



Book	BHASD Policies
Section	700 Property
Title	Use of School Facilities
Number	707
Status	Active
Adopted	June 2, 2004
Last Revised	December 5, 2016
Last Reviewed	December 5, 2016

Purpose

It is the policy of the Brandywine Heights Area School District to permit facilities of this district to be made available for community purposes, provided that such use does not interfere with the educational or co-curricular programs of the schools.[\[1\]](#)

Authority

The right to authorize the use of school facilities shall be retained by the School Board through the Superintendent or designee. Facility use will be permitted only when the requested facilities are free from school sponsored activities. Authorization for use of school facilities shall not be considered an endorsement of an activity, person or entity, or the purpose(s) of such person or entity.

This policy governs the use of all District property including, but not limited to, classrooms, auditoriums, gymnasiums, cafeterias and recreational facilities. This policy is designed to comply with local, state and federal law.

Delegation of Responsibility

The administration shall establish administrative regulations for the use of school facilities. A schedule of fees will be included in the administrative regulations and will be reviewed/revised as deemed appropriate by the administration. The fee schedule will take into consideration the purpose of the event and include fees sufficient to cover operational expenses, including any required custodial services and use of any additional district personnel.

Guidelines

Unacceptable Uses and Activities

The use of school facilities is limited to groups organized for lawful purposes. Facility use should adhere to the following guidelines:

1. The use of school facilities shall not interfere or conflict with the regular school program either during the school day, evenings, or weekends.
2. The use of school facilities is limited to groups organized for lawful purposes. Facilities shall not be used for any of the following purposes:
 - Family affairs such as reunions, or wedding receptions.
 - Purposes which in any way conflict with the aims and objectives of the school district.
 - Pyrotechnics and smoke/fog generators are strictly prohibited indoors. Outdoor use is permitted if properly licensed and approved by administration in consultation with the insurance company.
 - Any other activity in violation of the state or local fire safety laws and ordinances is not permitted on school property or in school buildings.
3. The use of tobacco products, alcoholic beverages, or profane language is not permitted on school property or in school buildings.
4. No food, drinks, or refreshments of any kind may be taken into gymnasiums, auditoriums, computer labs or classrooms.

Definition of User Groups for Determination of Fees

When school buildings are used for purposes other than for school use, additional expenses, including heating/air conditioning, lighting and other operating expenses (wear and tear) are incurred by the public school system. Therefore, facility use fees are assessed by the Brandywine Heights Area School District to recover these costs. The following definitions of User Groups have been defined to determine

the fee structure:

School Affiliated Groups and Organizations

These are groups directly affiliated with the school district whose primary purpose is to support the curricular and co-curricular programs of the school district. An example of these groups include, but are not limited to, the PTC (parent-teacher club), the Brandywine Heights Sports Boosters, the Brandywine Heights Music Boosters and the Brandywine Heights Community Task Force.

Fees: School Affiliated Groups and Organizations may use school district facilities provided their use does not conflict with any school district program. They shall only pay the district rate for custodial and other personnel services as may be necessary for their use of the facility. There shall be no charge for custodial services if the event is scheduled during normal custodian hours.

School Related Youth Groups

These groups are organizations providing services to the youth of the school district. Examples of such groups are the Boy Scouts, Girls Scouts, and community youth sports teams.

Fees: School Related Youth Groups may use school district facilities provided their use does not conflict with any school district program. They shall pay a nominal hourly facility use fee (see Facility Use Fee Schedule) and the district rate for custodial and other personnel services as may be necessary for their use of the facility. There shall be no charge for custodial services if the event is scheduled during normal custodian hours.

Community Groups within the School District

These organizations shall include not for profit service and community groups located within the boundaries of the school district.

Fees: Community Groups within the School District may use school district facilities provided their use does not conflict with any school district program. They shall pay the district rate for custodial and other personnel services as may be necessary for their use of the facility. There shall be no charge for custodial services if the event is scheduled during normal custodian hours.

In addition, a facility use fee will be charged. The fee varies depending on whether or not there is an admission fee for public attending the organization's event:

- For events with no admission, they shall pay a nominal hourly facility use fee (see Facility Use Fee Schedule)
- For events at which an admission is charged, they shall pay the hourly facility use fee designed to cover the district's cost for the facility use (see Facility Use Fee Schedule).

Other Organizations

These organizations shall include groups not defined by any of the above categories. Request and use of facilities will be considered only if the purpose of the event adheres to the goals and objectives of the school district.

Fees: Organizations may use school district facilities provided their use does not conflict with any school district program. They shall pay the hourly facility use fee designed to cover the district's cost for the facility use (see Facility Use Fee Schedule), and the district rate for custodial and other personnel services as may be necessary for their use of the facility.

