

# COUNCIL ROCK SCHOOL DISTRICT

SECTION: PROPERTY  
 TITLE: USE OF FACILITIES  
 ADOPTED: October 16, 1997  
 REVISED: January 3, 2002  
 June 17, 2009  
 February 6, 2014

	<p style="text-align: center;">707. USE OF FACILITIES</p> <p>1. Purpose The Facilities of the Council Rock School District (District) are financed and maintained for educational, recreational, and social purposes.. The use of Facilities by students for school and school-sponsored programs shall take precedence over any other use set forth in this policy.</p> <p>2. Authority The District will, through this policy, make available to the community its various Facilities when permission has been requested in writing and approved by the Superintendent or his/her designee.</p> <p>SC 7-775 Appropriate fees shall be assessed to Users and the fee schedule will be approved each June by the Board of School Directors and, thereafter, published on the District’s website.</p> <p>3. Definitions <b>School Organization</b> – An organization or organizations whose primary purpose and function is to support the educational activities of the Council Rock School District. School Organizations include PTA/PTO, Booster Clubs, the Council Rock Education Foundation, and S.A.G.E.</p> <p><b>Facility (Facilities)</b> : Any building(s) and/or ground(s), or a portion thereof, owned, possessed, leased and/or operated by the Council Rock School District.</p> <p><b>Booster Club.</b> – An organization that promotes, assists, or augments a co-curricular program sponsored by the Council Rock School District. Contact information for the organization and officers will be provided, each year, to the Superintendent’s Office.</p> <p><b>School-Related, Community, Civic/Service Organization (Community Organization)</b> – A nonprofit organization with a physical address within the Community whose primary purpose is to provide services to residents for the betterment of the community.</p>
--	--

<p>4. Delegation of Responsibility SC 7-775</p>	<p><b>Community</b> – The geographical area comprised by the boundary of the Council Rock School District.</p> <p><b>Use.</b> – An approved request to use or control a Facility for a single time period not to exceed four (4) hours in a day. Any request for a Facility that exceeds four (4) hours will be charged as a second use. No organization or individual will be permitted to request more than two “uses” in a single day without written permission from the Superintendent or his/her designee.</p> <p><b>Individual.</b> Any Community resident who can otherwise meet the requirements for Facility Use as set forth in this policy.</p> <p><b>User.</b> Each organization or individual referenced in the above definitions who have received permission to use a Facility after complying with the guidelines in this policy.</p> <p><b><u>Use Requirements</u></b></p> <ol style="list-style-type: none"> <li>1. Subject to the provisions of Paragraph 23, permission to use Facilities will be limited to School Organizations, Booster Clubs, and Community Organizations and Individuals. The Superintendent or his/her designee reserves the right to refuse, with or without cause, any individual or organization use of District facilities.</li> <li>2. This policy does not create or guarantee any right to the use of Facilities. The permitted Use cannot exceed a period of one (1) year.</li> <li>3. Use of Facility applications should be received thirty (30) days prior to the event. Applications received less than thirty (30) days prior to the event may delay the start date of the event or may result in the denial of the application.</li> <li>4. The availability of Facilities shall, at all times, be subject to the needs, requirements, and activities of the schools and school district. Users may not schedule any event that includes animal rides, mechanical rides, petting zoos, hot air balloons, fire works, bon fires, or any other event that may create a danger or risk because of the inherent nature of the activity without the permission of the Superintendent or his/her designee and proof of appropriate insurance that covers this particular event. Individual schools may ban other materials like latex or peanut butter.</li> <li>5. All activities must conclude on or before 11:00 p.m. unless special approval is obtained, in writing, from the Superintendent or his/her designee. All outside facility use, except for the use of the stadium field, shall end at dusk.</li> </ol>
---	--

