



Section: PROPERTY
 Title: USE OF SCHOOL FACILITIES
 Adopted: September 16, 1997
 Revised: September 21, 2004

	707. USE OF SCHOOL FACILITIES	
<p>1. Application</p>	<p>Written application for the use of school buildings or grounds must be completed on forms provided for that purpose and submitted to the Director or his designee at least thirty (30) days prior to the date of the requested use. If the facilities are to be used by a group or organization, the application shall be made in the name of the organization and signed by an officer or authorized representative thereof.</p> <p>All applications for facilities are dependent upon availability. The school program and its organizations have prior right to use all facilities. School maintenance programs shall also enjoy priority. Approved non-school groups will be assigned space according to the order of receipt of application.</p>	<p>SC775</p>
<p>2. Charges</p>	<p>A. There shall be no charge for buildings or facilities when used by school-related groups and organizations.</p> <p>B. The facilities may be used by community, civic and service groups from within the bounds of Lebanon County by paying only the service charges required for the specific occasion, but without the payment of a rental fee when no admission is charged or offering solicited, meetings are open to the general public and the renting group is nonsectarian, non-profit, and working for the welfare of the community and/or society in general.</p> <p>C. Facilities of the school may be used by community, civic, educational and service groups from within the bounds of Lebanon County by paying the rental fee and the service charges required for the specific occasion, when an admission fee or an offering is solicited, unless such occasion is being held for the benefit of any of the recognized charitable institutions or associations within Lebanon County.</p> <p>D. Business or industry requests for classroom or laboratory rental shall be granted under the following conditions: Laboratories will be rented at an hourly rate to accommodate varying rental needs. A certificate of liability insurance must be provided prior to the start of any class.</p>	<p>SC775</p>

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<p>3. Guidelines</p>	<p>Insurance:</p> <p>The applicant agrees to assume responsibility for damage claims or liability of any kind arising out of or by reason of its use of the school facilities and further agrees to save and hold the school district harmless from any claims, liability, expense, or cost in connection with that use of the school facilities.</p> <p>The Joint Operating Committee shall require the renters in Groups b, c, and d to furnish a bond or a certificate of insurance to guarantee or assure performance of this assumption of liability and indemnification agreement. The school is insured for liability damage hazards, but this insurance may not cover the applicant.</p> <p>Subletting:</p> <p>After the application has been approved and signed by or on behalf of the Lebanon County Career and Technology Center and by the applicant, it becomes binding upon the applicant. The applicant may not assign, sublet, or transfer its rights or privileges to any other individual, group, or organization.</p> <p>Fund Raising:</p> <p>Applicants holding regular meetings throughout the year need file only one application at the beginning of each school year. Special events for the purpose of raising funds by such applicants, however, must be covered by separate applications whenever they occur.</p> <p>Taxes:</p> <p>Any taxes to local, state, or federal government are to be paid by the organization using the school facility.</p> <p>Responsibility:</p> <p>The applicant will assign one person to direct and to be responsible for the use of the facility during occupancy. The assigned person is to be present during the time the building is being used.</p> <p>Expiration:</p> <p>The permission extended to any applicant to use the school building or grounds within any school year shall expire automatically at the end of that school year.</p> <p>Payment:</p> <p>All rental fees are payable in advance. All checks should be made payable to the Lebanon County Career and Technology Center.</p>	

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<p>4. Limiting</p>	<p>The Director has the power to revoke permission if, in his judgment, proper use is not being made of the school facility.</p> <p>Since the Joint Operating Committee is charged by law with the responsibility for providing, maintaining, and protecting school facilities, the right to deny the use of school facilities must be reserved when deemed necessary in the public interest. The following guidelines will be used in interpreting “the public interest”:</p> <p>The sponsoring organizations will conduct orderly meetings and such gatherings will not be of a nature to incite other to disorder.</p> <p>The sponsoring organizations will conduct meetings which are not abusive of other groups by reason of race, creed, or color.</p> <p>Buildings and grounds may be used for educational, civic, social, recreation, and similar activities by approved nonprofit groups of citizens or organizations. Individuals as well as businesses may use the school facilities where the primary emphasis is the educational improvement of residents.</p> <p>Buildings or grounds shall not be used for a purpose which is unlawful.</p> <p>The use of alcoholic beverages in school buildings or on school grounds is prohibited. Smoking is not permitted in any school building.</p> <p>School buildings shall not be used for parties or celebrations which are essentially private in nature. This exclusion includes birthday, anniversary, and other similar parties.</p> <p>Use of public school property is forbidden by the School Laws of Pennsylvania for any sectarian, religious meeting, or any meeting of any organization that may be closed to the general public.</p> <p>There shall be no signs, banners, etc. placed in or on school buildings or on school grounds by any group except those associated with activities sponsored by the school or school connected organizations.</p> <p>The applicant agrees to assume responsibility for confining spectators and participants to the rooms or parts of the building specifically included in the agreement.</p>	
<p>5. Time of Use</p>	<p>When school is in session, school buildings ordinarily will be available only between the hours of 4:00 and 10:00 p.m. Monday through Friday. Other times must be specifically arranged.</p>	

