

SECTION: PROPERTY

TITLE: FACILITY USE

ADOPTED: March 20, 1991

REVISED: December 10, 2003

CALIFORNIA AREA SCHOOL DISTRICT

707 – Facility Use	
1. Purpose	<p>The buildings and properties of the California Area School District shall be available for only California Area School District community use under conditions prescribed or permitted by law in accordance with the adopted policies of the Board of School Directors</p>
2. Guidelines SC775	<p>Except as set forth below, a fee of \$25.00 shall be required on any group requesting regular season use of the gymnasium or football stadium owned by the California Area School District. In addition, the individual or group requesting such use shall be responsible for any costs, including cleaning, supervisory, or other maintenance or custodial costs, incurred as a result of the individual's or group's use of the facility and the date approved, in accordance with the annual schedule approved by the Board of School Directors.</p> <p>There shall be no charge for use of the facilities or outside properties of the California Area School District, when such use is made by an organized activity directly related to operation of the School District and involving students of the School District (example given, PTA meetings, Band Parents Meetings, etc.).</p> <p>All applications for the use of school facilities shall be submitted on official forms provided by the School District, which may be obtained from the Elementary/Middle School or High School Office. All applications must be submitted at least thirty (30) days prior to the anticipated use to allow for review, approval, and scheduling.</p> <p>Completed forms for use of the School District's facilities or outside premises are to be delivered or mailed to the Business Office. The Principal shall refer all requests to the Business Office. A contract will be mailed to the applicant after the request is approved by the School Board. A completely executed copy of the contract must be returned to</p>

the School District Business Office seven (7) days before the date of the event for which the use is requested.

All uses of School District facilities and outside premises and properties must have received the prior express approval of the School Board.

All approvals of use shall be issued for specific facilities/properties and for specific hours. It shall be the responsibility of the individual or organization involved to see that the properties or premises are vacated as scheduled. All buildings must be cleared no later than 10:00 p.m., or at such earlier hour as designated by the appropriate principal at his/her discretion.

All juvenile organizations or groups seeking use of school facilities or properties must have adult sponsorship.

The using individual or organization shall be held responsible for the condition of the building and properties used. Payment for damages shall be the sole responsibility of the individual or organization using school facilities.

Each individual or group requesting a building for non-school sponsored activities must provide prior evidence to the School District of liability insurance coverage, which insurance must name the California Area School District as an additional insured during such time that the School District's facilities, and/or outside premises are used by such individual or organization.

All fees to be paid in accordance with this Policy must be paid in advance, by check made payable to the California Area School District, and presented to the School District through the Office of the Superintendent, with the completely executed contract.

Buildings shall be opened to an individual or organization which has received prior approval for use, upon presentation of a properly issued permit. The contract shall serve as a permit for his purpose.

In the event the individual or organization desire to sell tickets to the event for which the use is requested, the individual and/or organization agrees that no ticket shall be sold beyond the capacity of the room, auditorium, or existing seating structures for the area for which use has been approved.

Any individual or organization using the stage areas in any of the School District's buildings pursuant to this Policy shall not move or change furniture or equipment, including but not limited to lighting, curtains, ceiling pieces, etc., except under the direction and supervision of the custodian on duty or in charge at the time for which the use has been approved.

<p>20 U.S.C. Sec. 7181 et seq 35 P.S. 1223.5 10 P.S. 311 et seq</p>	<p>Any individual or organization desiring to use the stage must provide full details of the personnel and equipment needed, at the time the facility use request is submitted. The information to be furnished shall include the number of lights, the curtains needed, the number of dressing rooms, the number of ticket sellers, the number of stage hands, the number of ushers, etc., and any other facilities for which the request is also being made. Under no circumstances, shall the School District be responsible for provision of any individuals necessary for implementation of such program, other an the custodian on duty during the time of the use for which approval is sought. In addition, the cost of custodial services shall be paid by the user.</p> <p>Intoxicants, tobacco, narcotics, profane language, or gambling shall not be permitted in any school district building or on any school property.</p> <p>Any organizations or group using the school facility shall designate one member of the group as being in charge and responsible for use of the facility. The designated individual shall in turn be responsible to the Elementary, Middles School or High School principal, as appropriate, and the custodian on duty.</p> <p>If the person designated as in charge of the group cannot be present at the time of the use for which approval is sought, an alternate must be designated. If neither the individual originally identified as in charge of the activity, not the alternate can be present, the activity must be canceled, and two (2) hours notice of such cancellation must be provided to the School District.</p> <p>Doors will be kept locked until the designated person in charge, or the designated alternate, arrives at the stated approved time. The individual in charge, or the alternate, must remain at the door at all times, and permit only authorized individuals to enter the facility.</p> <p>The person in charge, or the designated alternate, may not leave the building until all the group members and any guests or invitees of the group members have left at the time indicated on the permit.</p> <p>Except with respect to stage equipment as set forth above, and referenced in a specific request form, no California Area School District equipment may be used by and individual without the prior express approval of the Board of School Directors.</p> <p>No refreshments may be brought into, consumed, or sold in School District buildings or upon School District facilities, unless a request to consume or sell such items had been included in the application form as originally submitted, and unless express approval to consume or sell such items has been provided by the Elementary, Middle School Principal (with respect to Elementary/Middle School facilities and</p>
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property) or the High School Principal (with respect to High School facilities and property) and the Superintendent.

