



Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Code	707
Status	Active
Legal	<ol style="list-style-type: none"><li>1. 24 P.S. 775</li><li>2. 24 P.S. 510.2</li><li>3. 24 P.S. 511</li><li>4. 10 P.S. 328.101 et seq</li><li>5. 61 PA Code 901.701</li><li>6. 20 U.S.C. 7182</li><li>7. 20 U.S.C. 7183</li><li>8. 35 P.S. 1223.5</li></ol> <p>24 P.S. 779</p> <p>61 PA Code 901.1</p> <p>20 U.S.C. 7181 et seq</p> <p>20 U.S.C. 7905</p>
Adopted	October 28, 2013
Last Revised	April 8, 2019

### **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.

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 shall ensure that this policy is posted on the district's publicly accessible website. [2]

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.

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

### **Guidelines**

#### **Application Process**

An individual or community group requesting permission to use school buildings, facilities or school property must submit a written request on the prescribed application form at least twenty (20) work days in advance of the proposed date to the Business Manager and Facilities Coordinator.

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.

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

1. Payment of the specified rental fee.
2. Evidence of organizational liability to limits required by district guidelines.

#### **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. Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar, or Board action.
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.
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. All activities must begin after school hours unless permission is granted by Superintendent.
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.

### 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:[3]

1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.
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.[4][5]
6. Use of tobacco/nicotine and nicotine delivery products. This policy does not prohibit the use of a nicotine patch, gum or lozenge as a smoking cessation product by adults using the school facilities.[6][7][8]

### 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.[3]

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 - Fine may be applicable if a violation is present (attached).

Applicant may be responsible for a security deposit, fine for violation of this policy, or further fees if there is an additional cost to district.

Use of school facilities for activities directly related to the educational program and district operations shall be without cost to users.

Attach 707 - Procedures - Facilities Request Form.pdf (50 KB)

Attach 707 - Facility Fee Schedule.pdf (51 KB)

Attach 707 - Facility Usage Categories.pdf (17 KB)

Last Modified by Lisa M Brown on April 11, 2019

**Procedures: Facilities Request Form**

**Only the District approved application form will be accepted.**

**Applications will be submitted to the Facility Coordinator and Business Director:**

**Review application for completeness and Certificate of Insurance**

**Contact interested parties for availability (Principal, Athletic Director, etc.)**

**Enter information of district facility calendar for initial reservation of date/time (in red)**

**Calculate facility charge and send to applicant**

**Receive signed application from applicant**

**Collect signatures from District personnel and notify departments of final approval**

**Contact all departments for need of additional staffing (custodial, security, technical, event)**

**Enter information on district calendar in green**

**Forward copy to Accounts Payable for invoicing**

**Accounts Payable Coordinator:**

**Create invoice and send to applicant for collection. Due 30 days before event.**

**Administrative Regulations: Facilities Usage and Requests**

**Director of Fiscal & School Services (or designee- Facility Coordinator)**

Responsible for completed applications

Responsible for establishing and maintaining fee schedule

Maintains records of facility usage and other necessary documents

Ensures proper invoicing and collection of funds

Maintains district rental calendar

**Director of Facilities**

Coordinates additional custodial staffing for events

Reports and responds to reported damages/ lost items/ or other facility issues created by a rental agreement applicant

Reviews facility calendar for accuracy and reports possible issues to coordinator

Makes recommendations for needed custodial staffing for invoicing purposes prior to approval

Coordinates tours with prospected renters upon request

**Building Principal/Athletic Director**

Reviews facility use schedule and reports possible conflicts before approval

Sign application to verify availability

Coordinate tours with prospected renters upon request

Make recommendations for additional staffing for invoicing purposes prior to approval

Reports damages/ lost items/ or other facility issues created by a rental agreement applicant

**Applications (must be completed by anyone using the facility)**

**Must include:**

**All contact information (two (2) persons)**

**Event information (clearly written)**

**Facility requested, and areas requested**

**Signature of Applicant (two areas)**

**Certificate of Liability (if appropriate)**

**Submission: To Facility Coordinator per policy via mail, email, or in person**

**Early submission is encouraged**

**Approval/Denial:**

All required signatures must be present for approval processing to begin

Applications will be reviewed by the Facility Coordinator

Discrepancies or incomplete applications will be reviewed with the Director of Fiscal Services

Approvals and denials will be communicated by the Director of Fiscal Services or designee

Superintendent will approve applications for use of facilities on Sundays or over a designated fee amount

All approved applications will be held as evidence for liability to the applicant. The district reserves the right to require Event Staffing, Security, Police Supervisions, Custodial services, Technical services and others at the expense of the Applicant.

