

Book	Policy Manual
Section	700 Property
Title	Facilities Usage
Code	707
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Purpose

It is the intent of the Board of Directors (Board) of the Charters Valley School District (district) to optimize district facilities by allowing taxpaying residents of the district (defined as the residents of Bridgeville, Collier, Heidelberg and Scott townships) to receive the greatest return on their investment while simultaneously establishing district facilities as the educational, recreational and cultural hub of the community. The Board believes that these endeavors are consistent with both the spirit of public education and the academic/athletic mission. The Board further recognizes that these facilities should be made available for use by organized groups of residents within the confines of the district as defined above and that a fair and systematic procedure to process and permit usage/lease requests and assess reasonable maintenance costs must be developed in recognition of Sections 709 and 775 of the Public School Code governing the use and lease of school grounds and buildings.^{[1][2]}

Guidelines

Use of school facilities by community and non-community-based organizations cannot interfere with the district's instructional or extracurricular programs. All organizations granted permission to use the district's buildings and facilities under this policy must provide adequate supervision of all spectators and attendees at all times, and shall provide police and/or security protection if so required by the school administration in its sole discretion. If the administration determines that police or security services are required, the organization requesting use of the building or facility in question shall be required to contract independently with the district's security firm or the local police department as a condition precedent to use of such building or facility. The requesting organization may also be required to present written verification that the required security arrangements have been made prior to and as a condition precedent to its use of the building or facility requested.

Definitions

The term **facilities** includes both buildings and grounds. **Buildings** include classrooms, auditoriums, gymnasiums, swimming pools, cafeterias, kitchens, weight rooms, wrestling rooms, and the use of related equipment therein. **Grounds** include athletic fields, courts, parking lots, tracks, viewing stands, concession stands, and related equipment on such grounds external to the buildings but part of district property.

The term **applicant** includes any group, organization or individual who completes a permit for use or lease of district facilities.

The term **permit** refers to the Board approved use/lease of district facilities as requested by the applicant and per the terms and conditions of this policy.

The term **use** implies temporary utilization of district facilities, pursuant to permit, for a limited period of time. Individuals or groups using district facilities may have exclusive rights to such facilities for the hours and days specified within such permit and under the terms and conditions specified within this policy.

The term **lease** implies an extended utilization of the district facilities, pursuant to permit, for the period of time specified therein. Individuals or groups **leasing** district facilities maintain exclusive rights to such facilities for the hours and days specified within such permit and under the terms and conditions specified within this policy for all days noted on that permit even though the individual or group may not be physically present at the facility on any particular day or time noted on the permit.

User Group Classifications

Class I: Interscholastic athletic teams (as defined under Board Policy No. 123) and student groups, Chartiers Valley School District board approved club sports, clubs, and other extra-curricular activities (as defined under Board Policy No. 122) that are sponsored and approved by the Chartiers Valley School District and its Board of School Directors. Organizations which meet at least one of the following criteria: board-recognized parent-teacher organizations or associations that are affiliated with individual schools, district-recognized booster(s) that directly supports either (i) a Class I team, group or activity; or (ii) a partially-funded team.[3][4]

Class II: The organization constitutes a 501(c)(3) non-profit corporation or an unincorporated not-for-profit community-based group or organization that provides artistic, cultural, recreational, athletic or educational programs and/or activities to and for the benefit of residents of the Townships of Collier and/or Scott and/or the Boroughs of Heidelberg and Bridgeville. In order to qualify for Class II status under this provision, the group or organization must provide evidence demonstrating that at least seventy-five percent (75%) of its active membership and/or participants are comprised of residents of the Townships of Collier and/or Scott and/or the Boroughs of Heidelberg and Bridgeville.

Class III: All other individuals, organizations and groups not included in Class I or Class II including non-profit 501 (c) (3) organizations that do not serve residents of the Townships of Collier and/or Scott and/or the Boroughs of Heidelberg and Bridgeville.

~~Any organization that constitutes a 501(c)(3) non-profit corporation or an unincorporated not for profit community based group or organization that provides artistic, cultural, recreational, athletic or educational programs and/or activities to and for the benefit of residents of the Townships of Collier and/or Scott and/or the Boroughs of Heidelberg and Bridgeville may request a discounted rental rate. In order to qualify for a discounted rental rate status under this provision, the group or organization must provide evidence demonstrating that at least seventy five percent (75%) of its active membership and/or participants are comprised of residents of the Townships of Collier and/or Scott and/or the Boroughs of Heidelberg and Bridgeville.~~

All applications to use district facilities for coaching clinics/camps and/or instructional camps/lessons, will be considered independent contractors on a profit, noncommercial basis and charged the Class III fees ~~unless specifically sponsored through an approved Booster organization and approved by the Athletic Director.~~

Cost/Cost Assessment

The term **cost** is comprehensive and includes:

1. Security personnel.
2. Custodial maintenance personnel assigned to setup, cleanup and repair.
3. Skilled trades personnel assigned to maintain electricity, lighting, water, sanitation and HVAC.
4. Staff employed by Chartiers Valley School District to work the event (ticket takers, scorers, etc.).
5. The basic rental fee for the facility including heating, air conditioning, lighting and cleaning chemicals, etc.
6. Snow removal and salting if necessary.

