



**NORTH ALLEGHENY
SCHOOL DISTRICT**

SECTION:	PROPERTY
TITLE:	USE OF SCHOOL FACILITIES
ADOPTED:	6/22/16
REVISED:	

707 - USE OF SCHOOL FACILITIES

Section 1. Purpose

The 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 for community purposes without discrimination and in accordance with this policy, provided the use does not interfere with the educational or extracurricular programming of the schools.

Care, use, and maintenance of School District buildings shall be regarded as items of prime importance, and their use by activities connected with the school program shall be given primary consideration at all times.

Section 2. Authority

- a. Premises of the North Allegheny School District shall be open to use by organized groups only upon approval and issuance of a permit by the building principal, Director of Facilities, and/or the Athletic Director.
- b. The North Allegheny School District shall establish a Fee Schedule for building rental for the various facilities that are available in the District. The rates shall be reviewed, adjusted, and approved on a yearly basis.
- c. The North Allegheny School District may approve a request for a Fee Waiver by a group that is in compliance with the requirements for Fee Waivers. All Fee Waivers shall be subject to review and re-approval by the School Board every five years.
- d. At all times, when school facilities are being used by community groups, there shall be present a qualified member of the custodial staff whose duties shall include responsibility for the District's interests during the occasion.

Section 3. Delegation of Responsibility

- a. It shall be the responsibility of the Facilities Department to collect all monies from the sale and rental of school properties and to forward such monies to

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SC 775

the Business Office for deposit.

- b. It shall be the responsibility of the Facilities Department to calculate the rental fee and invoice the rental charge for use of school properties as approved by the Board.

Section 4. Guidelines

The North Allegheny School District shall make the District’s facilities available to the residents of the District and other individuals or groups in accordance with Administrative Procedures.

- a. Organizations shall be considered as eligible for use of school facilities in accordance with related policies and procedures pertaining thereto. The procedure shall require the filing of a request with the Building Principal and/or the Athletic Director.
- b. School activities will have precedent over outside activities.
- c. Liability Insurance

The Director of Facilities or designee shall, upon receiving a request for the utilization of school facilities, inform those parties or organizations of the following items:

- 1. All organizations must provide liability insurance as follows:

- A policy with a single limit of \$1,000,000 for each personal injury and property damage, each occurrence.
- The School District must be named as additional insured under the terms of the policy.
- The policy must be written in such a manner that it is “Primary” regardless of any other liability insurance that the school may carry.

- d. Prohibited Activities – the following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities:

- 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 District property equipment or furnishings.

SC 511

10 P.S.
Sec. 311 et seq.
Title 61
Sec. 901.701

35 P.S.
 Sec. 1223.5
 20 U.S.C.
 Sec. 7182, 7183

SC 511

4. Conduct that would constitute a violation of 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 products of any kind.
- e. Cancellation of Events
1. Cancellation of events must be submitted in writing no later than five (5) days before a scheduled event. In the circumstances where events are not cancelled in writing within the time frame, any charges incurred by the District will be billed to, and be payable by, the named organization.

f. Violations

The School District reserves the right to remove from School District premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.

References:

School Code – 24 P.S. Sec. 511, 775
 Department of Revenue Regulations – 61 PA Code Sec. 901.1, 901.701
 Local Option Small Games of Chance Act – 10 P.S. Sec. 311 et seq.
 School Tobacco Control – 35 P.S. Sec. 1223.5
 Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.
 Boy Scouts of America Equal Access Act – 20 U.S.C. Sec. 7905
 Board Policy – 000

Replaces Policies:

4410
 4411
 4412
 4412.1
 4413
 4414
 4415
 4416
 4417
 7100
 7533
 8350