

FAIRFIELD AREA SCHOOL DISTRICT

USE OF SCHOOL FACILITIES

8520

- 8520.1 In recognition of the fact that the public schools are established, maintained, and operated by funds provided by local taxes and state sources, and that the schools belong to the community, the Board will make its facilities available to responsible organizations, and individuals of the community for appropriate civic, cultural, and welfare or recreational activities which do not interfere with the best interests of the school system and the students it is designed to serve.
- 8520.2 At the same time, it must be recognized that these very same facilities are expensive to maintain and one person or group of persons should not be permitted to incur expenses which all taxpayers will be expected to share. It is, therefore, necessary that certain fees be charged to certain groups or individuals using these facilities.
- 8520.3 Fees charged will be determined by the nature of the organization and their intended use of the facilities. All personnel fees shall be established by the Superintendent and the Business Manager using current pay rates and benefits cost and will be updated on an annual basis.
- 8520.4 The Board reserves the right to deny permission to use its facilities when it deems this action to be in the best interests of the school system.
- 8520.5 The Superintendent and Business Manager are authorized to process requests that fall under the approved rules, regulations, and fee schedule.
- a. The Board shall rule on all requests of the following nature.
 1. Requests for use of facilities on Sundays.
 2. Requests for use of school facilities under 8520.11
- 8520.6 A form will be provided by the District as a formal application for the request of school facilities. This form shall be completed in detail, signed by the person accepting responsibility for complying with all necessary regulations, and submitted to the Superintendent's or Business Manager's office.

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8520.7 The Business Manager will be responsible for checking the application for scheduling and eligibility under this policy. He will forward the application to the Superintendent with a recommendation to approve or reject. The Superintendent will make the final decision except in areas defined in section 8520.5a. The Business Manager will determine the applicable costs to be charged for use of the facilities.

8520.8 Classification of Organizations or Individuals

a. Definitions

Local Group - a body of people containing within its active membership 51% or more residents of the Fairfield Area School District. When the activity involves more than one group or organization, at least one participating group must qualify as a Local Group.

Nonprofit Organization - those organizations that are exempt under Section 501C of the Internal Revenue Code irrespective of whether or not they do in fact earn a profit.

Support Programs - those activities which have been recognized by the District to serve to enhance the regular District programs. These programs would consist of activities such as: Parent Teachers Organization, Music Boosters, Athletic Boosters, Parent Advisory Councils, Continuing Education Programs, and Fairfield Education Association.

b. Priorities and Classes - The following priorities shall be applied to the various classes of groups and individuals requesting use of facilities in the event of scheduling conflicts.

Class I - Fairfield Area School District programs, support programs, scouting programs, and municipalities.

Class II - Nonprofit Organizations within the boundaries of the Fairfield Area School District and qualify as a Local Group.

Class III - Individuals who reserve facilities, Nonprofit Organizations which are outside the District's boundaries, and do not qualify as a Local Group, and all other organizations.

- c. Charges for Use of Facilities - See Administrative Procedures - Facilities Rental Fee Schedule.
- 8520.9 No agreement for the use of facilities shall extend beyond the school fiscal year without renewal.
- 8520.10 All of the District's facilities shall be available under provisions of this policy except the following:
- a. No school facility shall be made available to any group for the purpose of religious instruction, propagation of a religious faith or any other religious purpose except as permitted by the Board's policy on Equal Access and the appropriate administrative regulations.
- 8520.11 Class I groups may use school facilities to conduct fund raising activities permitted by the Bingo Law, 10 P.S. §301, et seq. and the Local Option Small Games of Chance Act, 10 P.S. §311, et seq. The Board hereby adopts those laws, as amended, as part of this policy. Prior to undertaking the fund raising activity, the group, in addition to complying with all other guidelines and requirements pertaining to use of facilities, must provide a copy of the necessary permits required by law. In addition, the group must certify that they have complied with, or will comply with, all aspects of the law pertaining to the activity and further certify that they are aware of the requirements pertaining to conducting the fund raising activity in question.
- 8520.12 Organizations or individuals using school facilities must assume responsibility for any injuries or liabilities resulting from use of the school facilities and for damages to or loss of school property in connection with such use, even if there is no charge for the use thereof. Proof of adequate insurance protection must be made available at the District's request.

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