

PLUM BOROUGH SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: October 25, 1984

REVISED: December 22, 2010

707. USE OF SCHOOL FACILITIES	
1. Purpose	The primary purpose for all the facilities and equipment owned by the Plum Borough School District is to provide instruction for school age children and adults. Therefore, priorities of use for all equipment and facilities will be given to the instructional program and its necessary support.
SC 775	<p>The Board recognizes that tax supported buildings should be made available to the Plum Borough Community during times when facilities and equipment are not being used by the instructional program. The Board establishes that school facilities shall be made available for community purposes, provided that purpose does not interfere with the education programs of the district. The use of Plum Borough School District facilities shall be available for the Plum Borough Community in compliance with the following fees and regulations as adopted by the Board of Education.</p> <p><u>Objectives</u></p> <p>The objectives of this policy are as follows:</p> <ol style="list-style-type: none"> 1. To maximize the use of facilities to enhance the educational, recreational and cultural development of the Plum Borough Community. 2. To have a fair and systematic procedure for authorizing and allocating requests to use school facilities. 3. To provide regulations to control and supervise use of school facilities.
2. Definitions	<p>For the purpose of this policy, the following words and phrases shall mean the following.</p> <p>Activity means the activity that will occur in or on the school facility.</p>

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Comment [1]: (RZ) ADD

	<p>Plum Borough Community or community is the geographical territory of the Plum Borough School District.</p> <p>School-Affiliated Organization means a group, organization or other entity sponsored by one (1) of the following: Plum Borough School District; Board approved student groups, clubs, activities or organizations; district booster clubs; district parent-teacher organizations; or similar entities that are directly related to or affiliated with Plum Borough School District and its activities.</p> <p>Youth Group means a Plum Borough Community Organization whose sole purpose is providing activities for the youth (four (4) through eighteen (18) years of age) of the Plum Borough Community and approved by the School Board. Youth Group designation requires that at least ninety percent (90%) of the children participating in the activity must be residents of the Plum Borough Community. Windows for applications are July 1 through July 15, and December 1 through December 15.</p> <p>Plum Borough Community Organization means a nonprofit organization or group which primarily exists for the benefit of Plum Borough Community residents. Examples of such groups are organizations that sponsor cultural activities, recreational programs, civic clubs, garden clubs, veterans, Lions, Rotary, churches, etc. Windows for applications are July 15 through July 31, and December 15 through December 31.</p> <p>Private Interest Group/Individual means any other nonprofit group, organization, or entity or individual. Windows for applications are July 15 through July 31, and December 15 through December 31.</p> <p>School District Employees means any employee of the Plum Borough School District. Employees must adhere to all regulations and guidelines set forth in the "Use of School Facilities" policy. Application for usage must be completed, submitted and approved at least seven (7) days in advance of the requested usage date(s) for school day usage of the current school year. The filing requirement of thirty (30) days before the requested usage date applies for non-school days (weekends, evenings, etc.). A completed "Facility Use Waiver & Release" must also be submitted with the application. A certificate of liability insurance must be submitted and verified if employees are participating as a group or in group activities.</p> <p>Exclusive Use means the exclusivity of usage for a requested facility. The exclusive use grants the approved user the right to use the facility exclusively without interruption or infringement of other groups or individuals for the time approved. Exclusive use pertains to indoor facilities and outdoor facilities with specific boundaries that are not open to the general public for non-exclusive use.</p>
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Addition:

Addition:

