



Book	policy manual
Section	700 Property
Title	Use of School Facilities
Number	707
Status	From PSBA
Legal	<ul style="list-style-type: none"> 1. Pol. 103 2. Pol. 103.1 3. Pol. 104 4. 24 P.S. 775 24 P.S. 511 24 P.S. 777 24 P.S. 779 20 U.S.C. 7905 29 U.S.C. 794 42 U.S.C. 12101 et seq

Purpose

The Board and administration recognize and appreciate the community's large capital investment in the district's physical facilities. Additionally, **the Board and administration** believe that **district** schools are an integral part of the community and, in order that maximum benefit might be derived by the school system and community from properties held by the district, should be available to the public for educational and recreational use at such times when school is not in session and subject to policies, regulations and rules adopted by the Board.

The Carlynton School District maintains a policy of nondiscrimination based on race, age, sex, **sexual orientation, creed**, religion, color, national origin, **ancestry, marital status, pregnancy**, handicap or disability as applicable in its education programs, activities, or employment policies as required by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and all other applicable federal, state, and local laws and ordinances.[1][2][3]

Authority

The Board shall provide for the use of school facilities when permission has been requested in writing and has been approved by the Superintendent or his/her designee in accordance with the following order of priority:

1. School district activities/sports authorized by the Board.
2. School-affiliated organizations including the school district parent-teacher groups, athletic boosters, band parents and similar groups that are officially recognized by the Board.

3. Organized community groups including the Girl Scouts, Boy Scouts, and community youth athletic programs that provide programs for the children of the Carlynton School District.
4. Nonprofit resident groups, pick-up sports teams, other.
5. For-profit resident groups (e.g., dance studios, local businesses).
6. Nonprofit, nonresident groups (e.g., AAU, Steel Town, etc.).

The use of school facilities shall not be granted for any purpose that is prohibited by law.

The Board shall establish annually a schedule of fees for the use of school facilities by school-related community and non-community groups. Additional charges may be made for special services as outlined in the rules and regulations.[4]

Availability of facilities to nonschool organizations will be determined after school needs are satisfied.

All organizations are responsible for abiding by policies, codes and regulations of Carnegie, Crafton, Rosslyn Farms, the school district and the Commonwealth of Pennsylvania.

Delegation of Responsibility

The Superintendent or his/her designee shall have authorization to cooperate with the Carnegie, Crafton and Rosslyn Farms Parks and Recreation Board, Carnegie, Crafton and Rosslyn Farms Athletic Association, and other organizations and groups by permitting use of school buildings and grounds, developing schedules for such use, arranging for supervision of activities, approving applications for permission to use facilities, designating school district personnel for purposes of administration and coordination, and assessing and collecting fees as herein set forth.

Guidelines

Terms and Conditions

The Superintendent shall develop procedures for the granting of permission to use school facilities and shall promulgate rules and regulations for such use.

Any exception to these policies shall be determined by the Superintendent.

The district reserves the right to reject any and all applications **that do not meet the requirements of this policy.**

An issued permit may be cancelled or postponed at any time upon a determination by the school district that the permitted facility is needed for a school district activity or there is an emergency or weather-based unexpected school closure.

The Superintendent has the right to waive fees when extenuating circumstances exist.

The school district will issue no permits on dates/holidays when the school is officially closed.

No keys will be issued to any person not employed by the Carlynton School District for use to enter the buildings.

Only facilities and items specifically indicated on the issued permit shall be available for the use of the permitted organization.

The request to use school facilities must be submitted to the Superintendent's office a minimum of four (4) weeks in advance of the date requested. If the request is submitted in less time than the four (4) weeks stated above and the facility requested is still available, an additional ten percent (10%) fee will be added to the rental price of the particular facility. Facility requests for larger events, such as sports tournaments involving multiple teams, academic competitions involving multiple schools, music festivals, or rallies must be submitted in writing at least ninety (90) days in advance of said event.

All organizations requesting facility use must provide thorough and proper supervision of students/children using said facility during the duration of the activity taking place.

A standard written agreement form must be signed by an authorized official representative of the organization. For organizations meeting regularly, one (1) annual agreement is required.

In-house groups using the building must leave them one (1) hour prior to the end of the time allotted and the custodian's shift and not later than 11:00 p.m.

