

WILLIAM PENN SCHOOL DISTRICT

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Section 700 Property

Title Administrative Procedure 707: Use of School Facilities Procedures Code AP707

Status ACTIVE

Approval Date November 11, 2024

1. Purpose

The William Penn School District recognizes the community need and is committed to the accessibility of school facilities for recreational, social, and educational purposes. The use of School District facilities is highly encouraged for public use. Below are the guiding principles that are used in determining the appropriate use of School District facilities. Rules and regulations are in accordance with section 775 of the School Code.

2. Definitions

Please review definitions that are used used throughout this document:

- a. **Board-** refers to the Board of School Directors for the William Penn School District, Delaware County, Pennsylvania
- b. **School District-** refers to the William Penn School District
- c. **School Sponsored Groups/Activities-** refers to school curricular or co-curricular groups/activities which benefits students directly within the school district and has the sanction of the Broad
- d. **Organization/Group-** refer to Class Schedule on page 10 for breakdown
- e. **The Applicant-** the person who submitted the facilities request, the organization or groups point of contact, this person will be reasonable and liable for all communication between the organization or group and the School District

3. Overview of Facilities Use

- a. Organizations or groups recognize the fact that the District making District facilities available to the community, in accordance with Board policy and procedures, does not create any right for the organizations or groups to the continued use of the facilities except at the discretion of the Superintendent's designee.

- b. School facilities are used by residents and community organizations or groups that are located within William Penn School District boundaries and will show preference to such organizations and groups.
- c. Organizations or groups located outside of William Penn School District will be afforded the opportunity to use facilities if available.
- d. Organizations or groups may use school facilities according to established procedures and when building use does not interfere with school sponsored groups/activities or building maintenance.
- e. It is the position of the District that while the District and the community's best interests are served, when the District facilities are responsibly used by community organizations or groups, the Superintendent's designee may cancel any application for school use should it conflict with school programs.
- f. No organization or group will be permitted use of school facilities if it interferes with school programs. The Superintendent's designee may cancel any application for school use should it conflict with school programs.
- g. The Superintendent's designee reserves the right to limit, restrict or prohibit any proposed use of school facilities when the use is not in the best interest of the District or the community.
- h. All District facilities must be vacated by 10:00 pm unless special arrangements have been made in advance with the Superintendent designee.
- i. This procedure does NOT apply to individual District residents who use School District outdoor facilities, such as the use of tracks or fields, for daily exercise activities such as walking or running. During each use, individual District residents are expected to conduct themselves in a lawful and respectful manner and to clean up after themselves. District residents must also adhere to the posted times of use at the respective facility.

4. Protection Of School District Property

- a. Any organization or group is required to provide a Certificate of Insurance online when submitting the facilities use application. All policies must name the William Penn School District as insured or additional insured. Applications will be considered incomplete and will not be further processed unless a Certificate of Insurance accompanies the application.
- b. Organization or group insurance coverage is required in the following amounts;
 - i. \$1,000,000 per occurrence (bodily injury and property damage)
 - ii. \$1,000,000 for products/completed operations
 - iii. \$1,000,000 personal/advertising injury
 - iv. \$2,000,000 general aggregate

