



Book Policy Manual  
Section 700 Property  
Title Use of School Facilities  
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Status Active  
Legal 1. 24 P.S. 775  
2. 24 P.S. 511  
3. 10 P.S. 311 et seq  
4. 61 PA Code 901.701  
5. 35 P.S. 1223.5  
6. 20 U.S.C. 7182  
7. 20 U.S.C. 7183  
24 P.S. 779  
22 PA Code 403.1  
61 PA Code 901.1  
20 U.S.C. 7905  
20 U.S.C. 7181 et seq  
Adopted October 25, 1984  
Last Revised March 25, 2014

### **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.

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.[1]

### **Objectives**

The objectives of this policy are as follows:

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.

## **Definitions**

For the purpose of this policy, the following words and phrases shall mean the following.

**Activity** means the activity that will occur in the school facility.

**Plum Borough Community** or **community** is the geographical territory of the Plum Borough School District.

**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.

**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 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.

**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.

**Private Interest Group/Individual** means any other nonprofit group, organization or entity. Windows for applications are July 15 through July 31, and December 15 through December 31.

## **Guidelines**

### **Priorities**

In the event of conflicts between potential users, the following shall be the order of priorities:

1. School-Affiliated Organization.
2. Youth Group.
3. Plum Borough Community Organization.
4. Private Interest Group/Individual.

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.

### **Regulations for Use of School Facilities**

1. All applications for use of school facilities shall be made on the official forms provided by the school district. Applications must be filed at least thirty (30) days prior to desired usage by all organizations.

2. Applications may be obtained at the school where the facility is to be used, or from the Office of Buildings and Grounds, Central Administration Offices, 900 Elicker Road, Plum.
3. Completed applications are to be returned to the Office of Buildings and Grounds at least thirty (30) days prior to scheduled 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 of Buildings and Grounds.
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.
6. School facilities shall 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. The Superintendent of Schools or Designee representing the Board of Education may grant waivers as appropriate.
7. Facilities shall be available only when a custodian is on duty. Groups desiring to use facilities when a custodian is not on regular duty shall be subject to the normal fee schedule plus a charge for a custodian's overtime.
8. Use of district buildings, grounds, and/or facilities shall be strictly in accordance with the Pennsylvania School Code, school policy, and all local regulations such as fire and safety, etc.
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.
10. Any group using facilities beyond their approved time shall be subject to having their approved application revoked.
11. All youth organizations seeking use of school premises must have adult sponsorship and representation. The participating members must be comprised of ninety percent (90%) residents of Plum Borough. At least one (1) adult shall remain until the premises are vacated.
12. Any organization or group using school facilities shall 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.
13. Organizations shall be responsible for maintaining the condition of the buildings, grounds, and/or facilities.
14. The organization and/or person requesting any facility will assume full responsibility, and will be liable and indemnify the district for any claims for 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.
15. The Board reserves the right to require any group to purchase liability insurance. In the event that the Board stipulates this, 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 prior to use commencing.

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 is a requirement, it will be stipulated prior to issuing the approved application, and included in the cost of the facility.
17. All groups must abide by concession contracts in place with the school district. Chewing gum or gum-related products are prohibited.
18. Any taxes to local, state, or the federal government are to be paid by the organization using the school facilities.
19. Representatives of the School Board reserve the right to attend and inspect all activities held on school property.
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.
21. Where there is a request for use of auditoriums and/or stage, full details of personnel and equipment needed must be furnished in advance. Refer to the attached guidelines.
22. In the case of ticket sales, there shall be no tickets sold beyond the capacity of the room or auditorium.
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:
  - 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.
  - b. A certificate of insurance.
  - c. Lifeguard Certifications – Lifeguards will have certifications in the following:
    - i. First aid certification.
    - ii. Certification in adult, child and infant cardiopulmonary resuscitation.
    - iii. W.S.I. and lifeguard certificates will be photocopied and returned.
  - d. Two (2) lifeguards required at all times. More than fifty (50) participants will require additional lifeguards.
24. Where there is a request for use of gymnasiums, see attached guidelines.
25. Where there is a request for use of a track, see attached guidelines.
26. Where there is a request for use of baseball and/or softball fields, see attached guidelines.
27. Where there is a request for use of football/soccer field, see attached guidelines.
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.
29. Rental fees charged shall be in accordance with the schedule adopted by the School Board. The office of Buildings and Grounds shall invoice for rental cost.
30. Notification to the Office of Buildings and Grounds at 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. Failure

to notify will result in scheduled fees being billed and collected.

31. The School Board reserves the right to reject any request for the use of any facility.
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.
33. The School Board reserves the right to revise these rules and regulations at any time, without notice.
34. The School Board reserves the right to request pre-payment of facility use.

### 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:[2]

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.[3][4]
6. Use of tobacco products.[5][6][7]

### 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.[2]

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

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.

