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| Book | Policy Manual |
| Section | 700 Property |
| Title | Use of School Facilities |
| Number | 707 |
| Status | Active and under review |

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| 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 |
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| Adopted | October 25, 1984 |
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| Last Revised | March 25, 2014 |
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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 or extracurricular 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.~~ **Must submit an organization roster with names, addresses and parent/guardian phone numbers.**

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

The Facilities and Athletic Departments are responsible to schedule all facilities according to this policy.

School Year Use (excludes Oblock and PHS Teams):

- **Monday - Friday: after the conclusion of the school day and until 10:30pm**
- **Saturday: 7:00am - 10:30pm, the group or organizer agrees to pay custodial overtime rate at a minimum of 4 hours**
- **Sunday: 11:00am - 10:30pm, the group or organizer agrees to pay custodial overtime rate at a minimum of 4 hours**

Summer Use:

- **Monday - Friday: 3:00pm - 10:30pm, contingent upon on cleaning schedule; the group or organizer agrees to pay custodial overtime rate at a minimum of 4 hours**
- **Saturday: 7:00am - 10:30pm, contingent upon on cleaning schedule, the group or organizer agrees to pay custodial overtime rate at a minimum of 4 hours**
- **Sunday: 7:00am - 10:30pm, contingent upon on cleaning schedule, the group or organizer agrees to pay custodial overtime rate at a minimum of 4 hours**

Priorities

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

1. School-Affiliated Organizations
2. Youth Groups who are “in season”, as defined by the WPIAL varsity schedule
3. Youth Groups who are **not** “in season”
4. Plum Borough Community Organizations
5. Private Interest Groups/Individuals

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. **No single Youth Group or Organization will monopolize any particular facility or space and all groups and organizations will be flexible for the benefit of all.**

Compliance with Policy #915, #824 and #806 are required prior to application deadlines and use requests.

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 **Facilities Office of Buildings and Grounds**, Central Administration ~~Offices~~, 900 Elicker Road, Plum **or** <http://www.pbsd.k12.pa.us/facilities.aspx>.
3. **Application deadlines and District scheduling:**
 - a. Fall usage - September 1
 - b. Winter usage - November 1
 - c. Spring usage - February 1
4. ~~Completed applications are to be returned~~ **must be emailed** to the **Facilities Office of Buildings and Grounds** ~~at least thirty (30) days prior to scheduled usage date~~ **or before the priority scheduling deadlines**. 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.
5. Use of school property shall be under the supervision and control of the Plum Borough School District’s **Facilities Office of Buildings and Grounds**.
6. 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.

7. 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.
8. 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.
9. 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.
10. 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.
11. Any group using facilities beyond their approved time shall be subject to having their approved application revoked.
12. 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.
13. 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.
14. Organizations shall be responsible for maintaining the condition of the buildings, grounds, and/or facilities.
15. 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.
16. The Board ~~reserves the right to require any~~ **requires all groups and organizations** to purchase liability insurance **of \$1,000,000**. ~~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.~~ **is required with the application.**
17. 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.
18. All groups must abide by concession contracts in place with the school district. Chewing gum or gum-related products are prohibited.

19. Any taxes to local, state, or the federal government are to be paid by the organization using the school facilities.
20. Representatives of the School Board reserve the right to attend and inspect all activities held on school property.
21. 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.
22. 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.
23. In the case of ticket sales, there shall be no tickets sold beyond the capacity of the room or auditorium.
24. 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.
25. Where there is a request for use of gymnasiums, see attached guidelines.
26. Where there is a request for use of a track, see attached guidelines.
27. Where there is a request for use of baseball and/or softball fields, see attached guidelines.
28. Where there is a request for use of football/soccer field, see attached guidelines.
29. 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.
30. 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.

31. 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.
32. The School Board reserves the right to reject any request for the use of any facility.
33. 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.
34. The School Board reserves the right to revise these rules and regulations at any time, without notice.
35. 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.