- c. Organizations or groups are required to complete an indemnification agreement signed by the applicant or who is designated to have that responsibility within the organization or group. The application is not complete until it is accompanied by the signed and dated indemnification form.
- d. Each facility use is subject to the appropriate support personnel being available and willing to work as needed. The District reserves the right to cancel any use of the building when custodial, maintenance, security or kitchen services are not available for any reason.
- e. Safety regulations require that roadways, driveways, parking lots, aisles and exits remain clear in accordance with the Fire and Panic Code of the Department of Labor and Industry of the Commonwealth of Pennsylvania.
- f. All organizations or group users are required to wear appropriate footwear for;
 - i. gymnasium floors
 - ii. turf field (The Rap Curry Athletic Complex Kerr Field)
 - iii. synthetic track (The Rap Curry Athletic Complex Kerr Field)
- g. The District reserves the right to terminate applications or refuse to issue future approvals to organizations or groups who fail to abide by appropriate footwear.
- h. No highly combustible decorations or materials, open flames or spark-producing objects or equipment may be used within District buildings or on school grounds
- i. Non-School District electrical or mechanical equipment shall not be plugged into school receptacles or used on School District property without written permission from the Superintendent's designee in advance of use.
- j. No nails, screws or attachments of any kind shall be applied to walls, ceilings, woodwork, furnishings or other school surfaces. Anything which would mar or deface grounds, buildings and/or their contents is prohibited, including the wearing of cleats, steel clips, or other metal attachments on shoes in school buildings.
- k. Any time an outside organization or group has to contact 911, the applicant must notify the School District Operation team within 1 business day. Failure to do so may result in future applications being refused and current applications being canceled.
- l. All incidents including injury, police involvement, physical fighting, etc **MUST** be reported via written report to the School District within 1 business day. Failure to do so may result in future applications being refused and current applications being canceled.

- m. In the event that the applicant needs to cancel, the applicant shall inform the District in writing to the Operations Team two (2) weeks prior to the scheduled event or pay as liquidated damages the rental fee heretofore provided. There will be no refunds of rental fees for cancellations requested less than two (2) weeks prior to the scheduled use of facilities. This applies except when cancellation is due to a School District decision, for weather, or other circumstances.

5. School Closures and Inclement Weather

- a. The District reserves the right to close any facility for safety concerns related to construction, field renovations, or any other reason that the District feels necessary.
- b. Facility use is automatically canceled when the facilities are closed by school authorities because of local, state, national disaster, or emergencies (fire, flood, storms, or mechanical failure, public health crisis) as well as weather-related school closings. It is the user's responsibility to verify building availability.
- c. Rescheduling canceled events will be handled on a case-by-case basis.

6. Prohibited Activities on School District Property

The following activities are prohibited on School District property:

- a. Smoking, vaping or the use of any and all tobacco products inside buildings, on school property at any time. This includes the inside school or personal vehicles.
 - i. **Possession / Use / Sale / Transfer of Tobacco** – Possession of any tobacco product including cigarettes, cigars, pipe tobacco, chewing tobacco, and/or tobacco leaves. Where applicable, the possession, use, transfer, distribution or sale of tobacco products on school grounds, at school sponsored events, on transportation to and from school, or on other school transportation. Includes all “vaping” products.
- b. Possessing, offering, selling or consuming alcoholic beverages or any other controlled substance defined in School District Policy;
 - i. **Possession / Use / Sale / Transfer of Alcohol** – Possession of alcohol on a person; one who was caught in the act of using, selling, transferring or who tested positive for use. The violation of laws or ordinances which prohibit the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This would include being intoxicated at school, school sponsored events, and on school sponsored transportation or possessing substances represented as alcohol.
 - ii. **(Class I, II, III, V drugs or ALL “controlled” prescriptions)**– The unlawful use, cultivation, manufacture, distribution, sale, transfer, solicitation, purchase, possession, transportation, or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or

narcotics. Infractions include being under the influence of drugs or substances represented as drugs while in school, on school transportation, or at school sponsored events.

- c. Driving privately owned motorized carts or vehicles, other than licensed vehicles.
- d. The use of golf clubs and golf balls.
- e. Weapons of any type as defined under PA Code 13-1317.2 and District Policy;
 - i. **Weapon-** is defined as an “instrument or implement capable of inflicting serious bodily injury.” Weapons shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.
- f. Only documented service animals are permitted on school district property.
- g. No open flames allowed on school district property.

7. Limitations for School District Facilities

- a. District facilities may only be used for the purpose for which it was designed or intended.
- b. The School District reserves the right to assign any group to those facilities which will best meet the group's needs.
- c. Parking is permitted only in district parking lots.
- d. The High School stadium, track, football field or field house shall only be used for School District events or for special events approved by the Superintendent and or designee. The High School and Middle School athletic tracks are only available for community use during posted hours.
- e. Use of School District facilities during non-operational periods may be limited due to the availability of School District personnel or other facility needs.
- f. Due to potential health and safety issues, animals are prohibited in school buildings and on school grounds. Written permission must be obtained for special situations, such as service animals, from the Superintendent designee.

