

# EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PROPERTY  
 TITLE: USE OF FACILITIES  
 ADOPTED: August 19, 2002  
 REVISED: May 17, 2004  
 November 15, 2004  
 August 21, 2006  
 July 16, 2007  
 June 22, 2009

707. USE OF FACILITIES	
<p>1. Purpose SC 775</p>	<p>The Board recognizes that the primary purpose of the buildings, facilities, and property of the district is to provide students with an appropriate learning environment. The district does make available its facilities to district residents, community organizations and organizations providing a benefit to the school and community on a space available basis outside of normal school hours. This use is not intended to be permanent or ongoing for an extended time. District events shall have priority in the use of facilities and may preempt requests for use by other groups.</p>
<p>2. Authority SC 511 Title 22 Sec. 12.9  SC 775</p>	<p>The Board will permit the use of school facilities when permission has been requested in writing and has been approved in accordance with this policy.</p> <p>Scheduling priority shall be granted in order of classification.</p> <p>The Board shall establish annually a schedule of fees for the use of school facilities. Please refer to Attachment A.</p> <p>The Board will not consider waivers of any of the requirements set forth in this policy.</p>
<p>3. Definitions</p>	<p><u>Local Non-Profit Organization</u>—Tax-exempt organization with a business presence in Monroe/Pike County.</p> <p><u>Normal Facility Operating Hours</u>—5:30am-10:30pm on teacher work days set by the Board of Education on the School Calendar.</p>
<p>4. Delegation of Responsibility</p>	<p>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/groups affected by them.</p> <p>An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the Superintendent.</p>

5. Guidelines

**Application Process**

- a. When requesting permission to use school district buildings, facilities or property, the applicant must submit a written request on the prescribed application form to the school principal at least thirty (30) calendar days prior to the date for which a facility is requested. (Applications for such usage may be obtained in any school office.) Completed applications ~~should~~**must** be returned to the school principal for determination of availability of the requested facility.
- b. The application must specify the portion of the school facilities requested for use; proposed event; anticipated number of individuals participating; and the date, time and duration of the proposed event. Any school equipment that is to be used in conjunction with requested facilities shall be identified on the application at the time that the request for use of facilities is made. ~~The users of school equipment~~**The applicant** must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator. ~~The term "user" as used herein shall mean the individual, organization, or group that applies for and/or is granted permission to use school facilities~~
- c. The applicant shall agree to exercise proper care in the use of the property and facilities, to indemnify and hold harmless the school district for any and all damages to school or other property by any person or persons attending the affair and to indemnify and hold harmless the school district against liability for any and all damage to any person or persons for injuries, including death.
- d. A certificate of insurance shall be attached to the application. The minimum limits of liability are: a minimum of \$100,000 for all damages arising out of bodily injury/person/accident; and \$300,000 aggregate for all damages sustained by two (2) or more persons/accident. ~~Non-school related applicants~~**Applicants other than Class I applicants (defined below)** must secure liability and property insurance in the amount of not less than \$500,000 Bodily Injury Liability and \$500,000 Property Damage Liability, listing the school district as an additional insured. In such event, the applicant shall furnish the building principal with a certificate showing that such insurance has been obtained. The *Certificate of Insurance* **MUST** list the applicant as the insured and the East Stroudsburg Area School District as a certificate holder as well as an additional insured on the policy.
- e. The school principal will forward the application to the Superintendent's Office for approval.

**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. Any scheduled school activity, whether taking place during the school day or otherwise, shall have precedence over any other activity for the use of such facility. In the event a school activity is postponed due to inclement weather, etc., and the make-up day conflicts with a planned community or other activity, the school program would take precedence and necessitate the rescheduling of the community activity and/or other activity.
2. Access to school facilities that are closed due to renovations, maintenance, cleaning, the school calendar or Board action.
3. Access to school facilities containing equipment or furnishings which, if damaged or operated by an unqualified operator, would be detrimental to the operation of a school district program.
4. Prevention or encumbrance of school district personnel from preparing school facilities for their primary purpose, because of the nature or duration of the activity.

**Limitations**

When applicants receive written permission to use school facilities under this policy, such use shall be conditioned upon strict compliance with the following:

1. All events must terminate and all groups and event participants must vacate school premises at a designated time; but school premises must always be vacated by 10:30 p.m. unless otherwise authorized in advance by the Superintendent.
2. Facilities may not be occupied beyond rated capacity. The total number of participants and spectators in that activity must be ~~supplied with~~ provided on the application.
3. ~~When~~ If advertising or promoting events held at school facilities, groups shall clearly communicate that the events are not ~~being~~ sponsored by the school district. ~~The district~~ This disclaimer must be posted on all flyers and flyers must have approval of Superintendent prior to posting and/or distribution. All flyers must contain specific disclaimer language that may be obtained through the Superintendent's Office.

