

11400 USE OF FACILITIES/EQUIPMENT**11401 COMMUNITY USE OF FACILITIES**

Community organizations are welcome to use the facilities of the District for worthwhile purposes as long as **the use does not interfere with the educational program or a school sponsored activity. In the event that the District determines that a requested use would interfere with the educational program or a school sponsored activity, the District may (i) impose reasonable time, place, and manner restrictions on such use in order to alleviate said interference, with such restrictions including, but not being limited to, requiring the use of District facilities during non-school hours; or (ii) deny the requested use if either reasonable time, place and manner restrictions cannot alleviate the interference or the community organization refuses to abide by restrictions imposed by the District.** All requests for building or grounds usage, including athletic fields and facilities, should be initiated through the building principal. A complete listing of charges and policies will be supplied upon request. **At a minimum all request forms must specify the portion of the school facilities requested for use; the proposed activity or activities; the number of individuals participating; and the date, time and duration of the proposed event.**

Groups/organizations seeking to rent/use District facilities must agree that:

- 1. Individuals shall not use, access or enter upon any portions of the District facilities not specified in the approved written request form.**
- 2. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.**
3. Facilities will not be used for private or individual gain.
4. All District regulations will be followed and forms signed as required.
5. They are responsible for liability insurance, parking, security, damage to property other than normal wear and tear and for enforcing all school rules and regulations.
6. Smoking, alcoholic beverages, drugs **or weapons** will not be permitted on school grounds or in school buildings.
7. The orders of the principal or designate are official and final.
8. Chaperones shall be on duty prior to the admittance of any participant and remain until all others have departed.

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9. A minimum of two people will be in charge of any activity. One additional chaperone shall be required for student activities with over 300 attendees. Every 100 attendees thereafter shall require an additional chaperone. Additional chaperones may be required at the discretion of the District.

10. No gratuities or tipping will be allowed.

11. They will promptly pay all bills for any charges which **the District determines to** apply.

12. Prior approval will be received from the PA Department of Environmental Resources if food or beverages are to be served to the public.

13. Requests for use of facilities shall be made forty-five days in advance of the use date desired.

14. Facilities will not be used for any commercial or profit-making organization, for any purpose prohibited by law, **or for any purpose that would damage District property.**

15. They will pay for all personnel who are required to be on hand at or provide services for the event.

16. For any organization or group whose main purpose is that of providing direct support to a school-related activity, the Superintendent or his/her designee may waive some or all of rental **charges**, personnel charges, **or other charges** that would otherwise have been imposed for the event.

The District reserves the right to remove from District property any individual or community group who fails to comply with the terms and conditions of this Policy and established procedures. In the event an individual or community group violates this policy or the terms under which permission was granted to use District facilities, that individual or community group forfeits the right to submit future written requests to use District facilities, unless otherwise decided by the Superintendent.

- Adoption Date -
- Revised -
- Practice -
- Legal Reference -
- Cross Reference -