

# MORRISVILLE BOROUGH SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: November 14, 2007

REVISED: March 3, 2010

	707. USE OF SCHOOL FACILITIES
1. Purpose	<p>School facilities, both real and personal property, are maintained primarily for the conduct of the educational program as required by the Department of Public Education of the Commonwealth of Pennsylvania in accordance with the rules and regulations promulgated by the Board. The Morrisville Borough School District's facilities, which include all athletic fields, should be made available for community purposes provided that such use does not interfere with district and/or individual school programs.</p>
2. Authority	<p>Regularly scheduled school activities shall take precedence over all other activities. However, space for meetings of governmental or quasi-governmental bodies, including elections, may be made available upon timely application.</p> <p>Second priority shall be given to organizations, clubs, societies, and groups of students, whose use of school property, buildings, facilities or fields has been approved by the Board or its designees.</p> <p>The following are the priorities for use of school facilities by organizations sponsoring school activities:</p> <ol style="list-style-type: none"> <li>1. School functions, events or athletic contests for school children enrolled in that particular school or building.</li> <li>2. School functions, events or athletic contests for children enrolled in other schools in the district.</li> <li>3. School functions, events or athletic contests sponsored by staff and/or school-related groups, such as the Parent-Teacher Association.</li> </ol> <p>After the above uses, organizations of a charitable, social or recreational nature may be permitted to use the school facilities if it is determined their activities would not interfere with the school program and provided the use is authorized by the Board or its designees.</p>

	<p>The Board will authorize the use of school facilities when permission has been requested in writing and has been approved by the Superintendent or designee in accordance with the following order of classifications:</p> <p><u>CLASS I</u> –</p> <p>School-related groups and/or school-sponsored activities (PTOs, Morrisville Parent Council, school-approved Booster Organizations, etc.), In-Service Programs whose primary purpose and function is to support the district’s programs, Special Olympics and voting services.</p> <p><u>CLASS II</u> –</p> <p>Scholastic activities (Bucks County Intermediate Unit), service and governmental groups whose entire membership is comprised of Morrisville Borough School District residents (Boy Scouts, Girl Scouts, Borough/Township Governmental Meetings or activities, EMT, Fire Safety, Police, medical groups or other similar groups).</p> <p><u>CLASS III</u> –</p> <p>Nonschool-related student activities (Borough/Township youth or adult athletic and recreational groups) and similar nonprofit groups that are primarily comprised of Morrisville Borough School District residents and provide service to the district (YMCA, etc.).</p> <p><u>CLASS IB, IIB and IIIB</u> –</p> <p>Any of the above listed classes that charges a fee for its activity which exceeds \$100 per person for the duration of the activity.</p> <p><u>CLASS IV</u> –</p> <p>Any entity not included in the classes listed above, or any entity that charges a fee, tuition, registration, admission cost, etc., private enterprise groups, for-profit groups, homeowner associations, special interest, religious groups, colleges and universities.</p> <p>Nonprofit groups are any group with an IRS letter showing 501(c)3 tax exempt status. For-profit groups are any group that is not a “nonprofit group.”</p> <p>The use of school facilities shall not be granted for the following:</p> <ol style="list-style-type: none"><li>1. Partisan political activity.</li></ol>
--	--

<p>3. Guidelines</p> <p>35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7182, 7183</p> <p>10 P.S. Sec. 311 et seq Title 61 Sec. 901.701</p>	<ol style="list-style-type: none"> <li>2. Private social functions.</li> <li>3. Any purpose prohibited by law.</li> <li>4. Any activities that involve animals.</li> <li>5. Any activity deemed potentially dangerous to school district property by the Superintendent or designee.</li> </ol> <p><u>Guidelines For Use Of School Facilities</u></p> <ol style="list-style-type: none"> <li>1. Applications must be submitted in writing to the Business Office.</li> <li>2. The approved user of the school facility may not sublet or transfer its rights and privileges to any other individual, group or organization.</li> <li>3. There shall be no installation of equipment or alterations to existing facilities by a user without the written approval of the appropriate school authorities.</li> <li>4. Tobacco use will not be permitted in any part of the school or property.</li> <li>5. No alcoholic beverages of any kind whatsoever shall be permitted on the school premises at any time.</li> <li>6. School officials and designated employees shall not be refused admission to buildings and grounds at any time.</li> <li>7. Fire, health and general safety regulations must be obeyed at all times. In particular, placing chairs or other obstructions in aisles of auditoriums and/or in front of other ways of entrances and exits is prohibited.</li> <li>8. Gambling and/or other conduct detrimental to the public interest is not permitted in school buildings or on school grounds.</li> <li>9. The user will assume all responsibility for the use of the facility. Further, the user will indemnify and hold the Morrisville Borough School District harmless from and against any and all claims by any party for injuries, damages or losses of any kind whatsoever, including theft, which shall arise out of or occur during the use of the facility or property by the user.</li> </ol>
--	---

10. Users shall comply with all applicable federal and state laws and all borough ordinances and codes in existence.
11. District personnel utilizing facilities must vacate school facilities by 11:00 p.m.
12. All users will be provided with a copy of this policy and must comply with all provisions therein.

Requirements For Use Of School Facilities

The use of school facilities by organizations, other than approved school programs, shall be contingent upon:

1. The payment of charges to the school district as per this policy.
2. Evidence of the required insurance coverage. The district must receive a "Certificate of Insurance" indicating the organization has the required coverage. The district must also be named as an additional insured on the organization's liability insurance policy.
3. A written statement from the organization which clearly describes the intended use of the district's facility or property. Upon request from the district, the organization will provide any additional detail or documentation required by the district.

