

Pennsbury School District

School Board Policy

Effective Date	Supersedes Index No.	Index No.
09/18/13	707.1R3 of 11/17/11	707.1R4

Title: Building and Grounds Usage

Purpose: The purpose of this document is to set forth the rules and process for the use of School District buildings and grounds by school groups, school-related groups and outside organizations.

Reference: School Board Policy 707.2R3 (or succeeding document), titled *Building & Grounds Usage Fee Schedule*

Policy: The School Board intends that the School District's buildings and facilities be utilized by residents of the District, subject to limitations with law and the efficient administration of the School District. In addition, school facilities may, at the discretion of the School Board or its designee for this purpose, be utilized for regional or state conferences and competitions for elementary or high school students, courses offered by accredited schools, colleges and universities, sports camps, concerts and stage performances.

The School Board has adopted the following specific policies with respect to use of school buildings and facilities:

I. Groups

Groups will fall into one of three categories, which will be classified as student and school groups, non-profit and community groups, and for-profit or out-of-District organizations.

The groups described below may use school buildings and facilities as set forth in this policy, subject to its requirements and limitations. For the purpose of this policy, regular work hours are those hours, Monday through Friday, when custodial staff is regularly on duty in each building.

A. Student and School Groups

1. Student Groups

School-sponsored student organizations, including clubs and teams, will be permitted to use facilities during regular work hours, as defined above, without charge for building use or service fees. A school administrator, service supervisor, or custodian shall be present and responsible whenever student organizations are using school facilities. A custodian shall also be present whenever student or school-related groups are using school facilities. Requests to use indoor facilities at times when the facilities are normally closed must be approved by the school principal and may be subject to re-imbursement of incurred fees.

2. School Support Groups

School-related groups are groups that are formed to support school programs, organizations, clubs and teams. School-related groups include parent-teacher organizations, booster clubs, scout groups and employee organizations. School-related groups shall be permitted to use school facilities without charge for building use or service fees during regular work hours as defined above. School-related groups requesting to use facilities at times when facilities are normally closed may be subject to fees. School-related groups must submit applications for use to the Facilities office.

3. Pennsbury Partners Program will be considered a School Support Group

Pennsbury Partners Program (PPP) – Administrative and building usage fees will be waived for school events, community events or workshop programs sponsored by an established Pennsbury Partner, provided that the fee charged to attendees does not to exceed the program resources and materials fee. Service fees cannot be waived and will be charged if applicable. To be eligible for the waiver, the program must benefit Pennsbury students and must be approved by the PPP Coordinator and the Director of Facilities.

B. Non-Profit and Community Groups

Non-Profit Groups operating within the Pennsbury community will fall under the reduced Usage Fee Schedule and are defined below. Proof of non-profit status would need to be submitted with the application.

1. Youth and Athletic Associations

Groups of school-age youth from within the Pennsbury community that operate as non-profit organizations, under adult leadership, which provide non-controversial, nonpartisan programs of benefit to local youth. These groups include athletic associations, Catholic Youth Organizations (CYO) and other similar groups, as determined by the Director of Facilities.

2. Government Agencies

Municipal, state and federal governmental agencies representing Pennsbury residents.

3. Community Groups

Resident and Community groups which operate within the Pennsbury community and benefit Pennsbury residents or students, but have not received non-profit status, may still request to use the facilities at the reduced fee rate so long as no money exchange is associated with the activity.

C. For-profit Groups and out-of-District Groups

1. For-profit Groups

Groups wishing to use Pennsbury facilities to conduct an activity for their own benefit.

2. Out-of-District Groups

Groups which operate outside the Pennsbury School District

II. Fees

Application Fee

Application fees are applied to all non-school related requests. Application fees are not refundable. For a current fee schedule, see School Board Policy 707.2R3 or succeeding document.

Building Use

The basic fee schedule includes custodial care during regular hours. For a current building use fee schedule, see School Board Policy 707.2R3 or succeeding document.

Service Fees

The following service fees shall be charged when additional labor and/or special services are required in accordance with Section I. See School Board Policy 707.2R3 or succeeding document for a current service fee schedule.

Payment

Payment for all building use and administrative fees must accompany the application. An estimated invoice for service fees will be prepared and sent to the applicant with the permit. Full payment of the estimated invoice is due one week prior to the event. A final invoice will be issued following the event. All payments must be made by check to the Pennsbury School District. No payments shall be made directly to a school employee.

III. General Regulations Concerning the Use of School Facilities

Applications will only be accepted from school-related groups and citizens or organizations as defined in Section I.

1. All applications for use of school facilities must obtain building level approval and be received by the Facilities Department at least three weeks prior to the date of the event.
2. Security personnel, to be arranged through or with the approval of the Chief of Security, must be paid for by all groups using school facilities when the anticipated attendance will exceed 100. The number of security staff members needed for protection and traffic control will be determined by the Chief of Security at the time of application.
3. Any group using the buildings or grounds will be responsible for the general care of the same and must vacate the facility by 10:00pm (elementary) or 10:30pm (secondary). All requests for exceptions must be forwarded to the Director of Facilities.
4. Facilities may only be used for their intended purposes. Permits for indoor facilities will not be issued for outdoor sports. Outdoor sports include, but are not limited to, football, baseball, softball, soccer, lacrosse, tennis, bicycling, in-line or roller-skating and field hockey. The Director of Facilities may deny use of a facility if there is the potential for damage or excessive wear and tear to the facility.
5. A school administrator, service supervisor or custodian must be on duty at all times when an indoor facility is in use.

