

BERMUDIAN SPRINGS SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: March 14, 2006

REVISED:

707. USE OF SCHOOL FACILITIES	
1. Authority Pol. 104	<p>In recognition of the fact that the public schools are established, maintained, and operated by funds provided by local taxes and state and federal sources, and that the schools belong to the community, the Board shall make school facilities available without discrimination to responsible organizations of the community for civic, educational, cultural, or recreational activities that do not interfere with the best interests of the school district and the students it serves.</p>
SC 775	<p>At the same time, it must be recognized that school facilities are expensive to maintain and one person or group should not be permitted to incur expenses that all taxpayers will be expected to share. It is, therefore, necessary that established fees be charged to approved groups or individuals using these facilities.</p> <p>Fees charged shall be determined by the nature of the organization and the intended use of the facilities. A schedule of charges and a list of rules and regulations for use of the school buildings shall be provided to the organizations requesting use of school facilities.</p>
Pol. 104	<p>Requests from groups not covered by policy or rules for usages not specified shall be referred to the Board. The Board reserves the right to deny permission to use its facilities when it deems this action to be in the best interests of the school district, but such action shall not be discriminatory.</p>
2. Delegation of Responsibility	<p>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.</p> <p>An application for use of school facilities may be disapproved by the building principal or Superintendent because of noncompliance with established policy, procedures or regulations.</p>

<p>3. Guidelines</p>	<p><u>Classes Of Organizations/Individuals</u></p> <p>School facilities shall be made available to the following classes of organizations or individuals in the priority order listed in this policy:</p> <p>Class I - Regular School Activities</p> <p>Definition: Activities directly or indirectly sponsored by the School Board and under the direct control and supervision of the administration.</p> <p>Examples: Extracurricular events, school-sponsored evening instructional activities, school-sponsored meetings with parents/guardians and others, curriculum-related groups (FFA, FHA, FBLA), student concerts and dramatic productions, etc.</p> <p>Class II - School-Related Organizations</p> <p>Definition: Organizations developed as an outgrowth of an educational program sponsored by the district and controlled jointly by the Board and administration and individuals representing the community.</p> <p>Examples: Parent-teacher Organizations, Parent/Guardian Advisory Groups, Music and Athletic Boosters, Young Farmers, BSEA, etc.</p> <p>Class III - Local Civic and Service Organizations</p> <p>Definition: Organizations recognized for the service they provide to the community at large. Such organizations shall have the majority of membership composed of residents of Bermudian Springs School District.</p> <p>Examples: Lions, Rotary, Fire Companies, Jaycees, Historical Societies, Libraries, Senior Citizens, Scouting Organizations, 4-H Clubs, Veterans Organizations, churches, BSYAA, BSYWA, etc.</p>
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Class IV - Other Social Organizations

Definition: Organizations similar to those described in Class III but operating on a countywide basis in Adams County and having a significant membership from Bermudian Springs School District; and social groups not deemed to be civic or service organizations.

Examples: Social Groups, Adams County Civic Organizations, etc.

Request Procedures

The following procedures must be complied with when requesting use of school facilities:

1. A form shall be provided by the school district as a formal application for the request of school facilities. This form shall be completed in detail, signed by the person(s) accepting responsibility for complying with all necessary regulations, and submitted to the principal of the building being requested for use.
2. The building principal shall be responsible for receiving the application for use of the building, checking the schedule and eligibility, and forwarding the application with his/her recommendation to the Superintendent's office for approval or rejection. The principal shall be responsible for completing sections of the form regarding estimated costs.
3. All requests for use of facilities that require Board action must be in the Superintendent's possession at least ten (10) days prior to the next regularly scheduled Board meeting.
4. The following priorities shall be applied to the various classes of groups requesting use of facilities in the event of a scheduling conflict:
 - Class I - Regular School Activities.
 - Class II - School-Related Organizations.
 - Class III - Local Civic and Service Organizations.
 - Class IV - Other Social Organizations.
5. All organizations using the schools shall have a majority of their membership limited to or composed of residents of the Bermudian Springs School District, or be a civic organization operating in Adams County which includes a representative proportion of citizens of Bermudian Springs School District in its membership.

<p>Pol. 707.1</p>	<p><u>Special Requests</u></p> <p>The Board shall rule on all requests of the following nature:</p> <ol style="list-style-type: none">1. Requests for repeated use of facilities that do not provide a free community service for resident children of school age.2. Requests for the use of school gymnasiums or the high school auditorium, except those directly related to the regular school program or providing an activity specifically designed to benefit students in the Bermudian Springs School District.3. Requests for use of facilities on Sundays, whether for school or community programs.4. Requests from groups not clearly described in any of the classes listed in this policy. <p>No agreement for the use of facilities shall extend beyond the school fiscal year without renewal.</p> <p><u>Availability Of Facilities</u></p> <p>All school facilities shall be available under the provisions of this policy, with the exception of the following:</p> <ol style="list-style-type: none">1. School facilities are not available for the private use of residents.2. The high school stadium is not available for any agencies or organizations not directly related to the school program, except the Bermudian Springs Youth Athletic Association. The track area may be made available to qualifying organizations.3. School gymnasiums and the high school auditorium are available only upon special approval of the Board. Rates for use of such facilities shall be charged at twice the rate established for other school facilities.4. When available, outdoor facilities such as ball fields (not the stadium), grass areas, parking lots, etc. will be scheduled for nonschool-related organizations at no cost, provided the procedures for requesting facilities, and facilities use have been followed.
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Exception – School district athletic facilities may be made available for league and P.I.A.A. playoff games on days other than Sunday, upon approval of the Superintendent. A rental fee shall be charged as listed in this policy, and the district shall not bear any personnel costs involved in operating such activities.