Expenses Involved For Use Of District Facilities

Expenses for use will be assigned according to the following procedure:

Student Activities:	All expenses, such as heat and electricity, will be borne by the district. This includes the cost of custodians, where overtime is involved.
Student-Related Activities:	The district will pay expenses, such as electricity and heat, but will not provide payment for custodial nor security – e.g. PTO, football mothers, band, Brain Trust, etc.
Nonprofit Community Groups:	The district will pay the cost of electricity and heat, but will not provide payment for custodial overtime or security – e.g. community groups, such as Ambulance Corps, Volunteer Fire Department, Grandview Civic Association, Morrisville Athletic Association, CYO sports, etc.

<p>SC 775</p>	<p>All groups other than those listed above must pay a rental fee for use of building space.</p> <p>All rental fees are for up to four (4) hours of use. An additional fee in the amount of twenty-five percent (25%) of the base fee will be charged for each additional hour or fraction thereof. If an organization uses a school facility for a prolonged length of time, a rate may be negotiated that differs from the stated rates in this policy.</p> <p>The basic fee schedule includes custodial care during regular hours.</p> <p>Any custodial coverage beyond regular hours will be billed at the overtime cost of the assigned custodian.</p> <p>All nonprofit community groups and groups or organizations who are not sponsoring or running school district student activities or student-related activities, who request and receive approval to use any district athletic fields, auditorium, gymnasium, classroom, the L.G.I. or cafeteria, must provide the district with a \$100 clean-up deposit. If it is necessary for district personnel to remove equipment, personal belongings or trash after any activity, event or use, this deposit will be forfeited. If no violations occur, the deposit will be returned at the end of each season or use.</p>
<p>SC 511</p>	<p><u>Refusal Or Revocation Of Use Of District Facilities</u></p> <p>The Board reserves the right to refuse the request of any applicant to use the facility or fields or to revoke any approvals given, either temporarily or finally, and/or cancel any event or proposed event or use which was approved, as it sees fit or deems necessary.</p> <p>If an event is canceled or terminated and a fee is paid, the entire fee collected by the district will be refunded. Under no circumstance can the district be held liable to any organization or third parties for any cost or damage related to or involving the cancellation of any event or use or the termination of any privileges or right to use the facility.</p> <p>The Board reserves the right to deviate from this policy as it sees fit or deems necessary to react to or equitably resolve problems or concerns that arise.</p> <p>The Board reserves the right to take any action it deems necessary to protect the health, safety and welfare of students, the community and the school district.</p>

Evacuation Of Field

If there is any thunder or lightning, the field and any school property must be completely evacuated. Individuals may return to the event after thirty (30) minutes of no signs of thunder and/or lightning.

All sections of this policy are intended to comply with the school laws of the Commonwealth of Pennsylvania.

The Superintendent or designee shall develop procedures governing the use of school facilities, including all Athletic Fields, and shall promulgate directives and regulations for such use which shall include:

1. An application for facilities usage can be obtained from the Business Office.
2. Class II, III and IV users shall present evidence of the purchase of organizational Liability Insurance to the limit prescribed by district rules, and said coverage must be approved by the Superintendent or designee.
3. Any school equipment that is to be used in conjunction with requested facilities shall be identified at the time the request for use of facilities is made. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
4. The Board shall be held harmless by the user for any liability that arises from the use of school facilities by any nonschool-related organization, individual or activity.
5. Users shall be financially liable for damage to the facilities and for proper chaperonage/security.
6. A facilities usage calendar is prepared by the Business Office.
7. All school activities should terminate by 10:00 p.m.
8. Whenever kitchen facilities are used, a Food Service Cafeteria employee must be on duty. Any group wishing to use the Food Service facilities must coordinate between the district's Food Services Department and Business Office to obtain contracted services. Only Food Service employees shall operate kitchen equipment.
9. Fees will be payable in advance of usage.

	<p><u>General Conditions Governing Certificates Of Insurance And Fees</u></p> <ol style="list-style-type: none"><li>1. Class I – No fees are required for groups using the facility Monday through Friday. Custodial fees will be applied for school related groups such as PTOs and booster organizations for Saturday, Sunday and Holiday use. See Attachment 1.</li><li>2. Class II – A Certificate of Insurance is required. There will be no rental fees charged. Custodial and utility fees will apply if usage occurs outside normal operational times. See Attachment 1.</li><li>3. Class IIB, III and IIIB – A Certificate of Insurance is required. Rental, utility and custodial fees will apply if usage occurs outside normal operational times. See Attachment 1.</li><li>4. Class IV – A Certificate of Insurance is required. Rental, utility and custodial fees apply. See Attachment 1.</li></ol> <p>The Board shall annually review and adjust the schedule of fees for the use of school facilities.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 511, 775, 779</p> <p>State Board of Education Regulations – 22 PA Code Sec. 403.1</p> <p>Department of Revenue Regulations – 61 PA Code Sec. 901.1, 901.701</p> <p>Local Option Small Games of Chance Act – 10 P.S. Sec. 311 et seq.</p> <p>School Tobacco Control – 35 P.S. Sec. 1223.5</p> <p>Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.</p> <p>Boy Scouts of America Equal Access Act – 20 U.S.C. Sec. 7905</p>
--	--