

READING SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: April 27, 2005

REVISED: November 25, 2008
October 28, 2009
October 30, 2013

	707. USE OF SCHOOL FACILITIES
1. Purpose	<p>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 to individuals and community groups in accordance with this policy, provided the use does not interfere with the educational program of the schools.</p> <p>The Board believes that the public shall have the opportunity to use its school facilities beyond legal requirements by responsible groups or individuals.</p>
2. Authority	<p>It shall be the policy of the Board to permit the use of school facilities by responsible groups located within the school district.</p> <p>School organizations such as clubs and athletic teams shall be permitted to use the district's school facilities free of rental or charge. All of the various functions must have prior approval of the Superintendent or his/her designee. All other organizations must have prior approval of the Board for use of district facilities.</p> <p>In weighing competing interests for the use of facilities, the Board will give priority in the following order:</p> <ol style="list-style-type: none"> 1. Uses and groups directly related to the schools and the operations of the schools including student and teacher groups. Class A 2. Uses and organizations indirectly to the schools including Parent Organizations, city area athletic organizations, R.A.C.C., Reading-Muhlenberg Career and Technology Center, the Reading Recreation Commission and other School Districts. (Limited to hours when custodians are on duty except for School Board exceptions.) Class B 3. Community organizations formed for charitable, civic, social or educational purposes. Class C 4. All other departments or agencies of the municipal government. Class D

<p>SC 511 10 P.S. Sec. 311 et seq 35 P.S. Sec. 1223.5</p> <p>3. Delegation of Responsibility SC 775</p>	<ol style="list-style-type: none"> 5. Community church groups. Class E 6. Community political groups. Class F 7. Other governmental agencies and private citizens for private affairs. Nonprofit. Class G 8. Private profit making organizations and the City of Reading. Class H <p>The use of school facilities shall not be granted for any purpose which is prohibited by law.</p> <p>The facilities and grounds office shall establish and maintain a schedule of fees for the use of school facilities by approved groups, a copy of which is attached to this policy. The rate schedule will be reviewed by the board of directors annually.</p> <p>The Superintendent shall develop procedures for the granting of permission to use school facilities and shall promulgate rules and regulations for such use which shall include:</p> <ol style="list-style-type: none"> 1. Each user (Classes C, E, F, G, and H) shall present evidence of the purchase of organizational liability insurance in the amount of \$1,000,000.00. Such liability insurance shall name the district as additional insured. Each user will provide such policy coverage. This includes rental of swimming pool and fields. 2. All bills for facility and ground usage will be sent out by the business office. Buildings and Grounds will send the information necessary to prepare the billing to the business office after the facility usage has occurred. The business office will then issue the billing and follow-up to collect payment. 3. Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by qualified operator.
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<p>4. Guidelines</p>	<p>The Board shall approve a schedule of fees for the use of school facilities based upon the following factors:</p> <ul style="list-style-type: none"> a. The use of school facilities for activities related to the educational program and district operations shall be without cost to the users. b. All (other) organizations or persons granted the use of schools shall assume the scheduled fee. c. Swimming pool rental payments occur at the time of the rental. d. Rental payments for fields. <p>The cost for other activities for revenue production or community services not identified will be determined by the administration.</p> <p style="text-align: center;">CLASSIFICATION SCHEDULE BUILDINGS AND GROUNDS USAGE RATES</p> <table border="0"> <tr> <td style="vertical-align: top;">Group A</td><td>Student body activities traditionally sanctioned and supported in whole or in part by the Reading Board of School Directors, i.e., Student Council, athletic activities, school clubs (ad hoc or regular), dances, and such use as may be incidentally required by the building principal.</td></tr> <tr> <td style="vertical-align: top;">Group B</td><td>Organizations indirectly related to the schools and through tradition and convention have received the endorsement of the Board, parents' organizations, booster clubs, and municipal recreation activities.</td></tr> <tr> <td style="vertical-align: top;">Group C</td><td>Community organizations formed for charitable, civic, social or educational purposes but not directly related to organized religion.</td></tr> <tr> <td style="vertical-align: top;">Group D</td><td>Departments or agencies of the municipal government.</td></tr> <tr> <td style="vertical-align: top;">Group E</td><td>Community church groups.</td></tr> <tr> <td style="vertical-align: top;">Group F</td><td>Community political groups.</td></tr> <tr> <td style="vertical-align: top;">Group G</td><td>Other government agencies.</td></tr> <tr> <td style="vertical-align: top;">Group H</td><td>Private profit-making organizations and the City of Reading.</td></tr> </table>	Group A	Student body activities traditionally sanctioned and supported in whole or in part by the Reading Board of School Directors, i.e., Student Council, athletic activities, school clubs (ad hoc or regular), dances, and such use as may be incidentally required by the building principal.	Group B	Organizations indirectly related to the schools and through tradition and convention have received the endorsement of the Board, parents' organizations, booster clubs, and municipal recreation activities.	Group C	Community organizations formed for charitable, civic, social or educational purposes but not directly related to organized religion.	Group D	Departments or agencies of the municipal government.	Group E	Community church groups.	Group F	Community political groups.	Group G	Other government agencies.	Group H	Private profit-making organizations and the City of Reading.
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NOTE: Groups C, D, E, F, G, and H must apply a certificate of liability insurance with the application. The application will not be processed without this certificate.

