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Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Number	707
Status	Second Reading
Legal	1. 24 P.S. 775 2. 24 P.S. 511 3. 10 P.S. 328.101 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 8. Pol. 803 9. Pol. 804 10. Pol. 805.1 24 P.S. 779 22 PA Code 403.1 61 PA Code 901.1 20 U.S.C. 7181 et seq 20 U.S.C. 7905
Adopted	March 20, 2017
Last Reviewed	November 12, 2018

Purpose

The Board recognizes that although the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment, the Board may make school facilities available to individuals and community groups without discrimination and in accordance with this policy, provided the use does not interfere with the educational program of the schools.

Authority

The Board directs that use of school facilities may be granted to individuals and community groups for the following types of activities:

1. Instruction in any branch of education, learning and the arts, consistent with the school district's mission.
2. Social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the community. Such use shall be non-exclusive and open to the public according to the fee schedule attached to this policy.
3. Polling places for holding primaries, elections and special elections, as permitted or required by state law.
4. Recreation, physical training and athletics, including competitive athletic contests for children and adults.

Requests for Sunday use of facilities shall not be approved, except under extenuating circumstances and with prior Board approval.

The Board reserves the right to approve the use of school facilities by individuals or groups for whose activities admission shall be charged.

The Board shall establish a schedule of fees for the use of school facilities by approved groups.[\[1\]](#)

Delegation of Responsibility

The Superintendent or designee shall implement regulations or procedures for requesting and granting permission for use of school facilities and shall distribute the necessary information to individuals affected by them.

An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the Superintendent.

The Superintendent shall be responsible for the following:

1. Approval of requests for use of facilities by any group for which no admission charge shall be made.
2. Annual update of hourly rates to cover personnel costs reflected in the fee schedule.
3. Waiver of any or all fees when facilities shall be utilized by district students. Documentation shall be provided to the Board.

Guidelines

Application Process

An individual or community group requesting permission to use school buildings, facilities or school property shall be required to submit a written request on the designated application form to the Facilities Coordinator. Requests must be completed and submitted by the First Monday of the month.

The application must specify the portion of the school facilities requested for use; proposed activities; number of individuals participating; and the date, time and duration of the proposed event.

Along with the completed application, the individual or group must submit the following:

1. Payment of all applicable deposits and the specified rental fee.
2. Evidence of organizational liability to limits required by district guidelines.
3. Documentation evidencing the school district shall be held harmless by the user for any liability that arises from use of school facilities by the individual or group.

All fees shall be paid to the district through the Business Office. Fees shall not be paid directly to district employees.

Deposit

A deposit shall be required for use of facilities ~~for athletic and marching unit activities~~. Upon request, all deposits shall be returned after an inspection of the facility demonstrates satisfactory compliance with Board policy, rules and regulations.

The responsible individual shall be required to notify the building principal or designee at the completion of the approved activity.

All damage costs incurred during use of facilities shall be deducted from the deposit or otherwise shall be the responsibility of the user.

Application Evaluation

No application to use school facilities shall be approved if the proposed activity would result in any of the following:

1. Conflict with any school-sponsored activity.
2. Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar, or Board action.
3. Access to school facilities containing equipment or furnishings which would be detrimental to the operation of a district program if damaged or operated by an unqualified operator.
4. The proposed use would prevent or encumber district personnel from preparing school facilities for their primary purpose, because of the nature or duration of the activity.
5. Individual or community group use of school facilities in excess of five (5) times during any calendar year for the same purpose. This limitation shall not apply to individual athletic contests for children or adults that are part of an overall athletic season schedule, and the use is approved by the Board.

Limitations

When individuals and community groups receive written permission to use school facilities under this policy, such use shall be conditioned upon strict compliance with the following:

1. Individuals shall not use, access or enter upon any portions of the school facilities or their contents 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. When advertising or promoting activities held at school facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the school district.
4. School equipment used in conjunction with requested facilities shall be identified when the application is submitted. Users of school equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator, provided by the school.
5. Use of locker room facilities shall require prior written approval.

The Board reserves the right to change and/or rotate the use of facilities for each individual or group.

The district assumes no responsibility for injury to a person, either a spectator or participant, while the facility shall be in use by another individual or group.

School Cancellations

In the event that a district school experiences cancellations, the buildings and facilities shall be closed and all evening activities at the applicable location shall be suspended.[8][9]

Individual or Group Cancellations

Cancellations shall require prior and timely notification to the facilities coordinator. Lack of timely notification may subject the individual or group to surcharges equal to the amount of expenses incurred by the district.

Law Enforcement/Security Protection

As part of the application process, district administration shall determine if and in what amount security protection may be necessary and shall make arrangements for the procurement of security and/or law enforcement officials.[10]

Each individual or group shall be responsible for all applicable fees associated with security and/or law enforcement protection.

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 for Use of School Facilities

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 fees associated with custodial charges, security charges and equipment used by a qualified operator provided by the school.

