

CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: 5/12/2014

REVISED:

707. USE OF SCHOOL FACILITIES	
1. Purpose	The Capital Area School for the Arts Charter School Board recognizes that although the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment, the Board may make school facilities available to individuals and community groups without discrimination and in accordance with this policy, provided the use does not interfere with the educational program of the schools.
2. Authority	The Board directs that use of school facilities may be granted to individuals and community groups in accordance with this policy and school procedures.
SC 775	The Board shall establish a schedule of fees for the use of school facilities by approved groups
3. Delegation of Responsibility	The Superintendent or designee shall implement procedures for requesting and granting permission for use of school facilities and shall distribute the policy and procedures to individuals affected by them. An application for use of school facilities may be disapproved because of non-compliance with established policy and procedures by the Board.
4. Guidelines	<u>Application Process</u> An individual or community group requesting permission to use school buildings, facilities or school property must submit a written request on the prescribed application form forty-five (45) days in advance of the proposed date to the Principal. The application must be signed by a responsible officer and must specify the portion of the school facilities requested for use; proposed activities; number of individuals participating; and the date, time and duration of the proposed event. Along with the completed application, the individual or group must submit the following:

1. Payment of the specified rental fee.
2. Evidence of organizational liability to limits required by school guidelines.
3. Documentation evidencing the school shall be held harmless by the user for any liability that arises from use of school facilities by the individual or group.

Application Evaluation

No application to use school facilities shall be approved if the proposed activity would result in any of the following:

1. Conflict with any school-sponsored activity.
2. Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar, or Board action.
3. Access to school facilities containing equipment or furnishings which would be detrimental to the operation of a school program if damaged or operated by an unqualified operator.
4. The proposed use would prevent or encumber school personnel from preparing school facilities for their primary purpose, because of the nature or duration of the activity.

Liability Insurance

In order to assure that adequate insurance coverage is available to patrons on school property it shall be the policy of the Board to require all organizations or groups to present evidence of insurance.

All organizations or groups wishing to utilize school facilities are required to provide a certificate of insurance. The policy must provide the organization or group with not less than \$50,000.00 per individual/\$100,000.00 aggregate liability and \$25,000.00 for property damage. In the event that the proposed usage involves athletic instruction or competition or any other inherently dangerous activity, the administration may request additional coverage with limits up to \$250,000.00 per individual/\$500,000.00 aggregate liability and \$100,000.00 for property damage.

The certificate of insurance must be presented to the school before any activity may take place.

SC 511	<p><u>Limitations</u></p> <p>When individuals and community groups receive written permission to use school facilities under this policy, such use shall be conditioned upon strict compliance with the following:</p> <ol style="list-style-type: none">1. Individuals shall not use, access or enter upon any portions of the school facilities or their contents not specified in the approved written request form.2. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.3. School buildings not equipped with emergency lighting shall not be used after 7:00 p.m. for public assemblies or gatherings of any kind.4. When advertising or promoting activities held at school facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the school.5. Scenery or other equipment may not be attached to walls or stage floor by means of screws, nails, etc. Such scenery, etc., must comply with fire laws of the state. Scenery, decorations, etc., used must be removed from premises within twenty-four (24) hours of conclusion of the event.6. No food, confections or refreshments shall be sold in connection with the event, except by special permission of the Board.7. School equipment used in conjunction with requested facilities shall be identified when the application is submitted. Users of school equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator, provided by the school. The Board reserves the right to make additional charges for the use of school equipment not normally included in the rental of school facilities. <p><u>Prohibited Activities</u></p> <p>The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities:</p> <ol style="list-style-type: none">1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.2. Possession of weapons.3. Conduct that would alter, damage or be injurious to any school property,
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<p>10 P.S.311 et seq</p> <p>20 U.S.C. Sec 7181 et seq 35 P.S. 1223.5</p>	<p>equipment or furnishings.</p> <ol style="list-style-type: none"> 4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations. 5. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Board or administration. 6. Use of tobacco product <p><u>Supervision Of Community Use</u></p> <p>Upon arrival of application for use of a building the Principal shall be notified. The maintenance staff shall assign a school custodian to be present at least a half hour before doors are to be opened and remain throughout the event, and close the building after all persons have gone. S/He shall have charge of heating, lighting and ventilation of building as well as assist in preserving order and protecting school property.</p> <p>In addition to the above, the Principal may select other person or persons to be present at the event for protection of school property.</p> <p>Each user group shall provide for internal supervision appropriate to the age level and type of activity.</p> <p>Uniformed police officers, at the expense of parties renting the building, may be requested to be on duty during an entire event. In addition, parties using the building shall be responsible for providing ushers, ticket takers, etc.</p> <p><u>Violations</u></p> <p>The school reserves the right to remove from school premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.</p> <p>In the event an individual or community group violates this policy or the terms under which permission was granted to use school facilities, that individual or community group forfeits the right to submit future written requests to use school property, unless otherwise decided by the Board.</p> <p><u>Fee Schedule</u></p> <p>See the accompanying rental fee schedule</p>
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<p>School Code 511, 775</p> <p>PA Code Title 22 Sec. 403.1</p> <p>10 P.S. 311 et seq</p> <p>35 P.S. 1223.5</p> <p>20 U.S.C. Sec. 7181 et seq</p> <p>20 U.S.C. Sec. 7905</p>	
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