Application and Contract

Any organization desiring to use school facilities must complete an Application for Use of School Facilities. The application is available on the district website, school building offices and at the athletic office (in the high school). Completed applications are to be submitted to the Director of Athletics and Facilities.

Once the application is approved, the Director of Athletics and Facilities will return a copy of the approved application to the requestor. The approved application represents a non-transferable Contract for Use of Facilities.

The Superintendent, or designee, reserves the right to refuse any applicant or to revoke an approved application for good cause.

Legal

1. 24 P.S. 775



Book	BHASD Policies
Section	700 Property
Title	Administrative Regulations - Use of School Facilities & Fee Schedule
Number	707 AR
Status	Active
Adopted	June 28, 2004
Last Revised	December 5, 2011
Last Reviewed	December 5, 2016

Administrative Regulations - Use of School Facilities

The School District through Policy 707 permits facilities of the district to be made available for community purposes, provided that such use does not interfere with the educational or co-curricular programs of the schools.

Recognizing the school as a community agency, the Board allows the use of school facilities for community purposes subject to the following rules and regulations.

Procedures

1. Any organization desiring to use school facilities must complete an Application for Use of School Facilities. The application is available on the district website (<http://www.bhasd.org>), school building offices and at the athletic office (in the high school). Carefully complete the application as access will be limited to the times, rooms and items specified on the application form. Completed forms should be returned to the Director of Athletics and Facilities at least three (3) weeks prior to the planned event.
2. Insurance Coverage – The organization seeking facility use shall provide a certification of insurance, with minimum limits of \$500,000 for bodily injury liability and \$500,000 for property damage liability each occurrence to be received by the District for review prior to the date of the activity. All Certificates of Insurance must include the Brandywine Heights Area School District as additional named insured. Insurance companies must be licensed by the Commonwealth of Pennsylvania. The cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the organization seeking facility use.
3. The requesting organization is expected to read the Administrative Regulation for Use of School Facilities to be aware of the district's rules and regulations. Prior to the use of a school building, a representative of the group should meet with the appropriate principal to tour the facility and to review appropriate regulations and procedures.
4. The responsible officials & the applicant are to be a minimum 21 years of age.
5. Use of facilities is determined on a first come, first served basis. Outside programs that run year to year will get first preference over other requests. School programs have preference over all outside programs.

The district reserves the right to cancel any outside program at any time due to school activities.

6. The Superintendent, or designee, reserves the right to refuse any applicant or to revoke an approved application for good cause.
7. The Superintendent, or designee, may grant the use of school facilities in accordance with Policy 707 without further Board approval.
8. Authorization for use of school facilities shall not be considered an endorsement of an activity, person or entity, or the purpose(s) of such person or entity. If organization seeking facility use plans to advertise the event and the event is not a school function, do not imply school sponsorship in the advertisement.
9. Once the application is approved, the Director of Athletics and Facilities will return a copy of the approved application to the requestor. The approved application represents a non-transferable Contract for Use of Facilities. The organization reserving the school may not sublet or transfer its rights and privileges to any other individual, group or organization.
10. Every organization or group having been granted the use of the school shall pay fees when invoiced within 30-days. Further use may be denied for groups with outstanding invoices past 30-days.
11. Evening activities shall end their activities at 10:00 p.m., except by special written permission from the Superintendent.
12. The District reserves the right to cancel an approved application for use of school facilities when such action is deemed necessary for the best interests of the public schools. This may include weekend or evening events when snow removal would require additional personnel time for district staff.
13. On days when school has been canceled because of emergency conditions or inclement weather, the school buildings will not be available. All scheduled use will automatically be canceled unless specifically approved by the Superintendent.
14. Should it become necessary for the requesting group to cancel an approved event, the District must be notified at least 48 hours in advance of the scheduled event. If the group fails to notify the District in a timely manner, they may be billed for set-up and other costs incurred by the District.
15. All questions concerning building use and particulars should be directed to the Director of Athletics and Facilities.

Unacceptable Uses and Activities

The use of school facilities is limited to groups organized for lawful purposes. Facilities shall not be used for any of the following purposes:

1. The use of school facilities shall not interfere or conflict with the regular school program either during the school day, evenings, or weekends.
2. The use of school facilities is limited to groups organized for lawful purposes. Facilities shall not be used for any of the following purposes:
 - Family affairs such as reunions, or wedding receptions.
 - Purposes which in any way conflict with the aims and objectives of the school district.
 - Pyrotechnics and smoke/fog generators are strictly prohibited indoors. Outdoor use is permitted if properly licensed and approved by administration in consultation with the insurance company.
 - Any other activity in violation of the state or local fire safety laws and ordinances is not permitted on school property or in school buildings.
3. The use of tobacco products, alcoholic beverages, or profane language is not permitted on school

property or in school buildings.