[707 Attachment.pdf \(95 KB\)](#)

[707-Attachment 1.pdf \(92 KB\)](#)

Auditoriums:

- Use of auditoriums is approved by application only.
- Rental deposit may be required prior to approved application being returned – Sr. High, \$10,000; Oblock Jr. High, \$5,000; Pivik Elementary School, \$2,500.
- No food or drink is permitted in the auditorium at any time.
- A school district Auditorium Manager is required for outside groups using the auditorium at the Senior High School and Oblock Junior High School.
- The number of stage crew personnel will be determined by the Auditorium Manager at the time of application.
- Additional fee for Ushers on Performance Date(s) – \$50.00 per hour for six (6) ushers – required for all outside groups using the auditorium at the Senior High School and Oblock Jr. High School. The number of ushers will be determined by the Auditorium Manager.
- At no time may the band, choral rooms, or music suite rooms be used by outside applicants.
- General classrooms will be available to rent as staging/changing areas for approved outside applicants.
- The approved applicant shall not alter the stage area in any manner. All stage equipment is under the control and supervision of the Auditorium Manager.
- Any scenery or equipment belonging to sponsoring groups must be removed from the premises immediately after their final performance.
- School activities have priority for use of the auditoriums.

Gymnasiums:

- The use of gymnasiums is approved by application only.
- No food or drink is permitted in gymnasium at any time.
- Do not walk across the courts without proper shoes - use outer perimeter area.
- Footwear – No hard sole shoes and use of only nonmarking athletic shoes on the gym floor.
- Use of baseballs or softballs of any kind is prohibited on the main gym floor.
- Bleachers – Full details of bleacher equipment needed must be furnished in advance.

- School activities have priority for use of the gymnasiums. The gymnasium will not be used when a school activity is being held within the school.

#### Baseball/Softball Fields:

- Use of fields is approved by application only.
- Organizations using the field may only use the regulation diamond and no alterations to the field are permitted.
- Field must be kept clean.
- Pitcher's mound and home plate area must be packed and filled with dirt at all times.
- There will be no school facilities provided. Renting organizations will be responsible for all damage. Fields shall be rented to only local teams or organizations whose participants reside in the Borough of Plum.
- No pets are permitted.
- School activities have priority for use of the field. The baseball field will not be used when a school activity is being conducted on the football field.

#### Tracks:

- The tracks are open to the public from 6:00 p.m. – 11:00 p.m. on school days.
- Joggers and walkers are not permitted to use the two (2) inside lanes of the track.
- Wheeled vehicles of any type are not permitted on the track.
- School activities have priority for use of the track. The track will not be available for use when a school activity is being conducted.
- No pets are permitted.

#### Football/Soccer Fields:

- Use of the fields is approved by application only.
- No chewing gum is permitted in the stadium.
- No alterations to the field are permitted.
- No pets are permitted.
- There will be no school facilities provided. Renting organizations will be responsible for all damage. Fields shall be rented to only local teams or organizations whose participants reside in the Borough of Plum.
- School activities have priority for use of the field. The fields will not be used when a school activity is being conducted that may interfere.

#### Concession Stands:

- Use of concession stands is approved application only.
- Use of fryers of any type are not permitted.
- Use of personal equipment ie: crockpots, roasters, etc., require prior authorization for use by the Office of Buildings and Grounds.

- Inspection of the facility prior to and after use is required with representatives of the district and approved group. Sign off sheets to be completed on each use.
- Organization is responsible for cleaning after use, subject to inspection by the Office of Buildings and Grounds.

Kitchen Facilities:

For each activity that requires that use of a kitchen and/or kitchen equipment, a Plum Borough School Food Service Employee must be present.

Kitchen equipment is defined as:

- Dish Machine.
- Convection Ovens.
- Mixers.
- Slicer.
- Steam Jacket Kettle and/or Compartment Steamer.
- Heated Steam Table Wells.
- Upright Warmers.
- Upright Refrigerators.

Areas that may be utilized without a Food Service employee present:

- Countertops and Plugs.
- Sinks.

The use of any of the above items requires that the applicant leave the facility and equipment in the exact condition it was found. Any abuse of this policy could result in the loss of privileges for your organization. If the condition is found unacceptable and any additional cleaning by the food service staff is required, your organization will be charged the cost of the labor to rectify the problem.

Small wares that are contained in the drawers and pots and pans are the property of the Food Service Department may not be utilized unless the Food Service Employee is present. Allegheny County Health Department regulations stipulate that this equipment must be washed and sanitized at 180 degrees Fahrenheit after use. This can only occur in a commercial dishwasher.

Any lost or damaged equipment and/or small wares will be subject to replacement costs to be incurred by the outside organization.

Please be aware that no more than one (1) appliance is to be plugged into an electrical outlet. Using more than one (1) may result in tripping the circuit and blowing a fuse.



