

HARRISBURG SCHOOL DISTRICT

Policy No. 707

SECTION: PROPERTY
TITLE: USE OF SCHOOL FACILITIES
ADOPTED: November 15, 2021

Purpose

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 without discrimination and in accordance with this policy, provided the use does not interfere with the educational program of the schools. This policy establishes conditions, restrictions and procedures for the use of school facilities for non-school-sponsored purposes.

Authority

The Board directs that use of school facilities may be granted to individuals and community groups for the following types of activities:

1. Instruction in any branch of education, learning and the arts, consistent with the district's mission.
2. Social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the community; but such use shall be non-exclusive and open to the public without charge.
3. Polling places for holding primaries, elections and special elections, as permitted or required by state law.
4. Recreation, physical training and athletics, including competitive athletic contests for children and adults.

The Board shall establish a schedule of fees for the use of school facilities by approved groups.[\[1\]](#)

Delegation of Responsibility

The Superintendent shall ensure that this policy is posted on the district's publicly accessible website.[\[2\]](#)

The Superintendent or designee shall implement administrative regulations or procedures for requesting and granting permission for use of school facilities and shall distribute the necessary information to individuals affected by them.

An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the Superintendent.

Guidelines

Application Process

An individual or community group requesting permission to use school buildings, facilities or school property must submit a written request on the prescribed application form at least ten (10) days in advance of the proposed date to the Superintendent.

The application must specify the portion of the school facilities requested for use; proposed activities; number of individuals participating; and the date, time and duration of the proposed event.

Along with the completed application, the individual or group must submit the following:

1. Payment of the specified rental fee.
2. Evidence of organizational liability to limits required by district guidelines.
3. Documentation evidencing the district shall be held harmless by the user for any liability that arises from use of school facilities by the individual or group.

Application Evaluation

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

1. Conflict with any school-sponsored activity.
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, because of the nature or duration of the activity.
5. Individual or community group uses school facilities in excess of five (5) times during any calendar year for the same purpose. This limitation shall not apply to individual athletic contests for children or adults that are part of an overall athletic season schedule, when the use is approved by the Board.

Limitations

When individuals and community groups receive written permission to use school facilities under this policy, such use shall be conditioned upon strict compliance with the following:

1. Individuals shall not use, access or enter upon any portions of the school facilities or their contents not specified in the approved written request form.
2. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.
3. When advertising or promoting activities held at school facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the district.
4. School equipment used in conjunction with requested facilities shall be identified when the application is submitted. Users of school equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator, provided by the school.

Prohibited Activities

The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities:[\[3\]](#)

1. Possession, use or distribution of controlled substances prohibited by state or federal law.
2. Possession of weapons.
3. Conduct that would alter, damage or be injurious to any district property, equipment or furnishings.
4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.
5. Use of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, as defined in the law. [\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Products approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, are permitted, as long as the product is not inhaled.

6. Medical marijuana products as prohibited by federal law.
7. Possession, use or distribution of alcoholic beverages.
8. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Board or administration. [\[8\]](#)[\[9\]](#)

Violations

The district reserves the right to remove from district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures. [\[3\]](#)

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 district property, unless otherwise decided by the Board.

Fee Schedule

Use of school facilities for activities directly related to the educational program and district operations shall be without cost to users except that the user shall be responsible for extra custodial fees.

Legal

1. [24 P.S. 775](#)
2. [24 P.S. 510.2](#)
3. [24 P.S. 511](#)
4. [18 Pa. C.S.A. 6306.1](#)
5. [20 U.S.C. 7972](#)
6. [20 U.S.C. 7973](#)
7. [Pol. 904](#)
8. [10 P.S. 328.101 et seq](#)
9. [61 PA Code 901.701](#)
- [24 P.S. 779](#)
- [20 U.S.C. 7905](#)
- [20 U.S.C. 7971 et seq](#)
- [61 PA Code 901.1](#)

707-AR-1. RULES FOR USE OF SCHOOL FACILITIES

The district does not assume responsibility for any loss, damage or personal injury that may occur on district property during the use of facilities by approved organizations or groups.

The following rules must be adhered to by all users of school facilities, in addition to the stipulations established in Board policy:

1. When schools are closed due to inclement weather or building emergencies, all events and activities are cancelled.
2. Changes and cancellations by renters should be made at least twenty-four (24) hours prior to the proposed use.
3. At least one (1) district employee will be on duty at all times when a school building or facility is in use. Payroll costs will be billed to the organization or group if usage is outside the employee's assigned work schedule.
4. A building custodian will open and close the building; be in charge of heat, lights and ventilation; assist in preserving order and preventing damage; and ensure that the facility is left in proper order.
5. Arrival time will be no earlier than the time indicated on the approved application.
6. Adult supervision is required at all times during which district facilities are used by outside youth groups.
7. School premises must be left in the same condition in which they were found. Fees will be charged for the cost of any additional custodial or maintenance services required as a direct result of the activities of the organization or group.
8. The renting organization or group is responsible for the conduct of the individuals whom it admits, keeping participants in the designated area, and for any infraction of the established rules.
9. The renting organization or group is responsible for any damage to property due to its occupancy during the rental period.
10. Possession, use or distribution of controlled substances prohibited by state or federal law is prohibited.
11. Use of tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, as defined in the law is prohibited.
12. Possession of weapons is prohibited.
13. Possession, use or distribution of alcoholic beverages is prohibited.
14. Food, drinks and refreshments must be consumed only in the cafeterias or multipurpose rooms, unless special permission has been granted. No food or drinks are allowed in classrooms, auditoriums and gymnasiums.
15. All functions and activities must end and buildings must be evacuated by the committed time.
16. If kitchen facilities are being used, a district food service employee must be present.
17. No alterations/additions will be permitted to the auditorium areas, and all materials belonging to the organization or group must be removed immediately after the final performance.
18. Only authorized, properly trained and pre-approved personnel will have access to the operations of the sound and/or light systems in the auditorium.
19. Parking is restricted to designated parking areas and is prohibited on all grass area and playgrounds.