Athletics

No later than ten (10) days prior to the beginning of a season, all athletic-related organizations or groups shall provide the Athletic Director a by-name roster of all participants in their organizations or groups. The roster shall include the address, date of birth, and school district of residence of the participant.

During a season, any changes (additions/deletions) to a roster will be submitted in writing by the organization or group to the Athletic Director. Notification of the changes will be provided within seven (7) days of the changes. Updated youth sports team rosters will be provided to the Athletic Director by the head coach or sponsor of that team every five (5) months.

All non-district participants in any athletic-related organization or group shall be assessed a participation fee of \$50 per quarter or portion thereof. The participation fee is to be collected by the organization or group and remitted to the district no later than ten (10) days prior to the beginning of a season. If applicable, groups will pay either a rental fee or an out-of-district fee, whichever is higher, but not both.

All athletic-related organizations or groups shall provide the Athletic Director a copy of their current by-laws.

WPIAL, PIAA, or other non-community organizations permitted the use of grounds, gyms, or other facilities for playoff or championship play will be charged expenses incurred for hosting the event.

The district will determine the number of workers needed for each event based on the application filed. The applicant shall be notified of all estimated charges prior to the permit being issued.

Cafeteria

The cafeterias in the district are established for the benefit of the students and shall not be available to the public except under certain conditions:

1. At least one (1) Carlynton cafeteria employee is paid by the organization to supervise the kitchen. All groups requesting use of kitchen or kitchen equipment must bear the cost of this service for a four (4) hour minimum.
2. Cafeteria equipment shall not be lent to outside groups unless by specific approval of the Superintendent following consultation with the Food Service Director.
3. Cafeterias shall not be opened or used during the summer except as part of the regular school program, unless special permission is granted by the Superintendent.
4. Cafeteria personnel and facilities may be available for special school or community events when such use will not disrupt normal daytime operations and when such events are within the capacity of cafeteria personnel and facilities. Only school cafeteria personnel may use the kitchen, food preparation facilities and equipment.
5. Only authorized cafeteria personnel shall be permitted to be in the kitchen during the regular school hours for food preparation and clean-up, except when it is necessary for work personnel to enter to make emergency repairs or deliveries, or when administrators and supervisors are present in performance of their duties.

Insurance

The permitted organization, as well as its individual members, shall be liable to the district for any damage to a school district facility, or any school district property, furniture, or equipment arising from the use of the school district facility.

If any person shall willfully or maliciously break into, enter, deface or mark, or place any obscene or improper matter upon any public school building or other building used for school purposes, or other purposes provided for in **law**, or shall deface, injure, damage or destroy any school furniture, books, paper, maps, charts, apparatus, or other property contained in any public school building, or other building used and occupied for school purposes, or other purposes provided for in this act; or shall injure, damage, or destroy any shade trees, shrubbery, fences, or any other property of any kind, upon any public grounds, or upon any public school playground, such person shall be referred to the authorities for prosecution.

The permitted organization shall indemnify, hold harmless, and defend the district from and against any and all costs, expenses (including reasonable counsel fees), liabilities, losses, damages, suits, actions, fines, penalties, claims, or demands of any kind asserted by or on behalf of any person or governmental authority of the permitted facility.

The district shall not be liable to the organization on account of:

1. Any failure by the organization to perform any of the terms or conditions to be performed by the organization.
2. Any failure by the organization to perform any of the terms or conditions to be performed by the organization.
3. Any accident, death, or personal injury or damage to or loss of theft of property, which shall occur in or about the permitted facility, except as the same may be the legal responsibility of the school district, its employees, or agents.

Organizations/Groups - must provide adequate and competent adult supervision at all times, especially at non-adult activities. It is the responsibility of the user organization to ensure the limits as to the number of spectators reported on the applications agreement and that they **are** not exceeded.

Community Organizations/Businesses and Non-Community Groups - prior to the issuance of a permit, the applicant shall furnish a certificate of insurance, satisfactory to the district, evidencing existence to the following minimum coverage on and related to the permitted use of the facility:

1. General Liability Insurance Minimum Coverage:
 - a. General \$1 Million.
 - b. Products & Completed Operations Aggregate \$1 Million.
 - c. Personal & Advertising Injury \$1 Million.
 - d. Each Occurrence \$1 Million.
 - e. Medical Expenses \$5,000.
 - f. Other.

The Carlynton School District shall specifically be named as an additional insured on the policy. Furthermore, the policy shall specifically require the insuring company to give the school district