



Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Number	707
Status	Active
Adopted	September 20, 2012
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### **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.

### **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 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 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.

An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the Superintendent.

### **Guidelines**

#### Application Process

An individual or community group requesting permission to use school buildings, facilities or school property must submit an online request at [www.dvdsd.org/facilities](http://www.dvdsd.org/facilities) in advance of the proposed date to the building principal.

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. Evidence of organizational liability insurance to limits required by district guidelines must also be submitted.

#### 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. Conflict with a previously approved request.
3. Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar, or Board action.
4. 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.
5. Not adequate time to arrange usage.
6. 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.
7. Proper supervision not provided.

#### Limitations

When individuals and community groups receive approval of their request 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. Food and beverages should be limited to cafeteria areas.
3. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.
4. 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.
5. 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.
6. A custodian from the school district or other district employee designated by the principal must be present at all times when the building is in use. If a custodian must work other than during normal working hours, the organization must reimburse the school district for the cost. The custodian will be present at least thirty (30) minutes prior to the event, unless otherwise requested by the group. Clean up time will be determined by the number of areas being used and the number of people in attendance at any function. The organization will be responsible for all costs incurred for clean up after any function.

#### 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:

1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.[2]
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. 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.[3]
6. Use of tobacco products.[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.

#### Fee Schedule

Use of school facilities for activities directly related to the educational program and district operations shall be without cost to users. PTA's/PTSA's shall be treated as school groups for all meetings and school-related fundraising.

Charges for usage of building by nonschool groups after school hours will be as follows:

1. Meetings held by nonprofit and/or service groups such as Boy Scouts, which are nonfundraising in nature, held when a custodian is on duty, requiring no extra service and where clean up is handled by the group: No charge.
2. Meetings held by nonprofit and/or service groups when custodian is not on duty: per hour fee for security/custodial services will be charged at the applicable regular or overtime custodial rate plus benefits times the number of hours. If more than one (1) organization requests the use of a facility when extra security/custodial services are needed, all organizations must individually pay the fee.
3. Meetings of all other organizations and fundraising activities by nonprofit and/or service groups may be subject to rates established according to the nature of the room use and services needed, see schedule below:

Auditorium	\$200 per day
Gymnasium	\$200 per day
Classroom (per classroom)	\$ 15 per day
Kitchen	\$200 per day
Field (per field) (stadium excluded)	\$ 25 per day
Air-conditioned areas additional	\$4 per hour
Computer lab	\$100 per day
Video conferencing	\$250 per hour
<b>Security</b>	\$50 per hour
Custodian	Refer to item 2 listed above

In addition, 2 would apply if a custodian is not on duty.

4. Groups conducting fundraising whose proceeds are totally used to support the school: No charge.

Any additional staff or costs will be charged as outlined previously.

5. Meetings requiring the presence of a cafeteria employee will be billed on an hourly basis for the kitchen and staff.
6. Any facility or equipment requested for which a specific fee is not listed will be charged, if applicable, on a case-by-case basis as per the schedule developed by the administration.
7. The Board acknowledges that nonprofit organizations located within the Delaware Valley School District and serving the residents of this district may be confronted with natural disasters (true flood, etc.) causing their own facilities to be unusable.

Notwithstanding the prohibitions in this facilities policy, the Superintendent may bring to the Board an application by such an organization for temporary use of a Delaware Valley School District facility.

The Superintendent shall determine the need of the organization, the time limit for which the facility shall be used, and the purpose for use.

If in the opinion of the Superintendent such request serves the people of the community in time of extreme need, the Superintendent shall present such group to the Board.

If the Board approves the application, the applicant shall pay such costs for use as deemed appropriate by the Board, maintain the facility in good condition, and return the facility in the same condition as when they occupied it.

The school district may require police protection for any activity. The organization will be charged for the cost of police services.

The Delaware Valley School District assumes no responsibility for injuries to the user or their guests or employees.

Nonprofit groups may request a waiver of rental fees for fundraising activities.

Local groups from the school district will be given preference with respect to use of facilities whenever possible.

Each request is valid only for one (1) school year.

#### Swimming Fee

Nonresidents will be charged a per person fee established by the administration/Delaware Valley Adult Community Education program for use of the district pool during periods when the pool is open to the public for leisure swimming, during which time no other charge is levied. Passes will be sold for a block of visits and must be presented when entering the pool area. The money from these fees shall be deposited into the district student activity fund for use in the Delaware Valley Adult and Community Education program.[6]

Legal

1. 24 P.S. 775
2. 24 P.S. 511
3. 10 P.S. 311 et seq
4. 20 U.S.C. 7181 et seq
5. 35 P.S. 1223.5
6. Pol. 618
7. 22 PA Code 403.1
8. 20 U.S.C. 7905