<p>20 U.S.C. Sec. 7181 et seq 35 P.S. Sec. 1223.5</p>	<p>6. Smoking and any use of tobacco products by any person are prohibited in school buildings and on school grounds. Violators will be reported to the local police with the potential for fines being assessed. Repeated violations of this provision of this policy may result in the termination of that Use for the Community Organization.</p>
<p>10 P.S. Sec. 311 et seq</p>	<p>7. Gambling, games of chance, lotteries, raffles, or other activities may require a Pennsylvania Small Games License. When that license is required, it shall be attached to the Use of School Facilities application.</p> <p>8. Possession, use, or distribution of illegal drugs and/or alcoholic beverages is strictly prohibited in or on Facilities. Violators will be reported to the local police for prosecution under the Pennsylvania Crimes Code.</p>
<p>Pol. 218.1</p>	<p>9. Possession of weapons or replica of weapons as defined in Policy 218.1 – Weapons - are strictly prohibited in or on Facilities. Violators will be reported to the local police for prosecution.</p> <p>10. Conduct that alters, damages, or is injurious to any District property, equipment, or furnishings is strictly prohibited in or on Facilities. Violators will be reported to the local police for prosecution.</p> <p>11. Conduct that constitutes a violation of the Pennsylvania Crimes Code, and/or state and federal laws and township ordinances and regulations is strictly prohibited in or on Facilities. Violators will be reported to the local police for prosecution.</p> <p>12. All safety rules and regulations of the Department of Labor and Industry shall be observed.</p> <p>13. Users <u>must</u> provide a certificate of insurance with the liability limits as set forth in this policy. The District, its Board members, officers, and employees shall be indemnified and held harmless by the User for any liability that arises from the use of Facilities. The User is restricted to only those areas of the Facility that are specifically designated in the Use approval. The Facility must be returned to the same or better condition than when it was initially occupied.</p> <p>14. No User receiving a Use of Facility permit shall assign their rights to another group or person. No User shall allow another entity, other than its invitees or licensees, to use any part of the facilities without written permission from the Superintendent or his/her designee.</p> <p>15. Users must, at all times, provide proper supervision of Facilities during their Use. Users shall be financially liable for damage to the Facilities resulting from</p>

	<p>the Use. If police are required, school resource officers or police officers from the local community shall be employed and the cost of such services shall be borne by the User.</p> <p>16. All payments for facility use are to be made by check, payable to <i>Council Rock School District</i> presented or mailed to the facilities department of the District. Prepayment of fees is required for all Uses.</p> <p>17. District equipment such as stage lighting, kitchen equipment, public address system, technology labs, and any other specialized equipment must be operated by and under the direction of authorized school district personnel. The User must pay charges for these services to the District.</p> <p>18. The Superintendent or his/her designee reserves the right to deny the use of a Facility if custodial service is not available. A representative of the Facilities department in Council Rock must inspect any electrical equipment used that cannot be plugged in to an existing receptacle. For purposes of this policy, generators and the location of the generator must be approved by the Supervisor of Operations or his/her designee at the time of the facility use and may not be used within any school building.</p> <p>19. The User is responsible for monitoring the admittance and supervising the conduct of participants and spectators. All Users shall have adult(s) assigned to maintain traffic flow, ensure supervision of the activity, and insure that the Use is restricted to the part of the Facility approved for the Use.</p> <p>20. Appropriate demographic and financial information may be requested from any applicant at any time, including proof of non-profit status. Failure to provide this information in a timely manner may result in the denial of the Facility Use application or the withdrawal of an approved Use.</p> <p>21. The Council Rock School District has an obligation to shield our students, personnel, and residents from harassment as well as vulgar or obscene speech and/or speech that substantially disrupts or materially interferes with school activities as well as other activities that are in violation of the policies of the Council Rock Board of School Directors. No organization or individual shall utilize school facilities for any purpose that would violate these obligations.</p> <p>22. Users must comply with all applicable policies promulgated by the Board of School Directors of the Council Rock School District as well as any administrative regulations deemed applicable to the Use by the Superintendent or his/her designee.</p> <p>23. Notwithstanding the definitions and provisions above, the Superintendent or his/her designee reserves the right to grant Facility Use to a User that is located</p>
--	---

