



Section PROPERTY

Title USE OF SCHOOL FACILITIES

LACKAWANNA TRAIL SCHOOL DISTRICT

Adopted

Revised

Lackawanna Trail School District

707. USE OF SCHOOL FACILITIES

1. Purpose

School facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational program of the schools.

SC 775

2. Authority

The Board will provide for the use of school facilities when permission has been requested in writing and has been approved by the Business Manager in accordance with the following order of priority:

requests by school related organizations

SC 511
Title 22
Sec. 12.9(g)

requests by non-school related community activities

requests by private interest groups.

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

3. Delegation of Responsibility

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

SC 775

A. All applications for the use of school facilities shall be made in writing to the Superintendent, or his designee.

B. Applications must be filed in sufficient time to allow the School Board or its delegates, to act on the applications in accordance with Board policy.

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- C. Use of buildings, grounds, and facilities shall be strictly in accordance with the law, the school Code, and regulations of the Board.
- D. School facilities shall not be available to the public on such occasions or during such hours as would interfere with the regular school program.
- E. All permits shall be issued for specific facilities and for specific hours. It shall be the responsibility of the organization using the facilities to see that unauthorized portions of the building are not used/damaged and that the premises are vacated as scheduled.
- F. Application for uses not covered in established policies shall be approved only upon specific authorization of the Board acting in accordance with the **School Code.**
- G. All juvenile organizations or groups seeking use of school premises must have adult sponsorship.
- H. No use shall be granted for religious or sectarian purposes.
- I. Organizations using the facilities shall be responsible for the condition of the building and grounds. Damages are to be paid by the organization using the **school** facilities. The using organization shall be held liable for any extraordinary costs incurred by the **school** district and shall reimburse the district for said costs. (exp. additional hours used)
- J. Use of school property shall be under the supervision and control of an authorized representative of the School Board. It shall be his duty to see that these rules and regulations are enforced, and report any violations or attempted violations.

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- K. Persons using school stages shall not move or change furniture or equipment including lights, curtains, or ceiling pieces except under the direction and supervision of the person in charge.
- L. In the case of ticket sales, there shall be no tickets sold beyond the capacity of the room or auditorium.
- M. Intoxicants, narcotics, profane language, quarreling or gambling shall not be permitted on school property. Smoking is not permitted inside of buildings.
- N. Rental fees charged by the Board shall be in accordance with a schedule adopted by the School Board. All fees are to be paid in advance to the office of the Superintendent. Checks are made payable to the Lackawanna Trail School District.
- O. The school custodian shall open the building upon the presentation of a permit, properly issued. The contract will serve as a permit.
- P. Any organization or group using school facilities shall designate one member of the group as being in charge and responsible for the use of the school facilities, this person shall, in turn, be responsible to the Principal and custodian of the building in which the event is taking place.
- Q. Representatives of the School Board reserve the right to attend and inspect all activities held on school property.
- R. Any taxes due local, state or federal governments are to be paid by the organization using the school facilities.
- S. The Board reserves the right to require any group to purchase liability insurance. In the event that the Board makes this stipulation, it will be called to the attention of the user at the time of the signing of the contract.

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4. Guidelines

- T. The Board reserves the right to require police protection at the time the facilities are being used. In the event that this is a requirement, it will also be stipulated at the time of the signing of the contract.
- U. The group using the school facilities shall not sell any items in the school without specific approval. This refers to food, refreshments, clothing, etc.
- V. Cafeteria staff must supervise use of kitchen **facilities**. The only exception is heating water for coffee.

Guidelines and standard fees effective January 1, 1988, for use of school facilities.

CLASSROOM	School Related - NC Non School Community - \$12/hour Private group - \$17/hour, includes custodial fee
ALL-PURPOSE ROOM	School Related - NC Non school Community - \$12/hour Private group - \$17/hour, includes custodial fee
AUDITORIUM	School Related - NC Non school Community - \$12/hour Private groups - \$20/hour for rehearsal \$150 for performance by nonprofit organizations plus custodial, as required \$200 for performance by other organizations as required plus custodial as required.
CAFETERIA	School related - NC Non school community - \$15 Private groups - \$20/hour
GYM	School Related - NC Non school community - \$15/hour Private groups - \$20
ATHLETIC FIELD/TRACK	Custodial/maintenance fees, as required

Groups using facilities when a school employe is not on duty, or incharge, will be liable for costs of providing a duty person.

5. The following standards must be met by groups submitting applications to the Board for recognition as approved organizations.

A. School Related - Must be directly involved and organized for the sole purpose of supporting a school function. (Ex, band/music boosters, athletic booster, PTA's, etc.)

B. Non-School - Must be nonprofit, organized for charitable purposes consist of residents and be non-subversive. Must submit bylaws and/or constitution and list current officers.

C. Private Groups - May be nonresident and organized for profit. Must not be religiously oriented or subversive in nature.

6. Use of School Facilities on Sunday

A. Except for special exceptions granted by the Lackawanna Trail School Directors there shall be no written permits issued for use of school facilities on Sundays.

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B. The Superintendent shall have discretion to authorize exceptions under special circumstances requiring immediate action. These exceptions should be reported to the Board of School Directors at the next Board meeting.

C. The facilities are not, in any manner whatsoever, to be used by an athletic team in season--Article IX, section 2 of the PIAA Constitution and Bylaws prohibit any practice and/or inter-interscholastic athletic event/contest on Sunday. During the Season, coaches shall not be at the athletic site not be scheduled far related athletic supervision.

7. No groups shall be permitted to utilize school facilities without proper authorization or school district employe on site during the activity.

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