



Book	BHASD Policies
Section	700 Property
Title	Use of School Facilities
Code	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