



ADMINISTRATIVE REGULATION

APPROVED: 4-13-2023

REVISED:

707-AR-0. USE OF SCHOOL FACILITIES

The district recognizes that the school buildings and grounds serve as the center of the community and are a valuable public resource. The district is committed to making district buildings, facilities and property available to the community as much as possible under established and appropriate conditions when such use does not conflict with school activities and functions.

The Superintendent or Designee will be responsible to receive and approve requests from recognized groups for use of school facilities for educational, recreational, civic and other approved purposes, in accordance with Board policy and administrative regulations.

Use of school facilities will be allocated according to the following priorities, with efforts made to adjust schedules for mutual convenience and maximum usage:

1. School functions and activities under the direction of district staff.
2. Meetings and programs sponsored by the Board, PTA/PTO, recreation organizations, local governmental agencies, and local nonprofit agencies, such as recognized youth groups, scouts, athletic organizations, 4H groups, etc.
3. Other nonprofit community groups composed of local residents.
4. The request must be made within 10 calendar days of event.
- { } 5. For-profit community groups and organizations.

School facilities will not be used for private social functions.

The district reserves the right to reject any request for use of school facilities that does not comply with established Board policy and district administrative regulations.

CLASSIFICATIONS OF GROUPS USING SCHOOL FACILITIES

District Related Groups and Community Related Groups will not be charged a fee for practices but, if usage is on a non-workday, then a fee will be assessed. When use of a facility is by a group that charges admission then a rental fee and supplemental fee will be assessed. All groups must first meet the criteria in section 3 as otherwise in the body of Policy 707.

Group A DISTRICTRELATED GROUPS INCLUDING BUT NOT LIMITED TO:

1. School Board
2. District Administration
3. School Sponsored Groups (e.g., school clubs, Powder Puff Football, etc.)
4. School Related Parents Organizations including but not limited to:
 - a. Band Parent
 - b. Athletic Boosters Organizations
5. Interschool Related Organizations including but not limited to:
 - a. PSEA, PSBA, SEIU
 - b. Westmoreland County Coaches Association
 - c. County Chorus
 - d. County Band
 - e. Administrators Association
 - f. Westmoreland Intermediate Unit, #7, etc.
 - g. WPIAL
 - h. PIAA

Group B COMMUNITY RELATED GROUPS WHOSE MEMBERSHIP SHALL RESIDE WITHIN THE SOUTHMORELAND SCHOOL DISTRICT

1. Southmoreland Area Midget Football Association
2. Scouting Organizations
3. Junior Olympics Wrestling
4. Community Associations/Service Organizations including, but not limited to:
 - a. Fire Company
 - b. YMCA
 - c. Employee Recreation Groups
 - d. Service Clubs
5. Recreation Boards
6. Municipal Agencies
7. Churches
8. Church Social Groups
9. Scottdale Soccer Club
10. Private Schools or Non-Public Schools

Group C OTHER GROUPS

1. Private Enterprises but only for charitable or not-for-profit activities.
2. Groups not listed on this page, but located within the boundaries of Southmoreland School District.

Application/Approval Procedure

1. The Application for Use of School Facilities will be available on the district website.
2. Applicants who represent an organization or group requesting the use of school facilities must complete and submit to the Superintendent or designee a completed and signed Application for Use of School Facilities form. In addition, the requester must provide an insurance certificate naming the school district as additional insured, with a minimum coverage of \$1,000,000 bodily injury and damage combined.
3. Completed application, insurance certificate and a deposit for rental fee must be submitted at least ten (10) days before requested date of use, and earlier when possible.
4. Applicant will be notified of the established rental fee and all related fees.
5. The Superintendent or designee will review the application to ensure it meets the standards of Board policy and administrative regulations and will either grant authorization for use, give authorization with stipulations or deny authorization.
6. A designated employee will check the district's master calendar for availability.
7. The decision to require custodians, supervisors, security or police supervision and/or parking attendants will be made by the Superintendent or designee.
8. If the request is approved, the employee will place the usage on the master calendar.
9. The designated employee will notify the applicant of the approval of the request, along with any required stipulations.
10. Applicant will pay assigned rental and service fees at the Business Office within at least forty-eight (48) hours of the approval of the activity or event.
11. Additional charges incurred will be billed within five (5) calendar days of the event.
12. Copies of the approved application will be distributed to the Business Office, building principal, building custodian and other employees affected by the event, such as the Food Service Director, Stage Director, and employees responsible for supervision. The Business Office will retain a copy on file.
13. A copy of the approved application, along with a copy of related Board policy and administrative regulations and rules will be sent to the applicant.

Organizations and groups requesting use of district facilities on an ongoing basis from year to year must reapply annually.

The district reserves the right to revoke any use of facilities agreement for violation of Board policy or the terms under which permission was granted to use school facilities.

Fees

Fees for facility use will be charged in accordance with the established fee schedule approved by the Board.

Approved users will pay the salaries and benefits of district personnel beyond their normal work schedule when their presence is required during the rental period, such as custodians, cafeteria employees, security, school police, school security, local police, stage crew, etc.