[Facilities Use Request Form for Policy 707 - for board docs.pdf \(86 KB\)](#)

[Facilities Use Fees for Policy 707 - for board docs.pdf \(158 KB\)](#)

Last Modified by Michele Bloch on November 14, 2018



HIGHLANDS SCHOOL DISTRICT
REQUEST FOR USE OF DISTRICT FACILITIES

THIS FORM MUST BE COMPLETED AND SUBMITTED BY THE FIRST OF THE MONTH

School Building: _____ Facility Requesting to Use: _____

Date(s) Requesting to Use: _____ Hours Requesting to Use: _____

Event/Activity: _____ Name of Group: _____

For Profit Organization _____ Non-Profit Organization _____ (must attach a copy of tax-exempt letter)

Person Responsible for Event/Group: _____

Address: _____

Daytime Phone: _____ Cell Phone: _____

Please answer the following questions:

1. Will there be an admission charge? ☐ YES ☐ NO Amount? _____
2. Do you have liability insurance? ☐ YES ☐ NO Carrier? _____ (must attach a copy)
3. Anticipated attendance (estimate)? _____
4. Do you need (please check one) ☐ air conditioning ☐ heating ☐ neither
5. Do you need AV Equipment/Technology? If so, list specific items needed: _____

Please note there will be additional maintenance and personnel charges, if applicable (see attached Facilities Use Fee schedule).

A \$200 deposit is required to reserve the facility. Checks should be made payable to: Highlands School District.
**Non-profit group deposits will be deducted from the total bill as long as no damages to property have occurred.*

The Board of School Directors shall be held harmless by the user for any liability that arises from use of district facilities by any non-school related organization, individual, or activity. Proper proof of liability insurance must be provided, if applicable.

I agree to the terms outlined in this form, the rate schedule indicated on the Facilities Use Fee form, and accept full responsibility for the event.

Name of Person Completing this Form (Please Print): _____

Signature: _____ Date: _____

Submit completed form to: Facilities Coordinator, 1500 Pacific Ave. P.O. Box 288, Natrona Heights, PA 16056
or fax to: 724-226-0434

This section to be completed by District personnel after request is approved by Highlands School Board.

Your Request for Use of Facilities has been approved. This form must be present during the event, and District personnel may ask to review this form to assure approval was granted.

Building Principal: _____ Facilities Coordinator: _____

HIGHLANDS SCHOOL DISTRICT USE OF FACILITIES FEES



Facility Use Fees:

DISTRICT FACILITY	RATE FOR FIRST HOUR	RATE PER ADDITIONAL HOUR(S)	FLAT RATE PER USE/EVENT
Auditorium	\$150	\$100	N/A
Gymnasium	\$150	\$100	N/A
Cafeteria	\$150	\$50	N/A
Cafeteria + Kitchen	\$200	\$100	N/A
Audion (HS only)	\$100	\$50	N/A
Classroom	N/A	\$50	N/A
Multi-Purpose Room	\$100	\$50	N/A
Golden Rams Stadium	N/A	N/A	\$1000 (day use) \$1200 (night use)
Staresinic Stadium	N/A	N/A	\$300 (day use) \$500 (night use)
Varsity Baseball Field	N/A	N/A	\$300 (day use) \$500 (night use)
Softball Complex	N/A	N/A	\$200 (day use)
Community Center	\$100	\$50	N/A
Outdoor/Grounds	N/A	N/A	\$300
Concession Stands (2)	N/A	N/A	\$500
Concession Stand (1)	N/A	N/A	\$300

- ***A one time charge of \$200 for air conditioning during months school is not in session, and a one time charge of \$50 for electricity for outside building use, will be added to the above rates for each event that occurs outside the typical workday***

Maintenance Fees: (This fee is in addition to the facility use fees outlined above)

DISTRICT FACILITY	FLAT RATE PER EVENT
Auditorium	\$150 per day for outside groups \$150 per season for district affiliated team events
Gymnasium	\$150 per day for outside groups \$150 per season for district affiliated team events
Cafeteria (includes Kitchen)	\$150 per day for outside groups \$150 per season for district affiliated team events
Audion (HS only)	\$150 per day for outside groups \$150 per season for district affiliated team events
Multi-Purpose Room	\$150 per day for outside groups \$150 per season for district affiliated team events
Golden Rams Stadium	\$250 per day for outside groups \$250 per season for district affiliated team events

Staresinic Stadium	\$200 per day for outside groups \$200 per season for district affiliated team events
Varsity Baseball Field	\$200 per day for outside groups \$200 per season for district affiliated team events
Softball Complex	\$150 per day for outside groups \$150 per season for district affiliated team events
Concession Stands	\$300 per day for outside groups \$300 per season for district affiliated team events
Community Center	\$150 per event
Outdoor/Grounds	\$150 per event

Personnel Fees: (This fee is in addition to the facility use and maintenance fees)

PERSONNEL	HOURLY RATE
Custodian	\$30/hour per custodian
Food Service	\$30/hour per food service employee
Security Guard	\$30/hour per guard
School Police Officer	\$30/hour per officer
AV Technology Operator	\$40/hour
Scoreboard Operator	\$40 per event

For Profit Organizations will be responsible for paying:

- Facility Use Fees
- Maintenance Fees
- Personnel Fees

*Profit Organizations are defined as individuals or organizations that pay salaries to owners or workers/employees; and/or where earnings/gate receipts do not go to charitable or nonprofit organizations

Non-Profit District Organizations and Non-Profit Organizations will be responsible for paying:

- Maintenance Fees
- Personnel Fees

Miscellaneous:

- Fees are subject to change
- Administration is authorized to update current salaries to be in agreement with current agreements/contracts and may suspend fees when warranted
- No alcohol, tobacco, or other drugs permitted on school district property at anytime