Costs will take into account both those times that facilities are used and/or leased in conjunction with district activities (in-season and/or on the same day of the week as the facilities usage is shared with a district activity) and costs for facilities on days of the week when the facilities are not otherwise used by the district (out-of-season, weekend or evening), which results in the district incurring additional expense.

Some Class I, all Class II and all Class III permits shall be assigned custodial fees.

Nonresident applicants who use and/or lease district facilities will be assessed a surcharge.

WPIAL, PMEA, etc. events will be considered Class I to use the facilities. If district teams and/or students are participating in events that are scheduled to be held within the district, the events will be considered resident/nonprofit and costs will be assessed according Class I (No Cost).

~~Class II organizations may request annual or multiple year contracted rates for regular rentals of the same facility. Contracts will be reviewed on an individual basis and must be approved by the Superintendent and Board of Directors.~~

Guidelines

Application and Application Process

This policy does not create any rights to the use of district facilities. The availability of the facilities shall at all times be subject to the convenience, requirements, and activities of the district schools. School activities including interscholastic sports, intramural sports, student plays and performances, etc. will have priority over any applicant.

Applications can be obtained through the district website, Facilities Scheduler, located at <https://fs-cvsd.rschoolday.com/authentication/credential/login/>

Applications to use and/or lease district facilities must be completed and submitted electronically. All applications must be submitted no later than thirty (30) days prior to the scheduled event. Applications must be signed by the applicant and must include, as co-applicants or designees, any other responsible individuals authorized to act on behalf of the applicant.

Copies of approved facilities request will be sent to the applicant along with any relevant rules for facility use and/or lease. Applications that are denied will be returned to the applicant along with an explanation for the denial. Copies of all processed applications, approved and denied, will be maintained at the District Administrative Office.

The district reserves the right to reject or revoke any application for use or lease of district facilities, even those approved, if it is later determined that the use of district facilities for which the permit was issued would be in opposition to any portion of this, or any other, Board policy.

The district reserves the right to require that authorized district personnel be employed by the applicant requesting the facility usage to operate timing and scoring equipment, kitchens, stage equipment and the set-up of such equipment. In addition, the district reserves the right to determine what additional district personnel or services may be required and the total cost that may be assessed to the applicant.

The district reserves the right to require security as a condition of the permit. In the event this condition is imposed, this requirement shall be brought to the attention of the applicant prior

to execution of the permit. Any costs associated with additional police protection shall be borne by the applicant. The High School and Middle School complex or the Primary School will use Collier Township Police; the Intermediate School will use Scott Township Police. District Campus Safety may also be recommended in lieu of police departments.

When a request is awarded, the applicant must deposit 100% of the appropriate costs at the time the applicant is so notified and prior to the scheduled event.

Evaluation

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

1. A conflict with school-sponsored activities.
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 district program if damaged or operated by an unqualified operator.
4. The proposed use would prevent or encumber district personnel from preparing school facilities for their primary purpose due to the nature or duration of the activity.
5. The applicant intends to conduct a commercial business operation.
6. The applicant is a member of an organization that discriminates on the basis of race, color, creed, national origin, sex, age, or disability as defined by law.
7. The applicant intends to use the facilities for rallies or demonstrations sponsored by individual political representatives, candidates, organizations or their supporters. District facilities may be used for voter registration and voting. The communities specified in "Purpose" may use district facilities for large, general, open, municipal, town or informational meetings when they anticipate that their usual meeting rooms will be insufficient for the number of attendees projected.

Alteration/Revocation of Permit/Cost

The district reserves the right to alter the total costs assessed to the applicant once the roster of names (resident/nonresident) is verified or if the roster of names is changed.