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Comment [2]: (RZ) ADD

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Comment [3]: Delete

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Comment [5]: (RZ) ADD

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Addition:	<p>Non-Exclusive Use refers to the shared usage of a facility with no guarantee of availability or exclusivity and is open to the general public. These would include such areas as walking tracks and pathways used for, but not limited to, walking and/or jogging.</p>
3. Guidelines	<p><u>Priorities</u></p> <p>In the event of request conflicts between potential users, the following shall be the order of priorities:</p> <ol style="list-style-type: none"> 1. School-Affiliated Organization. 2. Youth Group. 3. Plum Borough Community Organization. 4. Private Interest Group/Individual. 5. Employees. <p>Requests for use of facilities from outside the Plum Borough Community will be individually reviewed by the Board on the basis of potential benefit to the school district or the Plum Borough Community.</p>
Change: Addition Removal	<p><u>Regulations For Use Of School Facilities</u></p> <ol style="list-style-type: none"> 1. All applications for use of school facilities shall must be made on the official forms provided by the school district. All applications must be filed at least thirty (30) days prior to desired usage by all organizations the requested usage date. 2. Applications may be obtained at the school where the facility is to be used, or the Facilities Department at the at Central Administration Offices, 900 Elicker Road, Plum. from the Office of Buildings and Grounds, 3. Completed applications are to be returned to the Facilities Department Office at least thirty (30) days prior to scheduled the requested usage date. Applications with missing information and/or required signatures will not be processed. An approved copy will be mailed to the applicant after official action has been taken on the request. 4. Use of school property shall be under the supervision and control of the Plum Borough School District's Office Facilities Department.

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Comment [23]: ADD

Changes: Additions Removals	<p>5. There shall be an employee of the school district assigned by the Facilities Supervisor on duty at all times when school facilities are used. The representative assigned will open the building upon the presentation of an approved application.</p> <p>6. School facilities shall will not be available on school holidays, “no school” days, Sundays or during such hours as would interfere with regular or related school programs, renovations, maintenance, and/or the custodial services being performed.</p> <p>7. Facilities shall be available only when a custodian is on duty. Groups desiring to use facilities requesting facility usage when a custodian is not on regular duty shall be subject to the normal fee schedule, plus a charge for a custodian’s overtime.</p> <p>8. Use of district buildings, grounds, and/or facilities shall be strictly in accordance with the Pennsylvania School Code, school policy, and all local, state and federal regulations such as fire and safety, etc.</p> <p>9. Approved applications shall be issued for specific facilities and for specific hours. It shall be the responsibility of the organization to see that unauthorized portions of the building are not disturbed and that the premises are vacated as scheduled. All buildings must be cleared no later than 10:30 p.m. or at an earlier hour at the discretion of the school district.</p>	<p>RossiG 2/16/12 10:00 AM Comment [24]: (RZ) Delete</p> <p>RossiG 2/16/12 9:57 AM Comment [25]: (RZ) ADD</p> <p>RossiG 2/16/12 9:57 AM Comment [26]: (RZ) Delete</p> <p>RossiG 2/16/12 9:57 AM Comment [27]: (RZ) ADD</p> <p>RossiG 2/16/12 9:57 AM Comment [28]: (RZ) ADD</p> <p>RossiG 2/16/12 9:57 AM Comment [29]: (RZ) Delete</p> <p>RossiG 2/16/12 9:57 AM Comment [30]: (RZ) Delete</p>
Change:	<p>10. Any individual or group using facilities beyond the their approved time shall be subject to having their approved application revoked.</p> <p>11. All youth organizations seeking use of school premises must have adult sponsorship and representation. The participating members must be comprised of at least ninety percent (90%) residents of Plum Borough. At least one (1) adult shall remain until the premises are vacated.</p> <p>12. Any organization or group using school facilities shall must designate one (1) member of the group as being in charge and responsible for the use of the school facilities. This person shall in turn be responsible to the employee assigned to the event.</p> <p>13. Organizations shall be responsible for maintaining the condition of the buildings, grounds, and/or facilities in accordance with school policies.</p> <p>14. The organization and/or person requesting any facility will assumes full responsibility, and will be liable and indemnify the district for any claims for</p>	<p>RossiG 2/16/12 9:57 AM Comment [31]: (RZ) ADD</p> <p>RossiG 2/16/12 9:57 AM Comment [32]: (RZ) ADD</p> <p>RossiG 2/16/12 10:01 AM Comment [33]: (RZ) Delete “their”</p> <p>RossiG 2/16/12 9:57 AM Comment [34]: (RZ) ADD</p> <p>RossiG 2/16/12 10:01 AM Comment [35]: (RZ) Delete ‘shall’</p> <p>RossiG 2/16/12 10:01 AM Comment [36]: (RZ) ADD ‘must’</p> <p>RossiG 2/16/12 9:57 AM Comment [37]: (RZ) ADD</p> <p>RossiG 2/16/12 10:01 AM Comment [38]: (RZ) Delete ‘will’</p> <p>RossiG 2/16/12 9:57 AM Comment [39]: (RZ) ADD “assumes”</p>