**HARRISBURG SCHOOL DISTRICT
1601 STATE STREET
HARRISBURG, PENNSYLVANIA 17103**

LEASE OF SCHOOL FACILITIES

The _____
(Name of Organization)

of _____
(Address of Organization)

in consideration of permission granted by the Board of School Directors of the Harrisburg School District to use the

(Designate School Facility to be Used)

on _____ agrees to be governed by the following policies set forth
(Date)

in the attached document regulations and to assume the obligations therein provided that the lessors agree:

1. To enter and leave the school building or facility through doors designated by the building monitor or security officer.
2. To confine the activities of the organization to the room or space provided for its use and to ensure that individuals do not enter other areas or rooms except restroom facilities.
3. To indemnify the Harrisburg School District for loss or damage to real or personal property resulting from any cause whatsoever, through use of the school facility.
4. To pay the Harrisburg School District in accordance with the attached schedule:

Rental Fee	\$ _____
Custodial Fee	\$ _____
Monitor Fee	\$ _____
Security Deposit	\$ _____
Security Fee	\$ _____
TOTAL	\$ _____

5. To present to the Chief Operations Administrator, at least twenty (20) days before the activity, a Certificate of Liability Insurance absolving the school district from liability for personal injury incurred in using the facility.
6. Each and every one of the terms and conditions set forth in Board Policy No. 707, Use of School Facilities, regarding use of school facilities is incorporated in this Lease by reference.

Having read and understood the attached policies as set forth by the Harrisburg School District’s “Policy on Use of School Facilities,” we hereby agree to abide by all rules and regulations in said policy and willingly affix our signatures.

(Name of Organization)

(Date)

BY: _____
(Signature of Authorized Officer)

ATTEST

Please sign two (2) copies and return one (1) copy, with remittance, to the Chief Operations Administrator, the Harrisburg School District, Administration Building, 1601 State Street, Harrisburg, PA 17103.



**HARRISBURG SCHOOL DISTRICT
AGREEMENT - USE OF FACILITIES
OUTSIDE ORGANIZATIONS/GROUPS**

NAME OF ORGANIZATION/GROUP (Please Print) _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

FACILITY REQUESTED _____

(BUILDING/TYPE OF ROOM i.e., auditorium, gym)

DATE(S) _____ through _____ DAY(S) OF WEEK _____

BEGINNING TIME _____ ENDING TIME _____

REASON FOR USE _____

FEES/COSTS (If any, to participants) _____

RESPONSIBLE PERSON IN CHARGE _____

DAYTIME PHONE NUMBER OF RESPONSIBLE PERSON _____

REQUIREMENTS FOR USE

A Certificate of Insurance must be on file in the Secretary's Office prior to date of use. The minimum amount of insurance is \$300,000 combined aggregate. (Covers everyone in the group for personal injury and property damages by anyone in the group.)

COSTS

Costs of facility rental, custodial service and security varies. Please refer to Policy 707 for fee schedules. Policy 707 may be obtained from the Board Secretary's Office, (717-703-4066). Additional costs will be incurred by any group where it is necessary for the custodian to make any unusual clean-up. A custodial fee will be incurred for use of facilities on weekends. The Board will not entertain any requests for a waiver of fees.

LOSS OF USE

The following behavior and/or conditions are forbidden on school district property and will cause the organization/group to lose the use of school facilities:

- Use of alcoholic beverages and/or drugs
- Use of firecrackers or any flammable object
- Not replacing school equipment as found after group activity is finished
- Smoking
- Not staying in assigned area
- Vandalism

I, the undersigned, have read the aforementioned and understand that any infraction by my organization/group could cause it to forfeit the use of Harrisburg School District facilities.

SIGNATURE OF RESPONSIBLE PERSON

TITLE

PRINT NAME OF RESPONSIBLE PERSON

PRINT ADDRESS OF RESPONSIBLE PERSON

.....
The following individuals are required to review the request prior to final approval/denial being provided.

Building Principal: _____

Athletic Director (where applicable): _____

Supervisor of Facilities: _____

Chief Operations Administrator: _____

NOTIFICATION OF DECISION

Board Approval: Yes ___ No ___

Report: _____

Board Secretary: _____

Date: _____