Administrative Regulations

1. No pianos, multimedia equipment, sound systems, or other apparatus shall be brought into the building without special permission.
2. On all occasions, if necessary, holders of permits must provide sufficient attendants to preserve and operate the property of the school district and maintain order therein.
3. The hours for the use of the building and grounds shall be only those specified in the respective permits. No school facility will be utilized to provide overnight lodging for any group.
4. No permits will be valid unless signed and approved by the Director of Facilities after consultation with the building principal or his/her designee.
5. Permits are not transferable.
6. Permits according to the School Laws of Pennsylvania may be granted to officials and individuals for temporary use of school property for schools, playgrounds, social, recreation or other education purposes, primaries and elections.
7. Permission to use school facilities is granted with the understanding that such use will not interfere with the regular activities.
8. No work of any kind preparatory to the use of school facilities may be done during the school session which will in any way interfere with the regular school work.
9. The use of school facilities is subject to the regulations of the contract into which the respective parties enter and agree thereto.
10. Applications should be made eight (8) weeks before the time of the use of the building.

11. The lessee or lessees may have permission to use the respective multimedia equipment at an additional charge of twenty-five dollars (\$25) for each time used. Such use, however, requires an experienced licensed operator to be hired by the school district at the expense of the lessee or lessees.
12. After the application is made, the Director of Facilities may approve or disapprove the application. All applications for the use of gymnasiums must be filed with the Director of Facilities on or before noon Monday of the week preceding the date(s) requested. Applications must state the kind of activity, time desired, and person in authority during period granted. A minimum of ten (10) persons is required per gymnasium period.
13. Gymnasiums will not be opened earlier than 6:30 p.m. and will be closed not later than 9:30 p.m. If team, class or group does not appear fifteen (15) minutes after the time designated on permit, the school building will be closed to that particular group. All activity must cease at 9:30 p.m. promptly. Everybody must be out of the building by 9:45 p.m.
14. Should a team, class, or group not appear as per schedule at a school building, without having notified the Facilities Department twenty-four (24) hours in advance of their inability to appear, the team, class or group will be prohibited from using any school building for a period of one (1) month.
15. Gymnasium apparatus on the list as approved by the Director of Athletics may be used only by regularly organized gymnasium classes under the direction of the designated leader.
16. Sneakers or gymnasium shoes must be worn by everyone using the gymnasium floor. Crepe, leather, or rubber soles as those worn on the street are prohibited.
17. All game equipment (bats, balls, etc.) shall be furnished by teams or organizations using the facility, unless prior arrangements have been made with a designated district representative.
18. No food or drinks may be consumed while on any gymnasium floor.
19. Participants, as well as visitors to games or contests, will treat the school property with respect; otherwise any school official may compel the party or parties to leave the building.
20. Permission granted shall extend only to the use of such portion of the building named. The use of any other part of the building is strictly prohibited. Violators will be treated as trespassers.

