

WEST SHORE SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: September 17, 1987

REVISED: June 22, 1989

March 16, 1995

March 15, 2001

June 15, 2006

May 19, 2011

	<p style="text-align: center;">707. USE OF SCHOOL FACILITIES</p> <p>The use of West Shore School District buildings and grounds is a privilege which students, school-related groups and local community groups expect. School facilities of this District may be made available for community purposes so long as this use does not interfere with the educational programs of the school. The Board of School Directors may make its plant facilities available to individuals of the local community and to responsible non-profit organizations and associations.</p> <p>The operation and maintenance of school buildings and grounds represent an expense to the School District. Free uses, therefore, must be limited as nearly as possible to those which have a direct relationship to the school system or its programs and/or include a significant percentage of District residents as participants; in general, sixty (60) percent shall be deemed significant. Rental fees are assessed in accordance with applicant category. Any Sunday usage must have prior Board approval.</p> <p>Applicants requesting the use of District facilities shall fall into the following categories:</p> <p>Category A - School District sponsored programs. School District sponsored clubs and activities.</p> <p>Category B - School support organizations and employee support organizations. Non-profit youth recreation organizations located in the District.</p> <p>Category C - Activities sponsored by West Shore Recreation & Leisure Services or other non-profit organizations and institutions of learning. Sixty percent (60%) of the participants of the organization must be District residents. The District reserves the right to require the applicant to verify resident membership at any time.</p> <p>Category D - Any group not identified in A, B or C. District facilities shall not be made available for private entertainment, parties or profit.</p>
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1. Purpose
SC 775

2. Guidelines

SC 511
Title 22
Sec. 12.9 (g)

<p>20 U.S.C. Sec. 7181 et seq 35 P.S. Sec. 1223.5</p> <p>35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7182, 7183</p> <p>10 P.S. Sec. 311 et seq Title 61 Sec. 901.701 Pol. 915</p>	<p>The District, reserves the right to determine the support personnel needed for the agreed upon usage.</p> <p>West Shore School District will not be responsible for the personal property of persons or organizations using school facilities. Articles of a personal nature are the responsibility of the person or organization; the District will not assume responsibility for the custody or control of personal property.</p> <p>There will be no discrimination in the approval for usage of West Shore School District facilities by reason of race, age, color, creed, religion, sex, sexual orientation, ancestry, national origin, culture, or handicap/disability. The District does, however, reserve the right to deny permission to use any of its facilities when such action is deemed to be in the best interests of the school system or when the personnel needed to maintain the school building either before and/or after the event are not available.</p> <p>The use of facilities of the West Shore School District is subject to the following general conditions:</p> <ol style="list-style-type: none"> 1. The activity must be sponsored by, or provide substantial participation of, the residents of the West Shore School District. 2. Adequate adult supervision must be provided for each activity. 3. Reasonable, non-negligent care is to be taken of all property and equipment. 4. Alcoholic beverages or other controlled substances shall NOT be possessed, transported, served, or consumed on District property. 5. The use of tobacco products is prohibited on the grounds and in the buildings of the West Shore School District. 6. Profane, obscene, or immoral or unbecoming conduct shall NOT be permitted on District property. 7. Small games of chance may take place on District property with the approval of the Director of Business Affairs. See Policy 915 for specific details on operation of small games of chance.
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8. All trash and debris generated by the activity is to be placed in the appropriate containers or removed from the premises by the lessee immediately upon completion of the activity.
9. The lessee must agree to assume all responsibility for damage claims or liability of any kind arising out of or by reason of its use of West Shore School District facilities and further must agree to save and hold the District harmless from any claims, liability, expense, or cost in connection with that use of the Board's facilities.
10. A building service employee must be on duty at all times when a West Shore School District facility is in use, unless an exception is approved in advance by the administration. If such coverage requires the hiring of additional personnel or the extension of the employee's hours, such cost shall be borne by the lessee at one and one-half (1½) times the employee's current hourly rate plus benefits.
11. In the case of a rental where admission is charged or spectators are permitted, proper security protection, activity personnel, traffic supervision and direction, within the West Shore School District facility and on the grounds may be required at the expense of the lessee. All personnel shall be those that have been approved by the West Shore School District.
12. At the expense of the applicant, medical personnel may be required at specific events.
13. Motor vehicles shall be driven and parked only on macadam areas or other area designed and designated by the District for such purpose(s).
14. The use of a concession stand in conjunction with a rental must be sought at the time of the original request and approved with the rental agreement. Guidelines for use of a concession stand by District-recognized and school-attached groups shall follow the Concessionaires' Manual.
15. A food service employee of the district must be on duty at all times when the kitchen is in use. The wage rate and benefits for the food service employee will be charged to the organization approved to use the kitchen.
16. Food shall not be served or consumed within the buildings except or as otherwise approved.

