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SUSQUENITA SCHOOL DISTRICT

No. 707
PROPERTY
Use of School Facilities

First Reading: 8-14-12
Second Reading: 9-11-12

707-Use of School Facilities

Purpose

The Susquenita School District, upon request and subject to the following conditions, procedures and fees, hereby adopts a policy to permit the general public in a limited open public forum the short-term use of school facilities, or portions thereof, and of the grounds and other property under its control, when such facilities are not in actual use for school purposes.

The Board of School Directors encourages the use of all District facilities by responsible community organizations and individuals for:

1. Giving instruction in any brand of education or the arts.
2. Holding educational, civic, social or recreational meetings and entertainments.
3. Other purposes which promote the welfare of the community.

Authority

The Susquenita School District Board of School Directors has granted permission to the Superintendent to authorize the use of the school facilities and school equipment in accordance with Board policy, in the following order of priority, and by the following classes:

Class A: School District-Related Activities-

School District-related activities can include, but are not limited to the following:

1. Susquenita School District students who are authorized and supervised to conduct programs directly related to District curriculum.
2. District sponsored adult extension course, summer school.
3. Business meetings of direct school support organizations.
4. Educational or professional meetings of Susquenita School District employee groups.
5. PTA/PTO and booster organizations.
6. School-related youth programs.

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The following is a list of known groups that would fall under Class A.

Blood Banks	Youth Basketball
Clem Bauer Basketball	Youth Wrestling
Special Olympics	

7. Organizations donating directly to the District General Fund all profits from a particular event for which a Facility Use Contract is approved.

Facility Use fees are waived. Custodial, cafeteria and technology fees will be assessed for those personnel not otherwise scheduled to be on duty. The Superintendent reserves the right to waive all fees if appropriate and agrees to share such decisions with the Board of Education.

Class B: Nonprofit Resident Organizations-

Organizations having their offices in Susquenita School District that exist for service to the community and/or qualify under Internal Revenue Service rules as nonprofit organizations and their purpose for the request of the use of the facility is for a nonprofit reason. These can be for, but are not limited to, meetings of community support organizations such as Kiwanis, Lions' Club, Chamber of Commerce, Rotary, etc.

Rental Fee and any other applicable fees may apply. (See Facility Use fees and general conditions.) Board of Education reserves the right to waive all fees, if appropriate.

Special Exceptions under Class B have been extended to the following organizations. These organizations will not be charged a facility usage fee. However, the groups listed below will need to provide proof of insurance and submit an indemnification agreement when submitting a facility usage application. In addition, custodial, cafeteria and technology fees will be assessed for those personnel not otherwise scheduled to be on duty. The Superintendent reserves the right to waive all fees if appropriate and agrees to share such decisions with the Board of Education.

Adult PE	Marysville Little League
YWCA	Midget Cheerleaders
Teener Baseball	Midget Football
Marysville Girls' Softball	Perry County Choral Society
Duncannon Girls' Softball	Perry County Women's Softball League
Duncannon Little League	SASY Soccer
Euro Soccer Camp	Boy Scouts
Fall Legion Baseball	Girl Scouts
Hawkrock Soccer	Special Olympics (for non-Susquenita students)
Keystone Boys' Basketball	

Class C: Nonresident Nonprofit Organizations-

101 Organizations having their offices outside Susquenita School District that exist for service to the
 102 community and that qualify under Internal Revenue Service rules as nonprofit organizations. In order to
 103 qualify for this classification, the purpose for the request of the use of the facility must be for a nonprofit
 104 reason.

105
 106 Facility Use fee and applicable fees will apply. (See Facility Use fees and general conditions.)

107
 108 Class D: Profit-

109
 110 Private interest groups, including any organization existing as a commercial or profit-making
 111 organization.

112
 113 Facility Use fee and applicable fees will apply. (See schedule of fees and general conditions.)

114
 115 Class E: County, District and State Tournaments or Playoff Games-

116
 117 Fees to be negotiated by the Director of Athletics and Facilities, Building Principal, and Superintendent.

