

SECTION: PROPERTY
 TITLE: USE OF SCHOOL FACILITIES
 ADOPTED: APRIL 23, 1975
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FERNDALE AREA SCHOOL DISTRICT

707. USE OF SCHOOL FACILITIES

In the event of a request to use school facilities by a Community Group or other Public School District, the applicant shall, on the application, certify to the Ferndale Area School District that all leaders (e.g., coaches, officials, group leaders, instructors, supervisors, etc.) not employed by district that will participate in the activity utilizing district facilities have an active Act 34 clearance, Act 151 clearance, and if applicable, FBI clearance; that no leader participating in the activity utilizing facilities of the district has a prior conviction involving inappropriate activities regarding individuals under the age of 18; and that no leader will be permitted to participate in the activity utilizing the facilities of the district that does not have the required clearances referred to above indicating, in each case, that said leader has no prior conviction involving inappropriate activities regarding individuals under the age of 18.

Should the applicant fail or refuse to so do, or should the district official making the decision to approve or disapprove the application for the use of school facilities have independent actual knowledge that the certification is incorrect, the district official making the decision shall deny the request for the use of district facilities.

Should a Community Group or other Public School District that was approved for the use of district facilities be determined to have made a false certification or that it permitted a leader to participate in the activity utilizing the facilities of the district that did not have the required clearances referred to above indicating, in each case, that said leader had no prior conviction involving inappropriate activities regarding individuals under the age of 18, said information shall be brought to the attention of the Board at the next meeting of the Board, and the Board shall determine whether, based upon said actions, said Community Group or other Public School District shall, as the result of said actions, be precluded from utilizing district facilities in the future.

<p>Authority</p>	<p>If the request is granted for a Community Group or other Public School District, a certificate of liability insurance must be presented to the designated school official prior to the date of the event.</p> <p>The Board will provide for the use of school facilities when permission has been requested in writing and has been approved by the designated school official, in accordance with the following order of priority:</p> <ol style="list-style-type: none"> 1. Scheduled school activities. 2. Scheduled school-related activities. 3. Requests by community groups. 4. Requests by other public school districts. <p>The Board shall develop procedures for the granting of permission to use school facilities and shall promulgate rules and regulations for such use, including an appropriate fee if determined by the Board.</p>						
<p>Guidelines</p>	<p><u>Application Process</u></p> <p>All school-related and community-related groups requesting use of any school facility shall present a written request to the designated school official no less than two (2) weeks prior to the event.</p> <p>If the request is granted to an individual or group that will utilize leaders (e.g. coaches, officials, group leaders, instructors, etc.) not employed by the district, an Act 34 clearance, Act 151 clearance, and if applicable, FBI clearance of individuals who will be working with students must be submitted to the Superintendent’s office prior to the event, and only those individuals who have provided the required clearances shall be permitted to have contact with the students participating. Should a clearance certificate indicate that a prior conviction has occurred which the Superintendent reasonably believes would place participating students at risk, the Superintendent is accorded the authority to preclude that individual from participating in student contact activities.</p> <p>If the request is granted to a community-related group or individual, a certificate of liability insurance must be presented to the designated school official prior to the date of the event.</p> <p>The liability insurance certificate shall indicate the following coverage:</p> <table data-bbox="613 1711 1315 1822"> <tr> <td>Bodily Injury</td> <td>\$300,000.00</td> </tr> <tr> <td>Property Damage</td> <td>25,000.00</td> </tr> <tr> <td>Medical Payment (Optional)</td> <td>500.00</td> </tr> </table> <p>The certificate should be made out to the Ferndale Area School District.</p>	Bodily Injury	\$300,000.00	Property Damage	25,000.00	Medical Payment (Optional)	500.00
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Medical Payment (Optional)	500.00						

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. Inside the buildings, food is to be served and eaten in the assigned area only. Refreshments may be served at school dances.
6. Based upon the use of school facilities application, a determination related to police supervision will be made by the Board. Should the Board find it necessary to require police supervision, the community-related group will be required to pay the applicable cost.
7. One (1) or more school district employees must be present. If the event exceeds the work hours of the employee(s), the sponsoring group, organization or person must compensate the employee(s). Wages of employees shall be subject to regulations of the Department of Labor and Industry, Wage and Hour Division. Checks for wages of school employees should be made payable to the district.
8. Clean up details will be the responsibility of the group using the facility, under the direction of the custodian.
9. The Ferndale Area Board of Education reserves the right to reject any and all requests for use of facilities.

<p>SC 511</p> <p>10 P.S. 311 et seq</p> <p>20 U.S.C. Sec. 7181 et seq 35 P.S. 1223.5</p>	<p><u>Prohibited Activities</u></p> <p>The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities:</p> <ol style="list-style-type: none"> 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. 6. Use of tobacco products. <p><u>Violations</u></p> <p>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.</p> <p>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.</p> <p><u>Cafeterias</u></p> <p>Any school-related or community-related organization requesting use of the cafeteria and/or kitchen facilities must contact the designated school official and the Food Service Director.</p> <p>A designated cook(s) must be on duty in the kitchen, as well as a custodian if necessary, on the premises.</p> <p>The organization using the facility will pay the prevailing wage rates for the school employees on duty. Checks for wages of school employees should be made payable to the district.</p>
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Any cafeteria equipment needed shall be used only by cafeteria personnel. The cafeteria employees will facilitate all kitchen activities. School-related and community group members may help serve food if deemed necessary by the Food Service Director.

High School Auditorium

The high school auditorium and stage will be made available to school-related and community-related groups at no charge for the use of the facility.

Community-related groups shall present a certificate of liability insurance before using the facility.

All groups, school and community-related, shall be responsible for the wages, if required, of the custodian or any other approved employees on duty. Checks for wages for school employees should be made payable to the district.

If a profit-making event is co-sponsored by a school-related group and a group outside the school, the school-related group will receive no less than twenty-five percent (25%) of the gross receipts. The percentage of profit received will be determined by the event being held.

If rehearsal time is needed, the charge to the non-school-related group will be three dollars (\$3.00) per hour above the prevailing wage for the employees on duty. Rehearsal time must also be covered by liability insurance.

Gymnasiums

The junior high school and elementary gymnasiums will be made available to school-related groups and community-related groups only.

No leagues outside the district shall be granted use of the gymnasium.

Use of the elementary facilities is governed by the terms of the order entered in the settlement of the Westmont Zoning Appeal.

Community-related groups will be responsible for providing the certificate of liability insurance and the wages, if required, of the custodian or approved employee who will be on duty. Checks for wages of school employees should be made payable to the district.

Classrooms

Classroom space will be made available to school-related and community-related groups only.

<p>School Code 511, 775 PA Code Title 22 Sec. 403.1 10 P.S. 311 et seq 35 P.S. 1223.5 20 U.S.C. Sec. 7181 et seq 20 U.S.C. Sec. 7905</p>	<p>Community groups will be responsible for wages, if required, for the approved district employees on duty, and for providing the certificate of liability insurance. Checks for wages of school employees should be made payable to the district.</p> <p>Only buildings equipped with emergency lighting will be made available for evening use.</p> <p>Arrangements for special equipment must be made with the designated school official.</p> <p><u>Athletic Fields</u></p> <p>Athletic fields will be made available to school-related groups and community-related groups.</p> <p>Community groups will be responsible for the wages, if required, of approved school employees on duty (if school employees are needed) and for providing the certificate of liability insurance. Checks for wages of school employees should be made payable to the district.</p> <p>The athletic fields will be made available for athletic contests during daylight hours only.</p> <p>The area must be cleaned of all litter before the group leaves the site.</p>
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