The district reserves the right to immediately revoke the request of any applicant if the roster of names is checked and found to be fraudulent or is found to be in violation of the provisions defined in Evaluation. ~~Such applicants may re-apply the following or subsequent year(s).~~

USER RESPONSIBILITIES

1. No refreshments may be brought into, consumed, or sold in district facilities unless such a request has been stated in the permit application and approved. Any items sold must be in compliance with district contracts with outside vendors. In addition, the district reserves the right to require custodial maintenance and county health department certified cafeteria and kitchen employee presence at all events at which food or beverages are being sold.
2. All local ordinances, codes, and regulations of the municipalities in which the facilities are located, Collier and Scott, must be observed at all times.
3. Political signs or advertisements may not be displayed, posted, or distributed on school property without the administrative approval.
4. Whenever a facility is used, a district custodian(s), ~~an employee of one of the district's contracted cleaning companies,~~ or another responsible employee must be on duty.
5. Additional equipment shall not be brought into the school without prior permission of the principal or ~~Buildings/Grounds/Security Director~~ Director of Facilities.
6. The district does not cover liability or hospitalization coverage for sponsoring organizations or participants.
7. Outside groups shall provide a certificate of insurance to the school district. There shall be a minimum of \$2,000,000 combined single limit coverage with the district listed by the insurance policy as a certificate holder. Each certificate of insurance must provide a thirty (30) day advance notice of cancellation provision.
8. The custodian(s) on duty or stage manager is the on-site school representative. The group is expected to cooperate with custodians/stage manager at all times.
9. The Board prohibits tobacco, drugs, or alcohol use by any persons in its school buildings and on any property that is owned, leased, or controlled by the school district. The following announcement must be made to patrons at all events: The Charters Valley Schools, fields, and campus are smoke-free, as well as drug free. Board policy prohibits smoking, or the use of smokeless tobacco, drugs, or alcohol inside or outside of the school buildings or anywhere on the school campus.[5][6][7]

10. Any group or organization granted a permit for building use is responsible for any damage to the building, grounds, or school district property incurred by their group or group members.
11. All school-related functions shall be supervised by a faculty adviser. Chaperones, scoutmasters, etc., must remain in the building until everyone has left. All children must be supervised by an adult and not permitted outside area in use.
12. Buildings should be vacated at the time indicated on the approved permit. Groups must also confine themselves to the room and areas assigned to their use. Additional fees shall be charged if additional areas are used. This may result in additional custodial fees.
13. The district shall be held harmless by the user for any liability that arises from the use of school facilities by any non-school-related organizations, individual, or activity.
14. Fire Alarms – By order of the Scott and Collier:
 - a. If the fire alarm sounds:
 - i. Everyone must evacuate (no exceptions).
 - ii. Persons in charge of an event or group are responsible to see that everyone in their group leaves the building.
 - iii. The fire alarm must not be silenced until all occupants are evacuated.
 - iv. Persons, who fail to abide by the rules and regulations, will be subject to fines levied by the District Justice for failing to abide by the BOCA National Fire Prevention Code.
 - v. If the fire alarm is accidentally pulled by a patron, the group using the facility will be responsible for any costs.
15. In the event that snow removal or salting is required for a rental, the group will be responsible for all expenses.

Limitations

When applicants are permitted to use and/or lease district facilities, such use and/or lease shall be conditioned upon strict compliance with the following:

1. Applicants shall not use, access or enter upon any portion of the district's facilities not specified within the approved application.
2. Applicants shall refrain from any conduct or activities not specifically identified in the approved application.

3. When advertising or promoting activities held at district facilities, applicants shall clearly state that the activities are not Board or district-sponsored.
4. Applicants must disclaim liability of the Board, its employees or agents for damage to property of any owner or any injury or death to any person arising out of or related to the permitted use by applicants of district facilities with the applicant being required to maintain insurance as the Board deems appropriate. The applicant shall be required to execute, as part of the permit process, an agreement to indemnify and hold harmless the Board and its agents and employees for any damages, accidents, or injuries which may occur to persons or property arising out of the use and/or lease of district facilities.
5. The applicant must agree to abide by all terms, conditions and specific rules associated with the facility being used/leased.

Violations

The district reserves the right to revoke the permit of any individual, group or organization and remove from the district premises any individual, group or organization that fails to comply with the terms and conditions of this policy and all other requirements and terms set forth in the Chartiers Valley School District Use Application and Agreement.

Any individual, group or organization that violates the terms of this policy shall be prohibited from any future use of the district's facilities or buildings, except upon prior approval of the Board.

Attachment: Revised ~~2021-22~~ 2022-23 Fees

Legal

1. 24 P.S. 709

2. 24 P.S. 775

3. Pol. 122

4. Pol. 123

5. 20 U.S.C. 7972

6. 20 U.S.C. 7973

7. 35 P.S. 1223.5

10 P.S. 328.101 et seq

20 U.S.C. 7905

20 U.S.C. 7971 et seq

24 P.S. 510.2

24 P.S. 511

24 P.S. 779

61 PA Code 901.1

61 PA Code 901.701