118
 119
 120 Delegation of Responsibility

121
 122 General Conditions

123
 124 1. School functions of any kind have priority for use of all facilities. The School District reserves the
 125 right to cancel, reschedule or relocate any use of school facilities without prior notice. An effort
 126 will be made to contact the organization representative as soon as any conflict in scheduling is
 127 determined.

128
 129 2. A date which has been cleared and assigned for a nonschool group (Class B, C, D) may be changed
 130 at the written request of the group only by the Board for good reason, which shall be presented in
 131 writing. In the event that the next scheduled Board meeting is after the requested date, the
 132 Superintendent can act in lieu of the Board for approval.

133
 134 3. The use of school facilities shall not be granted for partisan political activities, private social
 135 functions, or any purpose prohibited by law.

136
 137 4. Facilities will not be available on Sundays or holidays, except with prior approval; nor will
 138 facilities be available on any day schools are closed due to summer work schedule, weather or other
 139 emergencies.

140
 141 5. Any group or person using any facility of the District shall be completely responsible for any and
 142 all damages which happen during the time when the building/grounds are being used by the
 143 group/person whose name appears on the Facility Use Request form. The group/person will be
 144 billed for such damages and shall be required to make payment to the School District for these
 145 damages within ten (10) days of the billing date. It is also the responsibility of the group/person
 146 renting said facilities/grounds to file the claim(s), etc., with the insurance company if the
 147 organization has said coverage.

148
 149 6. Facility use hours are calculated from the time the first person enters until the last person leaves.

- 150 All activities must terminate by 11:00 PM. Exceptions will require the Superintendent’s approval.
 151
- 152 7. A responsible adult representative from the organization desiring to use the school facilities must
 153 complete and sign the Facility Use Request form available in each school office and district office.
 154 Adequate adult supervision is required for all activities. Chaperones, attendants, supervisors,
 155 scoutmasters, etc., shall remain at the facility until all persons have left.
 156
- 157 8. Custodial fees will be paid in addition to the Facility Use fees if deemed necessary.
 158
- 159 9. The kitchen facilities of the cafeteria shall never be used without the presence of the Cafeteria
 160 Supervisor or Personnel designated by the supervisor. A fee for this service will be added to the
 161 Facility Use fees. School breakfast/lunch supplies shall not be used.
 162
- 163 10. Proper shoes shall be used in the gym at all times.
 164
- 165 11. The presence of School Security may be required for all public events if deemed necessary by the
 166 District, the expense will be the responsibility of the organization using the facility.
 167
- 168 12. Organizations will be responsible for keeping all fire lanes and driveways open. Organizations will
 169 employ School Security if deemed necessary by the District.
 170
- 171 13. Approval for use of school equipment will be granted only when a skilled operator is named and
 172 charges will be assessed per the Facility Use fee schedule. Users of school equipment will be liable
 173 for damage to/or loss of such equipment.
 174
- 175 14. All groups must stay within their contracted area.
 176
- 177 15. Each group will supply their own materials unless otherwise noted on application.
 178
- 179 16. All groups are responsible for cleaning the facility to the original condition.
 180
- 181 17. All games of chance conducted on school property must have a legally authorized license
 182 to operate such games of chance. A copy of said license shall be submitted to the Director of
 183 Financial Affairs office prior to the commencement of games of chance.
 184 10 P.S. Sec. 311 et seq
 185 Title 61 Sec. 901.701
 186
- 187 18. Organizations will be financially responsible if activating security alarms and/or false fire alarms.
 188
- 189 19. Organizations cannot privately negotiate with an employee or contracted service provider of the
 190 District to work at an event. However, employees may donate their time to work at an event. Any
 191 donation of time between the organization and the volunteer must be provided in writing.
 192
- 193
- 194 20. No group or person receiving a Facility Use Contract shall assign their rights under such contract
 195 to another group or person.
 196
- 197 21. Any event or request that has been approved by the Superintendent prior to the enactment of this
 198 revised policy will be grandfathered.