17. The use of equipment owned by the District will be permitted at the discretion of the building principal or the Supervisor of Buildings and Grounds. If the operation of this equipment requires special skills, the building principal may require a representative of the District to operate the equipment. Damage done to equipment other than equipment operated by the District representative shall be the responsibility of the lessee. The request for use of such equipment shall accompany the request for the facility.

18. The use of District facilities by independent vendors is generally not favored and must have the written approval of the Supervisor of Buildings and Grounds in order to do business on District property.

19. The Administration has the right to deny the use of any facility to any person or organization at any time, and it is the final authority in the interpretation of the policy regarding public use of the District's facilities.

Violation of these procedures shall be reported to the office of the Supervisor of Buildings and Grounds with appropriate action to be taken. Failure to comply could result in cancellation of the agreement for use of District facilities.

Application For Use

1. Applications for Facility Usage - All facility usage requests must be submitted to the building principal. Each building principal shall coordinate the scheduling of priority school activities and programs directly related to the instructional and educational programs of his/her individual school. To ensure timely processing, all applications should be submitted sixty (60) days in advance of the requested usage date.

2. Availability - The granting of an application for the use of District facilities is dependent upon the availability of the facilities. School programs and school organizations have first priority.

3. Insurance - The applicant agrees to assume all responsibility for damage claims or liability of any kind arising out of or by reason of its use of the District facilities and further agrees to save and hold the District harmless from any claims, liability, expense, or cost, including reasonable attorney fees, in connection with that use of the District facilities.

4. Certificate of Insurance - The District will require the applicant to furnish a bond or a certificate of insurance in the amount of one million dollars (\$1,000,000.) to guarantee or ensure performance of this assumption of liability and indemnification agreement.

The principal shall coordinate the scheduling of and shall have the authority to approve/disapprove events or activities that are not designed as fundraisers (where admission is not charged, where a profit-motive participation fee is not charged, etc.), where concessions are not sold, and where no custodial or food service personnel are required.

The office of the Supervisor of Buildings and Grounds will maintain the master outdoor facility usage schedule. The approving principal must inform the Supervisor's office immediately of his/her approval of an activity. All other requests for outdoor facility usage will be received in writing by the office of the Supervisor of Buildings and Grounds through the use of the Outdoor Facility Request form.

Requests for community use of outdoor facilities must be submitted by February 15 for activities occurring between April - August, and May 15 for activities occurring between September - February. Any requests made outside this timeframe will be considered on a case by case basis. All organizations currently using or requesting use of facilities will be sent the necessary request forms. All requests shall include the number of weeks requested, a start and stop date for the activity, and the specific days of the week and specific hours of each day requested. Failure to comply with this procedure will result in the request being handled by the office of the Supervisor of Buildings and Grounds on a first-come, first-served, space-available basis. Submittal of a request does not guarantee approval of site, times, or dates requested. Approval of an activity scheduled for a given time frame is not a guarantee of use of the requested space. Likewise, approval of an activity in a given year does not guarantee continued approval in subsequent years.

Use Of West Shore Stadium Complex

All requests, excluding Category A organizations, for use of any or all facilities housed within the West Shore Stadium complex shall be directed to the office of the Supervisor of Buildings and Grounds. Fees will be assessed in accordance with the facility usage fee schedule. Stadium rental requests will not be considered from mid-November to March 31.

Building principals shall submit their requests in January for the upcoming Spring and in February for the subsequent Fall's activities. These shall include all school-sponsored activities and those sponsored by organizations with direct school affiliation. Similarly, any other requestor shall make requests for stadium usage two (2) months prior to the requested date.

There shall be no unlawful discrimination in the approval for use of the West Shore School District outdoor facilities.

Community Use Of West Shore School District Tennis Courts

While tennis courts are generally open for public use, availability is based on the priorities established in the guidelines of this policy.

Instructional tennis on a fee basis shall be limited exclusively to those programs offered by a Recreation Board representing one (1) or more West Shore School District localities.

Community Use Of The West Shore School District Natatorium

The West Shore Natatorium shall be used for the school day educational programs of the West Shore School District and student-related after school programs which are directly sponsored by the District schools or school-related organizations. All other programs to be held in the Natatorium must be scheduled with the building athletic director. All requests to use the Natatorium by West Shore School District schools, outside the scope of the school day, will be approved in compliance with Natatorium guidelines.

There shall be no unlawful discrimination in the approval or use of the Natatorium.

The Administration reserves the right to deny the use of a facility to any person or organization at any time, and it is the final authority on the interpretation of this policy.

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