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 and regulations.

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/Equipment

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

1. Cafeteria personnel and facilities shall be available for special school or community events when they will not disrupt normal daytime operations and are within the capacity of cafeteria personnel and facilities. Whenever the Board authorizes a cafeteria to be used by a community group, a rental fee shall be charged according to the prevailing schedule.
2. Banquets or special meals served shall be limited to professional education groups or to school-related organizations.
3. Cafeteria equipment shall not be loaned to any outside individuals or organizations without the specific approval of the Board, following the Superintendent's consultation with the head cook.
4. Cafeterias shall not be opened or used during the summer, except as part of the regular school program or school-related activities.
5. When the cafeteria is used for a special reason, district cafeteria workers shall be employed; and their salaries shall be paid by the school district with proper reimbursement paid to the district.
6. Any exceptions to this policy shall be determined by the Board.

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Only authorized personnel shall be permitted in the kitchen during the regular hours from 7:00 a.m. to 2:30 p.m. on school days, except when necessary.

Usage Fees

The fee schedule represents the fee charged to the various classes of groups or individuals who request use of school facilities.

All rental payments are due and payable at least one (1) week prior to the first reserved date of use.

The Board reserves the right to require a deposit for any activity that does not result in a rental fee being charged.

The fee schedule represents a basic rental charge to cover the cost of heat, light, and depreciation of school equipment. Any charges accruing in addition to these basic charges will be added to the basic fee. Additional charges could include custodial fees, banquet charges, damages to the facilities, stage technician fees, consumable supplies, payment to district personnel required to be present, etc.

Fee Schedule

	<u>No Admission</u>	<u>Admission Charged</u>
Class I	No Charge	No Charge
Class II	No Charge	No Charge
Class III	\$200.00	\$300.00
Class IV	\$200.00	\$300.00

Rehearsals for any event shall be charged at one-half (½) the rental rate.

Rates for use of school gymnasiums and the high school auditorium when special approval is granted by the Board, shall be twice the amounts listed above, except fees for facilities used for league and/or P.I.A.A. playoff sites shall be based on the average paid for such facilities for playoff purposes, but no less than \$400.00 per event.

Fees paid cover the cost of one (1) activity usually lasting no more than one (1) day. Special requests must be submitted for repeated use of facilities.

Fees may be waived if the administration determines that an activity is planned for the sole benefit of students from Bermudian Springs School District.

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<p>20 U.S.C. Sec. 7181 et seq 35 P.S. 1223.5</p> <p>SC 511</p>	<p>No fee will be charged for use of facilities by groups that include membership by school organizations sponsored by Bermudian Springs School District if the local organization is a participant in the activity planned. Examples of such use would be athletic league meetings, area FFA, FHA, FBLA meetings, etc.</p> <p>Use of facilities by the Bermudian Springs Education Association is covered in the collective bargaining agreement.</p> <p><u>Regulations For Building Use</u></p> <p>The following regulations shall apply for all individuals or groups using school facilities:</p> <ol style="list-style-type: none">1. A person representing the district must always be present in the building when it is being used by a group or individual and access to the building(s) is required, unless other arrangements have been approved by the Board or administration.2. Use of any district building shall conform to the general rules established for that building by the building administrator.3. Groups are restricted to the rooms or areas requested.4. Only authorized school personnel shall operate district-owned equipment.5. No refreshments shall be sold or served in facilities without prior approval.6. No smoking shall be permitted inside the buildings or on school grounds.7. Use, possession or distribution of controlled substances (alcohol or illegal drugs) shall be prohibited on school property.8. Possession of weapons shall be prohibited on school property.9. The room or facilities used must be returned to the original condition of cleanliness and order, unless prior arrangements have been made for custodial services.10. No equipment shall be stored in the buildings on a regular basis between meetings. Temporary storage may be furnished if available and authorized by the building principal.
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<p>School Code 511, 775</p> <p>PA Code Title 22 Sec. 403.1</p> <p>10 P.S. 311 et seq</p> <p>35 P.S. 1223.5</p> <p>20 U.S.C. Sec. 7181 et seq</p> <p>20 U.S.C. Sec. 7905</p> <p>Board Policy 707.1</p>	<p>11. The school district's insurance policies do not cover the actions of individuals not employed by the district. The district shall require users of school facilities to provide 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.</p> <p>12. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state or federal laws and regulations is prohibited on school property.</p>
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