- 199
- 200 22. The district shall not be responsible for props, nonschool equipment, and/or personal items
- 201 belonging to persons using school facilities.
- 202
- 203 23. A violation of any items as outlined in this policy may result in the immediate revocation of any
- 204 facility use agreements current or in the future.
- 205

206 Use of Alcohol, Illegal Drugs and Controlled Substances

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208 Groups seeking to use school facilities are reminded that the Board has established policies prohibiting
209 the use of tobacco products on our property; possession, use, sale, distribution of any illegal drug or
210 controlled substance, mood-altering chemical or alcohol products on school property; or possession or
211 bringing of any weapon onto school property. These policies shall apply equally to groups seeking use of
212 school facilities. Groups are reminded that they are not only responsible for the conduct of their
213 members, but also their patrons. As a condition of the grant of school facility use, groups shall agree to
214 enforce these policies. A violation of these prohibitions may result in the revocation of any grant of
215 school facility use in the future.

35 P.S. Sec. 1223.5
20 U.S.C. Sec. 7182,
7183 Pol. 904, 904.1

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220 Liability of Sponsoring Group or Person

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222 Each sponsoring group or person in Classes B, C, and D must submit, along with Facility Use Request
223 form:

- 224
- 225 1. A certificate of insurance that said group or person will have liability insurance in effect on the
- 226 date(s) of usage with limits of \$1,000,000.00 per person and \$1,000,000.00 per each occurrence and
- 227 \$2,000,000.00 general aggregate.
- 228
- 229 2. Each group or person will also agree to sign an indemnification form which will hold harmless the
- 230 District or any and all liabilities, including council fees imposed on the District for the negligence
- 231 of the District or the negligence of others arising from such usage. The indemnification forms are
- 232 available in the school office.
- 233

234 Use of Facilities in Emergency

235
236 The Susquenita School District recognizes the importance of availability of facilities in time of
237 emergency. In order to be of public service and to be able to react quickly in times of emergency, the
238 Board has granted the Superintendent the authority to declare an emergency for purposes of this policy
239 and has granted him/her the authority to use buildings and facilities to the best advantage during
240 emergencies regarding mass-care or other emergency services to the community.

241
242 Procedures to be used in filing a Facility Use Request Form

243
244 Persons or groups wishing to use a facility shall first go to the Director of Athletics and Facilities. The
245 group shall, if the date requested is clear, submit a Request for Facilities Use Form. Request for athletic
246 fields must go to the Director of Athletics and Facilities.

247

- 248 1. Class A, B:
249
250 a. Facility Use Request shall be in the Building Principal’s office no later than two (2) weeks
251 prior to the proposed date of use.
252
253
254 b. The Director of Facilities and the building Principal must approve the facility use request.
255 Superintendent approval is not required unless the request requires the assignment of District
256 personnel or District-contracted service providers, or requires a request to waive fees. Where
257 special requests are being made, the requests should be submitted no later than four (4) weeks
258 prior to the requested date of the event.
259
- 260 2. Class C, D:
261
262 a. Facility Use Request shall be in the District administration office no later than six (6) weeks
263 prior to proposed date of use.
264
265 b. If the requested date for the facility use is available, the Director of Facilities must
266 contact the Cafeteria Supervisor (kitchen use only), and/or the Director of Financial Affairs to
267 determine estimated charges for the use of the facility. The Director of Financial Affairs will
268 then contact the person requesting the use of the facility to inform him/her of the estimated cost
269 associated with this request.
270
271 c. If all parties are in agreement, the facility use form is then submitted to the Superintendent for
272 consideration.
273
274 d. Upon the Superintendent’s approval, the Director of Athletics and Facilities will issue a
275 Facility Use Contract. Copies of the contract will be issued to:
276
277 1) Requester,
278 2) Building Principal,
279 3) Director of Facilities,
280 4) Director of Financial Affairs
281
282 e. Upon completion and inspection of the use of the facility, the Director of Financial Affairs will
283 invoice the organization.
284
285 f. A nonrefundable deposit of ten percent (10%) of the original estimate, rounded up to the
286 nearest dollar, will be required when the Facility Use contract is signed. The Superintendent
287 may waive this requirement if deemed appropriate and with the Board’s knowledge. The
288 deposit will be returned if a conflict develops under item #1 under the General Conditions.
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291 g. All such permission granted to nonprofit agencies and organizations shall be maintained and
292 filed with the Director of Financial Affairs.
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