SC 511	<p>21. Individuals or organizations to whom facility use permission is granted will be liable for all damages resulting from such use.</p> <p><u>Violations</u></p> <p>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.</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 district property, unless otherwise decided by the Board.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 511, 775, 779</p> <p>State Board of Education Regulations – 22 PA Code Sec. 403.1</p> <p>Department of Revenue Regulations – 61 PA Code Sec. 901.1, 901.701</p> <p>Local Option Small Games of Chance Act – 10 P.S. Sec. 311 et seq.</p> <p>School Tobacco Control – 35 P.S. Sec. 1223.5</p> <p>Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.</p> <p>Boy Scouts of America Equal Access Act – 20 U.S.C. Sec. 7905</p>
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BUILDINGS AND GROUNDS USAGE RATES

	<u>ORGANIZATIONAL CLASSIFICATION</u>			
	<u>A/B</u>	<u>C/E</u>	<u>D/F/G</u>	<u>H</u>
High School Auditorium	N/C	T/O	72	1,436 & Time
Middle School Auditoriums	N/C	T/O	57	1078 & Time
Elementary Auditoriums	N/C	T/O	43	718 & Time
High School Gymnasium	N/C	T/O	72	1,723 & Time
Middle School Gymnasiums	N/C	T/O	57	1,292 & Time
Elementary Gymnasiums	N/C	T/O	43	1,005 & Time
High School Cafeteria	N/C	T/O	72	718 & Time
Middle School Cafeterias	N/C	T/O	57	431 & Time
Elementary Cafeterias	N/C	T/O	43	359 & Time
Standard Classroom – RHS	N/C	T/O	29	72
Standard Classroom – Middle School	N/C	T/O	29	72
Standard Classroom – Elementary	N/C	T/O	29	72
School Grounds	N/C	T/O	29	72
RHS Pool Rentals				
2 hours (20 or less)	N/C	72	72	1,436 & Time
2 hours (over 20)	N/C	72	72	1,436 & Time
(\$1.00 per person in addition to initial rent)				

Code: N/C – No Charge

Time and T/O – time charges for custodian(s) and/or kitchen worker(s) and security personnel.

Sports Field Rentals

The district will charge all groups except groups (A and B) by the following fee rates:

- A. Use of field – daylight hours
 \$29.00 per hour for hours used plus 1 hour
- B. Use of field – under lights
 \$43.00 per hour for hours used plus 1 hour
- C. If the field is used on Saturdays, Sundays, or holidays, the rental group will be charged in addition to the amounts listed in A or B plus all custodian wage and benefits incurred for the Saturday, Sunday or holiday rental. This will include additional hourly costs for field preparation if needed due to unforeseen weather conditions.

All groups (Except A and B) will be subject to the following charges:

1. Custodians and Security Guards will be on duty during the scheduled event in addition to one hour before and after at the current hourly rates for those employees. (See Section C above for Sports Field custodial fees.)

NOTE: All groups except "H" will be exempt from custodial service charge when the event is scheduled during the normal work hours of the custodial force and when the building use does not impose additional cleaning or special requirements on the custodial force. All applications for building use must be reviewed by the district's security department and shall be required to supply security for the event. The only security acceptable to the district is the Reading School District security force at the current hourly rates for those employees.

2. Use of any cafeteria kitchen facilities will require a Board employed kitchen employee to supervise the activity at the current hourly rates for those employees.