

# UNIONVILLE- CHADDS FORD DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL  
FACILITIES

ADOPTED: October 20, 2003

REVISED: June 21, 2004

## 707. USE OF SCHOOL FACILITIES

1. Purpose

The Board establishes that District facilities shall be made available for community and school related purposes, provided that the purpose does not interfere with the educational program of the schools or school sponsored activities. The use of District facilities by any company, group or individual for monetary gain shall be prohibited, unless the sole purpose is to serve the students and/or community members of the District.

2. Definition

Facilities are defined as all District owned buildings, grounds, and associated athletic fields.

3. Authority  
SC 511

The Board shall grant the use of school facilities, free of charge, to any nonprofit organization clearly identified as having its objective and purpose the welfare of the children and/or the well being of the residents of the school district. However, groups requiring the services of district personnel to effect their activity will be charged for these services at the appropriate hourly rate. Additionally, a "utility and maintenance" fee, to cover utility costs, shall also be assessed for costs incurred and subject to the review of the Director of Business and Operations.

Organizations that are entitled to free use of the school facilities are broadly defined as:

- A. School-sponsored groups
- B. Parent-Teacher groups
- C. Staff groups
- D. Nonprofit community groups which add to the cultural, aesthetic, recreational, service or educational program of the schools or the supporting communities and whose membership is open to district residents.
- E. Elected local (within the county) political bodies and subsidiary agencies.

Any organization other than those qualifying under the above categories shall be charged a rental fee as specified in the schedule of charges.

Any individual, group or organization charging admission or entry fees of any kind shall be charged a rental fee as specified in the schedule of charges.

4. Delegation of  
Responsibility

School Code 511

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Decisions regarding the use of school facilities shall be the responsibility of the administration of each school within the guidelines of this policy. Written requests for the use of facilities should be made at least one (1) month prior to the intended date of use.

A. Written requests should be directed to the Office Manager of the school involved and must be made on the standard form used by all schools. All requests shall be screened and evaluated as follows:

1. Identification and classification of the organization making the request.
2. Determination of the availability of the facility requested.
3. When appropriate, consultation with the faculty, custodian, Athletic Director, Supervisor of Buildings and Grounds, and other staff.

B. Form should then be forwarded to principal for approval.

1. If approved, advise all affected personnel.
2. If a fee is to be assessed, forward a copy of the approval to the office of the Director of Business and Operations.
3. If food is to be served, forward a copy of the approval to the office of the Food Service Director.

C. Decisions regarding priority for usage are the responsibility of the Building Principal. General guidelines for establishing priority are:

1. School groups
2. School-related groups
3. Non-profit community groups
4. Other community groups
5. Outside groups

Once a request has been approved, it will not be withdrawn if a group with a higher priority later submits a request that would interfere with the approved use.

The school administration has the right to cancel an approval if circumstances warrant. Notification of the cancellation should be made to the group affected as quickly as possible and any fees involved refunded.

It shall be the responsibility of each school to compile sufficient information on new groups requesting use of facilities to allow placing them in the proper category with respect to fee charges. Any instances where there is a question of the proper decision should be discussed with the District Administration and possibly the Board.