4. No food, drinks, or refreshments of any kind may be taken into gymnasiums, auditoriums, computer labs or classrooms.

General Rules and Regulations

1. No individual, group or organization may use a district building unless a school employee is present in the building unless the requirement is waived by the Director of Athletics and Facilities or Superintendent. If custodians or other district personnel are required and the event falls outside the employee's normal work day, the individual, group or organization will be invoiced at the district rates for the additional time. With prior approval from the Superintendent, a district employed professional staff member may volunteer to assume responsibility for a group. No compensation should be paid to any professional for his/her services in this capacity. This regulation may be waived by the Superintendent when outside facilities, such as the athletic fields or parking lots, are requested.
2. The custodian on duty shall be responsible for the supervision of the building and equipment, safety precautions in the building, cleaning of the building after its use, and for any services required by the facility user in accordance with the approved Use of School Facilities application. Custodians have no responsibility to groups, as they have regular duties to be completed.
3. The school employee on duty may call the police or take such action as may be necessary to protect school property, but the taking of such action shall not in any way relieve the applicant of his/her responsibilities.
4. The school official or employee on duty is in full charge of the building at all times, and therefore may not be denied entrance to the rented facility.
5. Each organization shall be responsible for the conduct of persons attending its activities and, in the event of damage to school property or equipment, the sponsoring organization shall be liable for payment.
6. Persons coming to school to attend the renting organization's event shall be restricted to that area of the building in which the rented facility is located.
7. When minors are using a facility, they are required to have adult supervision on a 1 to 15 ratio basis.
8. Decorations, if used, shall be fireproof and subject to the approval of school officials. No decorations shall be fastened to any walls or ceilings except by approval of the school principal of a particular building. Decorations must be removed immediately at the conclusion of the event. The school district will not be responsible for any material left behind - **IT WILL NOT BE SAVED AND THE ORGANIZATION MAY BE CHARGED FOR ITS REMOVAL.**
9. The building user must satisfy the office of the Director of Athletics and Facilities that the person designated by the building user to operate the lighting, curtains, drops, scenery, etc. is qualified to do so. In the absence of such a person, school district personnel shall be engaged to operate the stage and the organization will be invoiced for the cost.
10. The district does not loan school materials and equipment to individuals or groups.
11. When items are sold or admission is charged, the applicant is responsible for payment of any taxes required by law.
12. Vehicles are strictly prohibited from parking in unauthorized places. There shall be no double parking. All fire lanes shall be accessible at all schools.
13. The failure of an organization or group to follow administrative regulations established by the District relating to use of school facilities may lead to the suspension of that organization's facility usage

privileges.

Equipment Use

1. No equipment shall be removed from the school premises which the sponsoring group did not bring into the school.
2. All apparatus, equipment (including food service equipment and other specialized school-owned equipment), and devices owned by the school shall be operated by persons designated by the school authorities unless waived by the Director of Athletics and Facilities, or school official in charge. The sponsoring organization will be responsible for paying for these services as indicated in the fee schedule.
3. Heavy equipment, including pianos, are not to be moved except as specified in the approved application. When it is required that such equipment be moved, an amount to cover this cost shall be added to the rental agreement.
4. There shall be no installation of equipment or alterations to existing facilities by the user without specific approval of the school official in charge.

Procedures for Use of Kitchen Facilities

1. School district food service personnel must be present the entire time kitchen equipment or supplies are in use in order to assure proper and safe use of equipment and supervision of kitchen workers.
2. Kitchen and cafeteria are to be left in the same condition as found; specifically, dishes and utensils must be cleaned and replaced in specific locations; floors are to be cleared of any fallen, broken, or spilled objects and materials; counters and equipment are to be thoroughly washed and cleaned; garbage and refuse must be properly treated and removed immediately.
3. Only such equipment as is necessary shall be used, utensils are not to be taken home with "left-over" food stuffs.
4. Cost of repairing or replacing damaged or missing equipment is the responsibility of the organization.
5. All condiments, linens and other supplies must be supplied by the using organization.

Definition of User Groups for Determination of Fees

When school buildings are used for purpose other than for school use, additional expenses, including heating/air conditioning, lighting and other operating expenses (wear and tear) are incurred by the public school system. Therefore, facility use fees are assessed by the Brandywine Heights Area School District to recover these costs (see Facility Use Fee Schedule). In addition to facility use fees, groups will be invoiced for the cost of additional custodial (including set-up and clean up) and for the cost of services performed by school district employees specific to the event (i.e. food service workers and IT technicians).

The School Board has defined the following User Groups.