4. Accidents involving persons and/or property should be promptly reported to School Police at 570-424-7833 (24-hours).
5. Requests for use of stage facilities, lighting and installation of scenery shall be clearly indicated on the application. Only school district staff may operate the stage lighting and sound systems.
6. Requests for use of district kitchens and/or concession stands shall be clearly indicated on the application. The use of district kitchens or concession stands requires the supervision of the district's Food Service Department.
7. Any use of swimming pool facilities must have the approval of the Director of Athletics and Activities and the requesting group must supply documentation of one (1) certified lifeguard who will be supervising waterside during the duration of the event.
8. Where large audiences are anticipated, the applicant shall be responsible for proper security, parking of cars on the paved parking area and to provide the additional services needed to direct and control parking. Security and parking provisions must be approved by the Chief of School Police prior to the event taking place. The Chief of School Police shall determine whether school district security personnel are required due to the anticipated number of participants.
9. Responsible adult supervision in adequate numbers must be provided by the sponsoring organization. Sponsors of an activity must remain on the premises until all participants and attendees have left the facility.
10. The use of school facilities may not be permitted when schools are closed due to inclement weather or the closing of school due to early dismissal. The school district is not responsible for any costs incurred by the user which may result from such closure. Users are responsible to consult the district website, local TV and/or radio stations for information on mid-week school closings. Users are also responsible for contacting School Police at 570-424-7833 (24 hours) for information on weekend closures due to inclement weather.
11. A custodian and/or other school district personnel must be on duty at all times when a facility is in use.
12. After the application has been approved, the applicant may **not** assign, sublet, or transfer its rights or privileges to any other individual, group, or organization.

<p>SC 511</p> <p>35 P.S. 1223.5 20 U.S.C. Sec. 7182, 7183 SC 511</p>	<p>13. Individuals/Groups are responsible to remove all equipment/supplies at the conclusion of the event unless prior permission is granted by school officials.</p> <p><b><u>Conduct of Patrons/Prohibited Activities</u></b></p> <p>The following activities are strictly prohibited in school facilities when groups are granted written permission to use said school facilities:</p> <ol style="list-style-type: none"><li>1. Conduct that would alter, damage or be injurious to any school district property, equipment or furnishings.</li><li>2. Conduct that would constitute a violation of the Pennsylvania Crimes Code and/or state and federal laws and regulations.</li><li>3. The possession, use or distribution of illegal drugs and/or alcoholic beverages in any form.</li><li>4. Tobacco use by any persons in <del>its</del> school buildings <del>and/or</del> on any property that is owned, leased or controlled by the school district.</li><li>5. The possession or use of weapons on or near the premises of the school property.</li></ol> <p><b><u>Violations</u></b></p> <p>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.</p> <p>The district reserves the right to bill any group regardless of classification for cleanup costs at a rate of 150% of the actual cost, if facilities are not returned in the same condition as they were received by the group.</p> <p>An evaluation form shall be completed by the building administrator to document any individual or community group's non-compliance with this policy and/or terms under which permission was granted to use the school facilities. Evaluation forms are to be submitted to the Superintendent's office for review.</p> <p>Upon review/investigation, the Superintendent will determine whether that individual or community group forfeits the right to submit future written requests to use school district property.</p>
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**Classifications**

**a. Class I -- School-Sponsored/School-Related Events**

- Events directly sponsored by the district, including but not limited to its student organizations, student clubs, athletics and/or extra-curricular activities.
- Events directly sponsored by organizations that are officially attached to the district and whose very existence is contingent upon that of the school district. To be considered as a school-related organization, groups must receive formal designation from the Chief Financial Officer by submitting current operating by-laws and an annual list of officers with authority to sign the permit application.

**b. Class II -- Local Non-Profit Organizations During**

- Normal Facility Operating Hours. Organizations must provide a copy of their IRS Determination Letter demonstrating 501(c)(3) status, ~~and~~ most recent IRS Form 990 (if applicable).

**c. Class III -- Up to 5 Uses in Any One School Year by a Local Non-Profit Organization Outside of Normal Facility Operating Hours. Organizations must provide a copy of their IRS Determination Letter demonstrating 501(c)(3) status.**

**d. Class IV -- 6 or More Uses in Any One School Year by a Local Non-Profit Organization Outside of Normal Facility Operating Hours. Organizations must provide a copy of their IRS Determination Letter demonstrating 501(c)(3) status.**

**e. Class V -- All Other Uses**

**Fee Structure**

Facility Rental charges shall be applied to groups in accordance with the attached schedule of fees (Attachment A). All fees due to the school district for the use of a

facility are due within thirty (30) days after the activity. Any groups owing fees from a previous use, or which did not promptly remit payment for a previous use, may be denied future use of facilities.

Personnel fees will be assessed when additional school personnel are required for any event, at the sole discretion of the school district.

District employees requesting the use of district facilities in a capacity other than their official capacity must conform to the same requirements as any of the groups as identified in this policy.

**References:**

School Code – 24 P.S. Sec. 511, 775, 779

State Board of Education Regulations – 22 PA Code Sec. 403.1

Department of Revenue Regulations – 61 PA Code Sec. 901.1, 901.701

Local Option Small Games of Chance Act – 10 P.S. Sec. 328.101 et seq.

School Tobacco Control – 35 P.S. Sec. 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

Board Policy – 000