	<p>damages as a result of accidents, injury or death which may occur. The group and/or person utilizing any facility shall pay for damages or loss of all school property. The group, organization or individual must sign and submit a "Facility Use Waiver & Release" along with their application.</p> <p>15. The Board reserves the right to require any group to purchase liability insurance. In the event that the Board stipulates this requires liability insurance, it will be called to the attention of the applicant prior to issuing the approved application. A certificate of insurance will have to be produced and verified prior to use commencing.</p> <p>16. The Board reserves the right to require the organization to provide school police protection during the time the facilities are being used. In the event that this protection is a required requirement, it will be stipulated prior to issuing the approved application, and included in the cost of the facility.</p> <p>17. All groups must abide by existing concession contracts in place with the school district. Chewing gum or gum-related products are prohibited.</p> <p>18. Collection and payment of any taxes to required local, state, or the federal government taxes are to be paid by the sole responsibility of the organization using the school facilities.</p> <p>19. Representatives of the School Board reserve the right to attend and inspect all activities held on school property.</p> <p>20. The school district reserves the right to cancel the use of any facility without prior notice when an unexpected circumstance (e.g. (W.P.I.A.L. event) requires the school district's use of that particular facility.</p> <p>20.1 The School District reserves the right to cancel the use of any facility due to safety concerns for unforeseen circumstances such as power outages, extreme weather conditions and/or local, state or national emergencies. In the event such a cancellation is necessary, usage fees will be refunded or a reschedule date agreed upon by the District and the individual, group or organization. If the District must cancel usage due to the aforementioned circumstances, and the usage was for a non-school sponsored event, and had produced ticket revenue or sales, it is the sole responsibility of the individual, group or organization to process any refunds and/or issue replacement tickets for the rescheduled event usage date. The District is not responsible for the payment or recovery of any expenses incurred by the individual, group or organization and indemnifies the District.</p>	<p>RossiG 2/16/12 9:57 AM Comment [40]: (RZ) ADD</p> <p>RossiG 2/16/12 10:02 AM Comment [41]: (RZ) Delete 'stipulates this'</p> <p>RossiG 2/16/12 9:57 AM Comment [42]: (RZ) ADD</p> <p>RossiG 2/16/12 9:57 AM Comment [43]: (RZ) ADD</p> <p>RossiG 2/16/12 9:57 AM Comment [44]: (RZ) Revise to read, "In the event this protection is required..."</p> <p>RossiG 2/16/12 9:57 AM Comment [45]: (RZ) ADD</p> <p>RossiG 2/16/12 9:57 AM Comment [46]: (RZ) ADD</p> <p>RossiG 2/16/12 9:57 AM Comment [47]: (RZ) Delete</p> <p>RossiG 2/16/12 9:57 AM Comment [48]: (RZ) ADD</p> <p>RossiG 2/16/12 9:57 AM Comment [49]: (RZ) Delete</p> <p>RossiG 2/16/12 9:57 AM Comment [50]: (RZ) ADD</p> <p>RossiG 2/16/12 9:57 AM Comment [51]: Consider keeping this number 20, not 20.1</p> <p>RossiG 2/17/12 12:09 PM Comment [52]: (RZ) ADD paragraph</p>
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Change: Additions Removal	<p>21. Where there is a request for use of auditoriums and/or stage, full details of personnel and equipment needed requirements must be furnished in advance. Refer to the attached guidelines.</p>	<p>RossiG 2/16/12 9:57 AM Comment [53]: (RZ) Delete</p> <p>RossiG 2/16/12 9:57 AM Comment [54]: (RZ) ADD</p>
	<p>22. In the case of ticket sales, there shall be no tickets sold beyond the capacity of the room or auditorium.</p>	
	<p>23. The use of the swimming pool will be subject to the availability of the pool. All organizations requesting use of the swimming pool must show proof of:</p> <p>a. W.S.I. (Water Safety Instructor) to be on duty at all times whenever anyone is in the pool, on the pool deck, or locker room.</p> <p>b. A verified certificate of insurance.</p>	<p>RossiG 2/16/12 9:57 AM Comment [55]: (RZ) ADD</p>
	<p>c. Lifeguard Certifications – Lifeguards will have certifications in the following:</p> <p>1) First aid certification.</p> <p>2) Certification in adult, child and infant cardiopulmonary resuscitation.</p> <p>3) W.S.I. and lifeguard certificates will be photocopied and returned.</p>	
	<p>d. Two (2) lifeguards required at all times. More than fifty (50) participants will require additional lifeguards.</p>	
	<p>24. Where there is a request for use of gymnasiums, see attached guidelines.</p>	
	<p>25. Where there is a request for use of a track, see attached guidelines.</p>	
	<p>26. Where there is a request for use of, baseball and/or softball fields, see attached guidelines.</p>	
	<p>26.1 Where there is a request for use of tennis court(s), see attached guideline.</p>	<p>RossiG 2/16/12 9:57 AM Comment [56]: (RZ) ADD</p>
	<p>27. Where there is a request for use of football/soccer field, see attached guidelines.</p>	
	<p>28. Where there is a request for use of the kitchen facilities, see attached guidelines. If a food service employee will be required, please contact the Food Service Director at the Plum Senior High School, 412-798-6367.</p>	
	<p>29. Rental fees charged shall be in accordance with the most current fee schedule adopted by the School Board. The office Facilities Department of Buildings and</p>	<p>RossiG 2/16/12 9:57 AM Comment [57]: (RZ) ADD</p> <p>RossiG 2/16/12 9:57 AM Comment [58]: Change to "Facilities Department"</p>

