



# Peters Township School District

Policy: 1330  
Title: Use of School Facilities  
Adopted: 3/20/70  
Revised: 2/19/87, 8/20/01, 6/24/02, 6/29/09

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1330. USE OF SCHOOL FACILITIES	
1. 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 programs or the needs of the school district.
2. Authority	<p>The Board directs that use of school facilities may be granted to individuals and community groups for the following types of activities:</p> <p><u>Category 1</u></p> <p>School groups or school organizations with membership from the PTSD student body under the direction of a member of the PTSD staff, who receives compensation or serves as a volunteer of a Board approved group or activity.</p> <p><u>Category 2</u></p> <p>PTA, booster groups, or PTSD staff only group (100% of members of the group using facilities are from the PTSD staff).</p> <p><u>Category 3</u></p> <p>Non-profit community organizations or groups with purposes and objectives related to education and recreation with membership from PTSD student body or township residents of school age (Peters Township Recreation Department) and Peters Township High School club sports recognized by the PTSD.</p>

<p>SC 775</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines</p>	<p><u>Category 4</u></p> <p>Peters Township non-profit community organizations or groups, that are public school related, youth or public service oriented. (e.g., Boy Scouts, Girl Scouts, service clubs, civic groups, Fire Company, PTSD Alumni groups, League of Women Voters and other Peters Township non-structured social or recreational groups).</p> <p><u>Category 5</u></p> <p>Other non-profit community organizations or groups that are primarily not public school related or public service oriented. (e.g., church or church-affiliated, social groups, fraternal organizations and political organizations, unaffiliated recreation groups).</p> <p><u>Category 6</u></p> <p>For-profit groups, private groups and non-community groups defined as those organizations whose membership and/or audiences consist of less than fifty percent (50%) of persons residing in Peters Township.</p> <p>The Board shall establish a schedule of fees for the use of school facilities by approved groups.</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 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 building principal, and/or business manager, and Superintendent.</p> <p><u>Application Process</u></p> <p>An individual or community group requesting permission to use school buildings, facilities or school property must submit a request on the prescribed application ten (10) days in advance of the proposed date.</p> <p>The application must specify the following:</p> <ul style="list-style-type: none"> <li>▪ Name and address.</li> <li>▪ Type of organization.</li> <li>▪ Contact person and phone number.</li> </ul>
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- Portion of the school facilities requested for use.
- Proposed activities.
- Number of individuals participating.
- Date, time and duration of the proposed event.
- Adult supervision for students and children.
- Custodial/security coverage.

Following approval of the application, the individual or group must submit the following:

1. Payment of the specified rental fee, prior to use (if required).
2. Evidence of organizational liability to limits required by district guidelines.
3. 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.

Requests for Sunday use for all groups (excluding Category 1) will be considered at the discretion of the Superintendent. Use of facilities on Sunday is governed by guidelines developed by the Superintendent.

Athletic facility assignments will be made by the Director of Sports Programs and Activities.

The Superintendent or designee of PTSD has the discretionary authority to approve or deny a request for use of any facility.

The Superintendent or designee of PTSD has the responsibility to categorize all requests for use of facilities.

#### 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. The district reserves the right to reject or modify applications at anytime.
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. Access to school facilities that would prevent or encumber district personnel from preparing school facilities for their primary purpose, because of the nature or duration of the activity. The district reserves the right to reject or modify applications at any time.

Limitations

When individuals and community groups receive approval 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 any portions of the school facilities or their contents not specified in the approved application request form.
2. Individuals shall refrain from any conduct or activities not specifically identified in the approved application request form.
3. All activities must terminate and all individuals and community group members must exit the school premises per the time on the approved application or by 10:00 p.m.
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. Use of selected facilities (e.g., pool, stadium, gymnasiums) are subject to facility specific school district procedures, rules, and regulations.
7. All users shall be responsible for any extra custodial and/or food service equipment operator fees.
8. All activities will have appropriate adult supervision.

<p>10 P.S. Sec. 311 et seq Title 61 Sec. 901.701</p> <p>35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7182, 7183</p> <p>SC 511</p>	<p>9. Security requirements will be at the discretion of the district.</p> <p>10. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act is the responsibility of the group or organization.</p> <p><u>Prohibited Activities</u></p> <p>The following activities are strictly prohibited in school facilities when individuals and community groups are granted approval to use said school facilities:</p> <ol style="list-style-type: none"><li>1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.</li><li>2. Possession of weapons.</li><li>3. Conduct that would alter, damage or be injurious to any district property, equipment or furnishings.</li><li>4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.</li><li>5. Use of tobacco products.</li></ol> <p><u>Violations</u></p> <p>The school district reserves the right to remove from school district premises and deny future requests from any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.</p> <p>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.</p>
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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. 311 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