The application must specify the portion of the school facilities requested for use; the proposed activities; number of individuals participating; and the date, time and duration of the proposed event. The individual signing the submitted application will be held responsible for all charges incurred in the event the representative organization defaults.

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

1. Payment of the specified rental rate. Full payment must be made within thirty (30) days after invoicing.
2. Evidence of organizational liability insurance to fiscal 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.

**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. When school facilities are closed due to renovations, maintenance, cleaning, the district calendar, or Board action.
3. When school facilities contain specialized equipment or furnishings which would be detrimental to the operation of a district program if damaged or operated by an unqualified individual.
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. Food or beverage may be served in a facility when so indicated on the submitted application.
4. The hours for requested use shall not vary without prior permission by the district.
5. The user shall be responsible for restoring the facility and surrounding area to the original condition, according to the stated time limits, including clean up and trash removal.
6. The user shall occupy the facility in accordance with all police, fire and sanitary regulations imposed by municipal, state or federal authority.
7. Fixtures, equipment or scenery may not be attached to floors or walls with screws, nails, etc. Scenery must comply with state fire laws.
8. Any damage to district property shall be repaired by the district at the expense of the user.
9. The district reserves the right to specify additional conditions for use as it deems appropriate.

#### Prohibited Activities

The following activities are strictly prohibited in school facilities and on school property when individuals and community groups are granted written permission to use said school facilities:

1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.
2. Possession of weapons. [2]
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. [3]

Use of tobacco products in any building and/or on school property. For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar and pipe; other smoking products including but not limited to electronic cigarettes or smoking devices, personal vaporizers or electronic delivery systems; chemicals or devices that produce the same flavor or physical effect of nicotine substances; or material and smokeless tobacco in any form. [4] [5]

#### Violations

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.

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.

#### Use Of Cafeteria

Cafeteria personnel and facilities shall be available for school or community events when such events will not disrupt normal daytime operations and are within the capacity of cafeteria personnel and facilities.

Cafeterias in the schools are established for the benefit of students and shall not be available to the public, except under the following conditions:

1. Food service shall be limited to service organizations and to school-related organizations.
2. Cafeteria equipment shall not be loaned to outside groups, except with specific approval of the Director of Finance or designee.
3. Cafeterias may be used during the summer for school-related summer programs.

When the kitchen is to be used for special events held in the cafeteria, at least one (1) of the regularly employed kitchen personnel shall be available to supervise kitchen activities.

When kitchens are used, the user shall pay the cafeteria personnel selected to supervise the kitchen. Personnel shall be paid at the hourly rate they are normally paid.

#### Use Of Vocational Facilities

District vocational facilities shall be available for rental purposes under the terms specified in this policy.

Trade-related groups utilizing district vocational-technical facilities may be granted a waiver of cost upon recommendation of the Director of Careers and Technology with the approval of the Superintendent or designee, provided the user agrees to provide free training for the district's occupational instructor and interested occupational seniors.

#### Use By Educational Institutions

Rental to educational institutions for the purpose of providing educational courses in district buildings shall be in compliance with this policy.

The rental fee shall be based on the length of the course, regardless of the number of hours or sessions per week.

The rental fee shall include classroom space only. Users requesting the use of district equipment must notify the Director of Facilities of such request(s) on the Monday of the week in which the equipment is desired. The district may charge a fee for use of equipment.

Rental to educational institutions shall be limited to evenings or days when school has been in session. Rental during times that school is not in session will require payment of custodial/supervisory personnel necessary to allow the program to operate.

Use of district computer equipment shall require specific authorization by the Director of IT Operations, and an additional charge may be applied to cover district-appointed supervisory staff. All users of district technology must sign an Acceptable Use Agreement, prior to usage.

#### Use Of Stadium/Track

The stadium shall be considered the same as any other district facility for rental purposes. The term ball field applies only to open spaces, such as softball fields and practice areas.

The policy and conditions related to use of facilities shall be applicable to the use of the stadium and the track.

The rental agreement for the use of the stadium/track obligates the user to provide appropriate supervision and assume liability for any damages incurred. Where district personnel are employed, their primary purpose shall be to open and close the facility and serve as a contact person for the district.

Use Of Fields

The district’s ball fields and open space fields shall be available for rental purposes with the same conditions specified in policy. Ball fields and open spaces shall include, but not be limited to, baseball fields, softball fields, soccer fields and practice areas.

Ball fields and open spaces shall be available for individual use by community residents when not being used for district purposes and/or when not being rented.

Organized group activities shall require the completion and approval of a rental agreement.

Field Conditions

If weather related conditions or unforeseen circumstances make the use of a field not in the best interest of the school district, it reserves the right to cancel the event. The decision will be made by the Athletic Director and consultation with the Director of Facilities. When at all possible, the district will attempt to make this decision 48 hours prior to the scheduled event, but no less than 24 hours before it is to begin.

Fee Categorization

	Fee
Category I School-sponsored Organizations – (clubs, classes, PTO)  School-related Organizations – Nonfundraising (Band Booster, Carlisle Sports Association)	No charge if within normal working hours of custodial, maintenance, and food service personnel.  No charge if within normal working hours of custodial, maintenance, and food service personnel.
Category II School-related Fundraising	Prevailing custodial fee and/or other direct costs.
Category III Nonschool Organization – Nonfundraising	Fee schedule plus prevailing custodial fee and/or other direct costs.
Category IV Nonschool Organization – Fundraising	Fee schedule plus prevailing custodial fee and/or other direct costs.
Category V - Programs under the direct authority of Carlisle, North Middleton, and Mt. Holly Springs recreation departments.  A. Co-sponsored Youth Programs	No charge

707. USE OF SCHOOL FACILITIES - Pg. 7

<p>B. Parks and Recreation Community Adult and Youth Programs</p> <p>C. Adult Programs</p>	<p>Prevailing custodial fee if conducted at a time when custodian is not normally assigned to building.</p> <p>Fifty percent (50%) of fee schedule plus custodial fee if conducted at a time custodian is not normally assigned to building.</p>
<p>Category VI Other Institutions</p>	<p>Fee schedule plus prevailing custodial fee and/or other direct costs.</p>

Category III or IV organization requests more than one (1) facility for a given time or activity, charges shall be based on the first hour fee for only the single highest priced rental.

Category III or IV organization utilizing the same facility on consecutive nights for the same activity, the succeeding night's fee shall be based upon the hourly charge and direct costs.

Category III organizations utilizing the same facility for the same activity on intermittent nights in the same school year shall be required to pay the initial first four fees only once. Succeeding hours of rental shall be at the additional hourly cost plus direct costs.

Legal References:

1. S.C. 775
2. S.C. 511
3. 10 P.S. 311 et seq.
4. 20 U.S.C Sec. 7181 et seq.
5. 35 P.S. 1223.5

School Code - 511, 775

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

School Tobacco Control - 35 P.S. 1223.5

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