<p>4. Guidelines</p> <p>SC 775</p>	<p>outside of our Community or a <i>for profit</i> entity when that Use does not conflict with a School Organization, Booster Club or Community Organization Use.</p> <p><u>Eligibility</u></p> <p>Applicants who meet the criteria of this Policy are eligible to receive facility use under the following conditions;</p> <ol style="list-style-type: none"> <li>1. Subject to the provisions of Use Requirements, #3, the Facility Use Form is completed and submitted in advance of the start of the event;</li> <li>2. A current Insurance Certificate and an executed <i>Hold Harmless</i> both of which comply with the provisions of this policy must be attached to the application.</li> <li>3. The Facility requested is available; and</li> <li>4. All applicable fees are paid in advance.</li> </ol> <p>Eligibility and approval will be determined by administrative review.</p> <p style="text-align: center;"><b>ACTIVITY CLASSIFICATION</b></p> <p style="text-align: center;"><b>USE FEES, RENTAL CHARGES AND SERVICE FEES</b></p> <ol style="list-style-type: none"> <li>1. <b>Rental charges</b> are defined as additional charges for the use of specialized equipment. <b>Service fees</b> are defined as labor costs for custodial and operator services. Fees charged for Facility use are non-refundable unless an unexpected District use preempts a paid and scheduled Use by a User. If schools are closed because of inclement weather or emergencies, the Use shall be automatically canceled for that day. <p style="margin-left: 40px;"><i>The fees set forth in this policy shall not apply to any sharing and/or use agreements by and between Council Rock School District and any municipality. The fees do not apply to official meetings of Council Rock School District Directors and Administrators nor does it apply to any meetings permitted in or on Facilities pursuant to collective bargaining agreements. The District may waive Use fees in certain cases when the User provides services or other financial benefits that have a corresponding value to the school district. Such waiver will be reviewed with the User.</i></p> </li> <li>2. <b>The fee schedule is defined by “Use”</b></li> </ol>
------------------------------------	---

3. Facilities that are requested to be air-conditioned will be assessed a fee for air conditioning separately.

Application Approval/Usage Permit Guidelines/Procedures

1. Application must be completed on the Use of Facility Form available in all school buildings, district office, and the Director of Athletics' Office. This form will also be available on-line at the district web site- [www.crsd.org](http://www.crsd.org).

All Use fees are due prior to the event or activity. Service fees will be billed to the organization and are due ten (10) days after the receipt of the bill.

2. If schools are closed because of inclement weather or other emergencies, the function shall be automatically canceled for that day.

Required Insurance

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Comprehensive<br/>\$1,000,000<br/>\$2,000,000<br/>\$1,000,000<br/><br/>\$1,000,000<br/>\$ 50,000<br/>\$ 5,000</li> </ol> | General Liability<br>Per Occurrence<br>General Aggregate<br>Products/Completed<br>Operations/Aggregate<br>Personal/Advertising<br>Fire Damage Liability<br>Medical Payments |
|--|---|
2. Products Liability Insurance will be required if food will be sold and/or prepared and/or provided. Other provisions for product liability insurance may be required at the discretion of the Superintendent or his/her designee. The terms, conditions, and amounts of this insurance will be set by the Superintendent or his/her designee.
  3. Motorcycle/Automobile Liability Insurance will be required if vehicles will be used as part of the event. The terms, conditions, and amounts of this insurance will be set by the Superintendent or his/her designee.
  4. Workers Compensation Insurance will be required if Users utilizing the facility have an employee(s). The terms, conditions, and amounts of this insurance will be set by the Superintendent or his/her designee.
  5. The User's Insurance Policies required hereunder shall be primary and shall be endorsed to name the District as an additional insured.

**The District provides no insurance protection to organizations, entities, or individuals using school facilities under the terms of this Policy.**

References:

School Code – 24 P.S. Sec. 511, 775, 779

State Board of Education Regulations – 22 PA Code Sec. 403.1

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