School Affiliated Groups and Organizations - directly affiliated with the school district whose primary purpose is to support the curricular and co-curricular programs of the school district, including: PTC (parent-teacher club), the Brandywine Heights Sports Boosters, the Brandywine Heights Music Boosters, and the Brandywine Minstrels.

Fees: no facility use fee, only district rate for custodial and other personnel services as may be necessary for their use of the facility. There shall be no charge for custodial services if the event is scheduled during normal custodian hours.

School Related Youth Groups - organizations providing services to the youth of the school district, including Boy Scouts, Girls Scouts, Bullet Mat Club, Junior Legion Baseball, TOPS, Youth Baseball, Youth Basketball, Youth Volleyball, Youth Cheerleading, Youth Soccer and Youth Softball.

Fees: nominal hourly facility use fee (see Facility Use Fee Schedule) and the district rate for custodial and other personnel services as may be necessary for their use of the facility. There shall be no charge for custodial services if the event is scheduled during normal custodian hours.

Community Groups within the School District - includes not for profit service and community groups located within the boundaries of the school district.

Fees: district rate for custodial and other personnel services as may be necessary for their use of the facility. There shall be no charge for custodial services if the event is scheduled during normal custodian hours. In addition, a facility use fee will be charged. The fee varies depending on whether or not there is an admission fee for public attending the organization's event (see Facility Use Fee Schedule).

Other Organizations - groups not defined by any of the above categories.

Fees: hourly facility use fee designed to cover the district's cost for the facility use (see Facility Use Fee Schedule), and the district rate for custodial and other personnel services as may be necessary for their use of the facility.

 [707-Fee Schedule.pdf \(373 KB\)](#)

Last Modified by Katharine Ege on January 20, 2017

**BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT
FACILITY USE FEE SCHEDULE**

	School Affiliated Groups/ Organizations	School Related Youth Groups	Community Groups within District		Other Groups
			Events with no Admission	Events with Admission	
High School					
Auditorium*	No Fee	\$5/hour	\$20/hour*	\$40/hour*	\$75/hour*
Gymnasium	No Fee	\$5/hour	\$20/hour	\$40/hour	\$75/hour
Cafeteria	No Fee	\$5/hour	\$10/hour	\$20/hour	\$40/hour
Kitchen	No Fee	\$5/hour	\$12/hour	\$25/hour	\$50/hour
Library	No Fee	\$5/hour	\$10/hour	\$20/hour	\$40/hour
Computer Lab	No Fee	\$5/hour	\$10/hour	\$20/hour	\$40/hour
Classroom/Meeting Room	No Fee	\$5/hour	\$10/hour	\$20/hour	\$35/hour
Outdoor Athletic Facilities	No Fee	\$5/hour	\$10/hour	\$20/hour	\$40/hour
Intermediate/Middle					
Auditorium*	No Fee	\$5/hour	\$20/hour*	\$35/hour*	\$70/hour*
Gymnasium	No Fee	\$5/hour	\$20/hour	\$35/hour	\$70/hour
Cafeteria	No Fee	\$5/hour	\$10/hour	\$20/hour	\$40/hour
Kitchen	No Fee	\$5/hour	\$12/hour	\$25/hour	\$50/hour
Large Group Instruction Rm	No Fee	\$5/hour	\$10/hour	\$20/hour	\$40/hour
Library	No Fee	\$5/hour	\$10/hour	\$20/hour	\$40/hour
Computer Lab	No Fee	\$5/hour	\$10/hour	\$20/hour	\$40/hour
Classroom/Meeting Room	No Fee	\$5/hour	\$10/hour	\$20/hour	\$35/hour
Outdoor Athletic Facilities	No Fee	\$5/hour	\$10/hour	\$20/hour	\$40/hour
Soccer Field <i>with</i> Lights	No Fee	\$10/hour	\$20/hour	\$40/hour	\$80/hour
Playground	No Fee	\$5/hour	\$5/hour	\$10/hour	\$35/hour
Elementary					
All-purpose Room	No Fee	\$5/hour	\$10/hour	\$20/hour	\$40/hour
Kitchen	No Fee	\$5/hour	\$10/hour	\$20/hour	\$40/hour
Library	No Fee	\$5/hour	\$10/hour	\$20/hour	\$35/hour
Computer Lab	No Fee	\$5/hour	\$10/hour	\$20/hour	\$40/hour
Classroom/Meeting Room	No Fee	\$5/hour	\$10/hour	\$20/hour	\$35/hour
Playground	No Fee	\$5/hour	\$5/hour	\$10/hour	\$35/hour

*Auditorium Use Fees for Community Groups within School District and Other Groups will be at one-half (1/2) the above rates for rehearsal.

In addition to facility use fees, groups using school facilities are invoiced for district personnel necessary for their use of the facility.