**Security Deposit and Cancellation Policy:**

A security deposit of 10% will be collected from all applicants. It will be held at the district and returned after an event has taken place and the facility is checked for loss or damages.

Any applicant needing to cancel an event must do so within 30 calendar days to receive a full refund. Cancellation between day 29 and day 15 prior to an event will result in a 50% reimbursement of fees. No reimbursement will be given within 14 calendar days of an event.

Inclement weather and unforeseen occurrences beyond the control of the applicant are not relevant to the above cancellation policy.

Fines may be assessed by the district to any applicant who damages property, breaks the law by creating an unsafe environment on campus, or breaches any part of the signed contract. These fines will be determined by the district administration and law enforcement officials.

Continuation of the behavior outlined above will result in the loss of privileges for facility use.

<b>FACILITY FEE SCHEDULE</b>	<b>NOMINAL FEE</b>	<b>FULL FEE</b>	<b>CORPORATION FEE</b>
CLASSROOM	\$10/ HOUR	\$25/ HOUR	\$75/ HOUR
LARGE GROUP INSTRUCTION	\$20/ HOUR	\$75/ HOUR	\$250 / HOUR
M.S. AUDITORIUM	\$250/ DAY	\$1000/ DAY	\$2000/ DAY
H. S. AUDITORIUM	\$500/ DAY	\$1500/ DAY	\$3000/ DAY
CAFETERIA	\$20/ HOUR	\$50/ HOUR	\$200/ HOUR
CAFETERIA W/ KITCHEN	\$50/ HOUR	\$80/ HOUR	\$250/ HOUR
ELEMENTARY GYM	\$35/ DAY	\$100/ DAY	\$350/ DAY
MIDDLE SCHOOL GYM	\$50/ DAY	\$200/ DAY	\$450/DAY
HIGH SCHOOL GYM	\$100/ DAY	\$300/ DAY	\$650/ DAY
FITNESS CENTER	\$50/ DAY	\$100/ DAY	\$350/ DAY
POOL	\$150/ DAY	\$300/ DAY	\$500/ DAY
FIELD	\$150/ DAY	\$300/ DAY	\$500/ DAY
STADIUM	\$250/ DAY	\$400/ DAY	\$650/ DAY
STADIUM W/ LIGHTS	\$500/ DAY	\$1500/ DAY	\$3000/ DAY
<b>ADDITIONAL FEE SCHEDULE</b>			
BASE FEE	\$100/ AREA (for up to 3 areas)	per season 3 x per year	Summer, Fall/Winter, Spring
CUSTODIAL SERVICE FEE	\$50/ HOUR/ EMPLOYEE		
SECURITY SERVICE FEE	\$20/ HOUR/ EMPLOYEE		
TECHNICAL SERVICE FEE	\$50/ HOUR/ EMPLOYEE		
EVENT STAFF	\$20/ HOUR/ EMPLOYEE		
EVENT STAFF SUPERVISOR	\$30/ HOUR/ EMPLOYEE		
Fees are based on regular hours. Overtime and holiday pay will be calculated at 1 1/2 times the rate and 2 1/2 times, respectively.			



**FACILITY USAGE CATEGORIES:**

**CATEGORY A**

MASD affiliated groups directly related to the school and its activities: instructional and athletic

**CATEGORY B**

Programs outside the school but directly benefit MASD students programs: Activities, Booster Clubs, PTO's, etc.

**CATEGORY C**

Programs with 100% membership of MASD residents designed to support youth organizations: YMCA, etc.  
Youth sport organizations that feed MASD teams

**CATEGORY D**

Programs that offer membership to anyone and charge a fee for participation with the major purpose to support the citizens of Moon Area. (Lions, Rotary, Moon Parks, Civic Clubs, etc.)

**CATEGORY E**

Non-profit organizations established as a bona fide charitable activity (501 © 3 or equivalent)  
Religious organizations and other groups not solely affiliated with MASD

**CATEGORY F**

For Profit organizations or individuals operating to make a profit

**CATEGORY G**

Corporations or Organizations supported by Corporate Funds

**CATEGORY H**

Groups who represent the military as a whole (Not applicable to individual members)

Category A - No charge for usage

Category B - Additional fees charged when there is a cost to the district

Category C - Base Fee + Additional fees charged when there is a cost to the district

Category D - Base Fee + Additional fees charged

Category E - Nominal Facility Fee + Additional fees charged

Category F - Full Facility Fee + Additional fees charged

Category G - Corporation Facility Fee + Additional fees charged

Category H - No charge for usage when entire group is representing the military