6. Smoking, or any use of tobacco products, will not be permitted in school buildings or school grounds at any time.
7. Gambling or other conduct detrimental to the public interest is not permitted in school buildings or on school grounds.
8. Use of drugs and/or alcoholic beverages on school property is prohibited.
9. Food and drink are not permitted in gymnasiums, auditoriums or swimming pools at any time without prior approval from the Director of Facilities.
10. Buildings, grounds, and equipment must be left in a clean and orderly condition. Damage or time necessary to return the facility or equipment to proper condition will result in additional charges.
11. Non-student groups may not use school facilities as defined in Section I for fund raising activities such as car washes, fairs, carnivals, etc.
12. No building shall be available on Sundays. Outdoor facilities only shall be available on Sundays for recreation activities.
13. Private parties are not permitted in any School District facility.
14. A qualified School District staff member must be assigned to operate all apparatus, equipment and devices owned by the School District.
15. Use of pianos will be permitted if requested as a part of the application.
16. No equipment or machines may be brought into or installed in any building, nor may any alterations to existing facilities or equipment be made in any building without the express approval of the Director of Facilities.
17. Open flame decorations of any kind are prohibited.
18. Decorations may not be fastened to the floors, walls, lighting fixtures or ceilings with any nails, screws, duct tape, or any other fasteners that will damage the finish of the floors, walls or ceilings.
19. All decorations must be removed from the building by the organization involved prior to the next use of the facilities for school purposes.
20. All organizations using School District facilities shall be responsible for supervising all participants and spectators. This responsibility extends beyond the room(s) being used to include corridors, lavatories and school grounds.
21. Any individual organization using School District facilities shall be responsible for all thefts of school property and for any damage thereto, and shall reimburse the School District for such thefts or damage.

22. Users of School District property are expected to adhere to the signs posted on the buildings, restricting use of alcohol, controlled and/or illegal substances, loitering and driving motorized vehicles on school grounds.
23. No minor children are permitted in any kitchen area.
24. Permits, once issued, may not be sublet or transferred to another person or organization.
25. If an admission fee is charged, the user shall be fully responsible for paying any taxes required by law, and shall, if required, furnish the Business Administrator with satisfactory evidence that such taxes have been paid.
26. Facilities will not be available during the summer break or when closed by the Director of Facilities for maintenance, renovations, cleaning or safety.
27. Religious organizations may be granted use of school facilities, if they qualify as a Community Group.
28. School District property may not be used for political campaign activities. Political signs may only be placed on School District property at official polling places on Election Day.
29. Any community group, individual, or outside entity wishing to have a presence on school grounds during a planned school or School District event must obtain approval in advance from the principal or other appropriate administrator. Any activity or distribution of materials by such a group or individual must pertain directly to student activities, services, curriculum, safety, or wellness.
30. Long standing partners of the Pennsbury School District who have routinely invested their resources to the maintenance and improvement of Pennsbury assets may apply for a maintenance allowance to offset a portion of facilities usage fees. An application, administrative recommendation, and facilities committee approval shall be required for the reduction in fees.

IV. Special Regulations

1. In order to accommodate “end-of-the year” activities, non-student groups will not be granted permits to use Pennsbury High School during the months of May and June.
2. Because square dancing has been determined to be a damaging activity, it is prohibited at all School District facilities.
3. When kitchens are to be used, at least one employee of the School District’s food service management company must be on duty.

4. Because of size considerations, the use of the Pennsbury High School East Campus and the Charles Boehm Middle School gymnasium will require special services such as ushering, ticket handling, parking, supervision, security, etc. Any such services must be furnished by Pennsbury personnel assigned by the Director of Facilities.
5. Appropriate water safety personnel approved by the Aquatics Director must be present at all times when a swimming pool is used.
6. The playing field at Falcon Field is not available for use by non-school groups. An exception will require the approval of the School Board.
7. Non-school baseball and softball groups are specifically prohibited from using indoor facilities for any type of practice. School groups may use the Pennsbury High School West Campus "B" gym provided the guidelines set forth by the Facilities Office are strictly followed.

V. Insurance and Indemnification

When facilities are used by organizations other than school-related organizations, an insurance policy with \$1,000,000 combined single limit liability and property damage coverage and a \$1,000,000 product aggregate single limit coverage must be obtained and an indemnification form must be signed. A certificate of insurance in the name of the organization with Pennsbury School District named as an additional insured, indicating the amounts of coverage, is to be filed with the Director of Facilities seven working days before the day of the event.

VI. Cancellations

Permits may be postponed or cancelled but the request for such a postponement or cancellation must be received by the Director of Facilities at least one business day in advance. Applicants failing to comply with this regulation will be required to pay fifty percent of the anticipated building use fee in order to cover incurred operating costs.

The right is reserved by the Pennsbury School District to rescind a permit for any date a building is required for a District sponsored school or recreational event, or if any group does not hold a previously scheduled meeting and neglects to inform the Director of Facilities office of the cancellation.

It must be understood that the use of any building is automatically cancelled when the facilities have been closed by school authorities due to local, state or natural disasters or emergencies including, but not limited to fire, flood, weather and mechanical failures.

Responsible

Administrator: Director of Facilities