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<p>6. Services</p>	<p>Custodians</p> <p>(1) A custodian or other responsible personnel must be on duty at all times when a facility is in use. Custodial services include unlocking the building; turning on such lights as hall, house, outside, etc., unlocking exit doors for the area being used and making certain that they are free of obstructions; turning on exit lights; making certain police and fire regulations are met; setting up chairs; and after the meeting, normal cleaning and arranging the room(s) for regular school use.</p> <p>Equipment</p> <p>(1) All apparatus, equipment and devices owned by the school shall be operated by school employees at the expense of the applicant unless approved by school officials.</p> <p>Cafeteria</p> <p>(1) Use of kitchen facilities, equipment and services may be granted upon request under applicable state and federal applications.</p> <p>(2) School employees properly trained in the use of the cafeteria equipment must work in the kitchens.</p> <p>(3) The cost of each meal or item prepared in the kitchens will be determined by including the cost of the ingredients together with the wages of the employees who will be required to prepare, serve, and “clean-up” at the conclusion of the event</p>	
<p>7. General Provisions</p>	<p>Damage and Theft</p> <p>The applicant will be responsible for all thefts of school property, damage thereto or destruction thereof, and shall upon demand reimburse the school district for such thefts, damage, or destruction. Reimbursements will be based on replacement cost.</p> <p>Police Protection</p> <p>Applicants receiving permission to use school facilities will be held responsible for the conduct of both participants and spectators. Adequate provision should be made to properly handle anticipated crowds. The applicant will assume responsibility for securing police protection for any event where such protection is necessary. Proper adult chaperones must be provided at all times where school age children are concerned.</p>	

	<p style="text-align: center;">707. USE OF SCHOOL FACILITIES</p> <p>Parking of Automobiles on School Property</p> <p>The applicant will assume responsibility for providing necessary personnel to assure the proper parking of automobiles surrounding the school. An open traffic lane must be maintained around the building at all times to provide adequate police and fire protection.</p> <p>Ticket sales shall not exceed the capacity of the facility being used.</p> <p>Capacity seating will have been attained when all seats are occupied. Chairs must never be placed in the aisles. Standing is prohibited in the aisles.</p> <p>Decorations</p> <p>No equipment is to be brought into a school building without approval.</p> <p>There shall be no installations of equipment or alterations to existing facilities or equipment by the applicant without approval of school officials.</p> <p>All decorations used within the building must be as fireproof as possible and are subject to the approval of school officials. No open flame decorations, properties, or equipment shall be permitted. No decorations shall be fastened to the walls or ceilings with nails, screws, scotch tape, or other fastener that would damage the finish on the walls</p> <p>All decorations, furnishings and equipment provided and installed by the applicant shall be removed by the applicant under the direction and supervision of the Administration.</p> <p>Emergency Closing of Schools</p> <p>When schools are closed for severe snow storms, other acts of God, or physical breakdowns in the plant, scheduled c community use will automatically be cancelled.</p> <p>Right to Refuse</p> <p>These regulations do not create any rights to the use of school buildings and grounds. The Joint Operating Committee reserves the right to refuse any individual or organization use of school buildings and grounds at any time</p> <p>Review</p> <p>The Joint Operating Committee or Administrative Director is empowered to review any action taken hereunder and its affirmance modification, or reversal of that action shall be final.</p>	
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	<p>The Joint Operating Committee reserves the right to alter any of the regulations governing the use of school facilities.</p> <p>The Administrative Director, or his designated Assistant, may grant the use of school facilities in accordance with this policy without further approval, bringing to the Joint Operating Committee only those requests that do not fall into the various categories of this policy or those for which additional authority or study is necessary.</p> <p>Fees shall be reviewed annually.</p>	