**PLUM BOROUGH SCHOOL DISTRICT**

**707. ATTACHMENT 1**

**FEE SCHEDULE**

1. As stated below.

a. **Fee schedule** is exclusive of custodial charges and school police charges (if required).

b. **Charged admissions** shall be considered if a set fee is charged or a predetermined amount is received as a donation from spectators.

	SCHOOL FUNCTION	YOUTH GROUPS	COMMUNITY ORGANIZATIONS	PRIVATE INTEREST/ INDIVIDUAL	
				INDIVIDUAL	TWO or MORE
CLASSROOM – EACH	No Charge	No Charge	\$25.00	Case by case	\$50.00
MULTI-PURPOSE/CAFETERIA	No Charge	No Charge	\$40.00	Case by case	\$100.00
KITCHEN (See attached procedure)					
GYM:				Case by case	
ADLAI STEVENSON	No Charge	No Charge	\$35.00/hour		\$50.00/hour
CENTER	No Charge	No Charge	\$35.00/hour		\$50.00/hour
HOLIDAY PARK	No Charge	No Charge	\$35.00/hour		\$50.00/hour
REGENCY PARK	No Charge	No Charge	\$35.00/hour		\$50.00/hour
PIVIK	No Charge	No Charge	\$40.00/hour		\$60.00/hour
Scoreboard use	No Charge	No Charge	\$50.00/per use		\$50.00/per use
OBLOCK JR. HIGH	No Charge	No Charge	\$50.00/hour		\$75.00/hour
Scoreboard use	No Charge	No Charge	\$50.00/per use		\$50.00/per use
SENIOR HIGH SCHOOL	No Charge	No Charge	\$75.00/hour		\$100.00/hour
Scoreboard use	No Charge	No Charge	\$50.00/per use		\$50.00/per use
ATHLETIC FIELDS:				Case by case	
PIVIK SOCCER FIELD	No Charge	No Charge	\$25.00/hour		\$50.00/hour
PIVIK SOFTBALL FIELD	No Charge	No Charge	\$25.00/hour		\$50.00/hour
PIVIK TRACK	No Charge	No Charge	\$25.00/hour		\$50.00/hour
OBLOCK FOOTBALL FIELD	No Charge	No Charge	\$25.00/hour		\$50.00/hour
OBLOCK TRACK	No Charge	No Charge	\$25.00/hour		\$50.00/hour
SR. HIGH FOOTBALL FIELD	No Charge	No Charge	\$25.00/hour		\$100.00/hour
SR. HIGH BASEBALL FIELD	No Charge	No Charge	\$25.00/hour		\$100.00/hour
SR. HIGH TRACK	No Charge	No Charge	\$25.00/hour		\$100.00/hour
Scoreboard use at any fields			\$50.00/per use		\$50.00/per use
USE OF FIELD LIGHTS				Case by case	
PIVIK	No Charge	\$100.00/per use	\$125.00/per use		\$150.00 per use
SR. HIGH SCHOOL	No Charge	\$100.00/per use	\$125.00/per use		\$150.00 per use

Plum Borough School District  
 Fee Schedule – Continued

	SCHOOL FUNCTION	YOUTH GROUPS	COMMUNITY ORGANIZATIONS	PRIVATE INTEREST/ INDIVIDUAL	
				INDIVIDUAL	TWO or MORE
USE OF PRESS BOX PIVIK SR. HIGH SCHOOL	No Charge No Charge	\$20.00/per use \$50.00/per use	\$20.00/per use \$50.00/per use	Case by case	\$20.00/per use \$50.00/per use
USE OF CONCESSION STAND PIVIK SR. HIGH SCHOOL	No Charge No Charge	\$50.00/per use \$100.00/per use	\$50.00/per use \$100.00/per use	Case by case	\$50.00/per use \$100.00 per use
AUDITORIUM: REHEARSALS: PIVIK OBLOCK JR. HIGH SR. HIGH SCHOOL MAIN EVENTS: PIVIK OBLOCK JR. HIGH SR. HIGH SCHOOL Add \$250.00 for air conditioning per use Stage Lights Spot Lights Sound System Sound System Operator	No Charge No Charge No Charge No Charge No Charge No Charge No Charge No Charge No Charge No Charge No Charge TBD	\$50.00 \$50.00 \$50.00 \$60.00 \$75.00 \$100.00 \$250.00 \$30.00 \$30.00 \$30.00 TBD	\$65.00 \$90.00 \$125.00 \$125.00 \$150.00 \$200.00 \$250.00 \$60.00 \$60.00 \$60.00 TBD	Case by case	\$75.00 \$115.00 \$950.00 \$200.00 \$300.00 \$1,500.00 \$250.00 \$100.00 \$100.00 \$100.00 TBD
SWIMMING POOL SR. HIGH SCHOOL	No Charge	\$60.00/per hour plus lifeguard fee	\$60.00/per hour plus lifeguard fee	Case by case	\$75.00 per hour plus lifeguard fee