<p>4. Delegation of Responsibility (Continued)</p> <p>5. Regulations</p>	<p><b>707. USE OF SCHOOL FACILITIES</b></p> <p>The Board reserves the right to grant or refuse the use of school facilities when the District’s Administration deems it proper to do so or to attach additional conditions governing the use of the facility.</p> <p>Any individual, group or organization using school district facilities must adhere to all school district policies and must receive written approval prior to usage.</p> <p>Any individual, group or organization not entitled to free use of district facilities will be charged a fee for such use according to the usage fee schedule. This schedule will be prepared and distributed annually by the Director of Business and Operations.</p> <p>Should the Director of Business and Operations deem it necessary to require a Certificate of Insurance, said Certificate must be received prior to final approval for use of facilities.</p> <p>All apparatus, equipment and devices owned by the School District shall be operated by school employees unless special arrangements are made otherwise.</p> <p>Any damage to the building, facilities, equipment, and fixtures that occurs during the use of the school facilities shall be the responsibility of the group involved. The damage should be reported promptly to school personnel. A damage report should be filed by the school employee receiving the damage information. Copies of the report should be forwarded to the Building Principal, the Supervisor of Buildings and Grounds, and the Business Manager. If necessary, the Director of Business and Operations will invoice the individual, group or organization for any repair costs. Failure to pay for the costs of repair will lead to loss of the use of the facilities. If the damage is extensive, the employee on duty should feel free to request a second observer from the following personnel:</p> <ul style="list-style-type: none"> <li>Building Principal</li> <li>Head Custodian</li> <li>Office Manager</li> <li>Supervisor of Buildings and Grounds</li> <li>Board member in liaison with Buildings and Grounds</li> </ul> <p>School Buildings--- The building facilities are only to be used when there are school personnel on duty. Therefore, the buildings may be used during the following hours:</p> <table style="margin-left: 40px;"> <tr> <td colspan="2">During the school year:</td> </tr> <tr> <td style="padding-left: 20px;">Monday through Friday</td> <td style="padding-left: 20px;">close of school– 9:00pm*</td> </tr> <tr> <td style="padding-left: 20px;">Saturday</td> <td style="padding-left: 20px;">8:00am – 3:00pm*</td> </tr> <tr> <td colspan="2">During Summer Vacation and/or School Breaks</td> </tr> <tr> <td style="padding-left: 20px;">Monday through Saturday</td> <td style="padding-left: 20px;">8:00am – 3:00pm*</td> </tr> </table> <p>There will be no activities on Sunday or Holidays.</p>	During the school year:		Monday through Friday	close of school– 9:00pm*	Saturday	8:00am – 3:00pm*	During Summer Vacation and/or School Breaks		Monday through Saturday	8:00am – 3:00pm*
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\*These times and days are designed to coordinate with the presence of custodial personnel and to allow time for opening up and securing the building. Exceptions to these restrictions for properly supervised student activities must be specifically approved by the Building Principal. The School Board must approve all other exceptions.

If schools are closed due to inclement weather or other emergency, any planned usage or function shall automatically be cancelled for that day. School cancellation on a Friday shall typically result in cancellation of Saturday activities. If inclement weather or an emergency occurs on a weekend, the Supervisor of Buildings and Grounds shall have the responsibility of canceling activities for that day.

Athletic Fields---Due to the extensive use of district athletic fields and in order to maintain the fields to the extent possible, the following regulations have been instituted:

- A. Fields may be used with written permission only.
- B. The use of athletic fields will be permitted during daylight hours.  
Exception: Lighted fields may be used after dark with written approval of the building administration.
- C. The fields are to be used only for the sport(s) for which they were designed.
- D. Certain fields may need to be taken out of service from time to time to allow for maintenance. When this is necessary, the appropriate building principal will be notified and any affected group will be notified as soon as this information is available.
- E. The Supervisor of Buildings and Grounds has been given the responsibility of closing the fields to play if, in his judgment sports activity would result in serious damage to the fields or pose a safety hazard to participants. The fields will be so posted and failure to observe the closure can result in loss of privilege of use.

Groups who are required to provide proof of insurance, as determined by the Director of Business and Operations, must do so before they are permitted to use school facilities.

6. Use of School Cafeteria Facilities

The application will be filed in the building principal's office and forwarded to the Food Service Director. The Food Service Director will then contact the group involved to discuss specific arrangements for the event. At least one regular employee of the cafeteria service shall be in attendance at all times when the kitchen facility is being used for food preparation.

6. Use of School Cafeteria Facilities (Continued)

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Kitchen equipment and other mechanized equipment requiring special knowledge shall not be operated or used except by trained food service personnel unless approved by the Food Service Director. No outside caterers or outside certified Food Service Managers will be permitted without a district food service manager present.

Any sale of refreshments on School District property must be in accordance with Chester County Health Department regulations and must be approved by the Food Service Director. The Food Service Director welcomes the opportunity to quote prices for catering an event.