Any activity carried on in school facilities or on school property shall be according to Pennsylvania law and in conformity with borough, city and township ordinances, and the dignity and moral standards associated with public schools.

The California Area School District reserves the right, in light of its responsibility to protect the school district building and property, to restrict rental space within its buildings and properties to certain times and areas. When schools are closed because of inclement weather, etc., any scheduled facility use will automatically be cancelled, and any monies paid with respect thereto refunded.

All advertising except that incidental to programs, and all sale of merchandise, printed matter or otherwise material are forbidden unless special approval is requested from, and expressly granted by the Superintendent.

Any decorations erected by any individual or organization using the School District's facilities or properties must be erected in a manner that will not be destructive to school property, and shall be approved by the custodian on duty. All decorations shall be removed from the facilities/properties before seven-thirty a.m. on the next day after the building/facility has been used. The use of any materials on floors or other parts of a building without specific approval of the custodian on duty shall be strictly prohibited. All decorations must be of a fireproof nature.

Any taxes due and owing to local, state, or federal governments as a result of an individual's or group's use of School District facilities or properties shall be the sole and exclusive responsibility of the individual or organization using such facilities or properties.

All children under the age of eighteen (18) must be accompanied by at least one adult all times during which they are present in school district facilities as a result of approval granted in accordance with this policy.

The Board of School Directors reserves the right to require that police protection be provided at the time the facilities or properties are being used by a particular individual or group. In the event that the Board imposes this condition upon any individual's or group's use of facilities or properties, this requirement shall be brought to the attention of the requesting individual or group prior to execution of the contract, and shall be so stipulated in the contract. Any costs associated with such protection shall be paid by the individual or group using the facilities. In any case, whenever spectators are present at a function, security guards are required. One guard for every 100 people is acceptable.

<p>3. Delegation of Responsibility</p> <p>School Code 511,775</p>	<p>Representatives of the School Board reserve the right to attend and inspect any and all activities or events held in School District buildings or on school property.</p> <p><u>Use of Facility by Staff</u></p> <p>School equipment and facilities may not be used by district staff for personal reasons, either on or off school property, without explicit authorization or administrative permission in accordance with these guidelines.</p> <p>The facilities and equipment of the district are only available for staff use if:</p> <ol style="list-style-type: none"> 1. Such use is clearly within the authorization granted in a policy of the Board. 2. Prior Approval has been granted by resolution of the Board. 3. A personal emergency exists in which life or property is endangered. 4. A valid use-of-facilities permit has been issued. <p>The Board specifically prohibits, except as authorized in the foregoing paragraph:</p> <ol style="list-style-type: none"> 1. Personal use of district telephones. 2. Personal use of materials, tools, supplies and equipment. 3. Personal use of district vehicles. <p>At least annually, the Superintendent shall propose a schedule of fees for the use of facilities of the California Area School District. The schedule of fees shall take into account the number of custodial, maintenance, or other supervisory personnel necessary for use of a particular building, room, area, or other property, and the cost attributable to the presence of such individuals during the use of a facility or area. The schedule of facilities fees shall be presented to the Board of School Directors for approval, and after approval, shall be utilized in implementing this policy.</p>
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**CALIFORNIA AREA SCHOOL DISTRICT
SCHOOL FACILITY USE APPLICATION**

Organization: _____

Kind of Program _____

Use Requested By: _____ Telephone: _____

Address: _____ Date of Request: _____

Admission Price: _____ Collection: _____

Use of Proceeds: _____

Name of Person in Charge: _____ Telephone: _____

Facility Requested _____

Number of Organization Members to be Present at Event: _____

Equipment Requested: _____

Estimated Attendance: _____ Date: _____ Time From _____ To _____

Date of Rehearsals _____

Public Liability Insurance: Yes _____ No _____ Collection: _____

If yes, applicant must provide evidence of such insurance naming the School District as an additional insured at the time for which the facility/property is requested.

Signature: _____

Return to the office of the principal

Date cleared by Principal _____

Board Action: _____ Date: _____

Remarks: _____

You are responsible for reading the abiding by the rules and regulations for use of school facilities.