<p>SC 511</p> <p>10 P.S. Sec. 311 et seq Title 61 Sec. 901.701</p>	<p>Grounds shall invoice for rental cost.</p> <p>30. Notification to the Office The Facilities Department of Buildings and Grounds must be notified of any and all cancellations at (412-798-6365) 412-795-0100, extension 6365, is required for all cancellations. Cancellations must be received prior to 1:00 p.m. on the date of use, at least six (6) hours prior to the beginning time on the date of the scheduled usage. Failure to notify will result in scheduled fees being billed and collected. Failure to comply with this cancellation guideline will result in the forfeiture of any pre-paid fees and does not relieve or waive payment of scheduled fees.</p> <p>31. The School Board reserves the right to reject any request for the use of any facility.</p> <p>32. Any violations of these rules and regulations will result in loss of rental privileges for the remainder of the school year. The school district may also consider violations when future applications are filed.</p> <p>33. The School Board reserves the right to revise these rules and regulations at any time, without notice.</p> <p>34. The School Board reserves the right to request pre-payment of facility use.</p> <p><u>Prohibited Activities</u></p> <p>The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities:</p> <ol style="list-style-type: none"> 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.
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Comment [59]: Change to "Facilities Department"

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Comment [60]: Use this number

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Comment [61]: Change number to 412-798-6365

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Comment [62]: (RZ) Delete

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Comment [63]: (RZ) Delete

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Comment [66]: (RZ) ADD

<p>35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7182, 7183</p> <p>SC 511</p>	<p>6. Use of tobacco products.</p> <p><u>Violations</u></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>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.</p> <p><u>Fee Schedule</u></p> <p>Use of school facilities for activities directly related to the educational program and district operations shall be without cost to users except that the user shall be responsible for extra custodial fees.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 511, 775, 779</p> <p>State Board of Education Regulations – 22 PA Code Sec. 403.1</p> <p>Department of Revenue Regulations – 61 PA Code Sec. 901.1, 901.701</p> <p>Local Option Small Games of Chance Act – 10 P.S. Sec. 311 et seq.</p> <p>School Tobacco Control – 35 P.S. Sec. 1223.5</p> <p>Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.</p> <p>Boy Scouts of America Equal Access Act – 20 U.S.C. Sec. 7905</p>
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