8. Application Procedures and Applicant Requirements

- a. All organizations or groups requesting use of District facilities are required to submit a School Facility Usage Request through Brightly, which can be found on the William Penn School District’s website, on the Facilities and Properties webpage or by [clicking here](#).
- b. All applications must be received 15 business days prior to the start date of the event to be

considered. No application will be approved with less than 10 business days' notice before the event unless under extreme circumstances.

- c. The applicant must digitally sign each application for each facility request. The applicant is responsible for the proper facility use and is the contact person for District administration. If a contact person is changed for any reason, the District must be notified immediately. A secondary contact person may be necessary.
- d. Payment must be rendered at the time of scheduling through an online payment.
- e. Applications will only be accepted for the current sports season. No contract will be longer than three (3) months in duration. Exceptions can be made at the discretion of the Superintendent's designee.
- f. When the application is approved, the applicant will receive written notification at the email address provided. A meeting with the Superintendent's designee may be required to receive final approval of facilities usage.
- g. After the application has been approved and signed by the Superintendent's designee and by the applicant, it becomes binding upon the applicant. The applicant may not assign, sublet or transfer its privileges to any other individual, group or organization without the prior written consent of the appropriate District representative.
- h. The applicant understands that the application is limited to the use of the designated facility, building or field. The applicant and any organization or group user accessing the facility may not access other parts of the facility, building or field not expressly set forth on the application. The applicant is responsible for supervising all organization or group users. The District reserves the right to terminate applications or refuse to issue future approvals to applicants and organizations or groups who fail to abide by this provision.
- i. A copy of the District facilities permit must be present at every facility use or event and presented upon request from District staff.
- j. Applications will be considered complete when the indemnification form, evidence of insurance and payment are submitted via the online facilities use application.

9. Criteria for Permit Approval Permit

- a. Organization Rosters
 - i. All organizations, when applicable, will be required to produce a current roster during the respective season. Organizations must roster 75% District residents. All rosters must include addresses with house numbers, street name, town/city and zip code.
- b. Permit Priority
 - i. William Penn School District sports, activities, programs and events.
 - ii. District wide Parks and Recreations sponsored activities, programs and events.

- iii. District wide Community Service groups and civic organizations.
- iv. In-Season District wide Community youth sports providers with 75% District resident participation. (Season classifications are in accordance with PIAA Sports.)
- v. Out-of-season District wide community youth sports providers with 75% District resident participation. (Season classifications are in accordance with PIAA sports.).
- vi. Sports as defined as in-season by the PIAA and School District take first priority for permits. Individual groups will be asked to change their dates and times to accommodate groups that take precedence.
- vii. District wide residents, groups, agencies, and businesses.
- viii. Non-District organizations and groups.

c. Permit Season

- i. Organizations shall complete a permit request for each new season.
 - 1. Winter = 11/1 to 3/81
 - 2. Spring = 3/1 to 6/15
 - 3. Summer = 6/15 to 8/1
 - 4. Fall = 8/1 to 10/31

10. Maintenance of Outdoor Fields

- a. The School District Grounds Department is responsible for ALL maintenance efforts. Maintenance includes but is not limited to mowing, aerating, seeding, treating and all applications.
- b. The permit holder is not to complete maintenance to district property. Any maintenance completed by the permit holder will result in immediate termination of the permit
- c. The School District only lines and performs maintenance on sports fields that are in accordance with PIAA sports season classification.
- d. The School District will not provide any sporting equipment.
- e. The School District will not be responsible for any materials or equipment left behind on District grounds.
- f. Goals will be provided by the school district for in-season PIAA sports only. Goals may not be moved to other areas and are to only be used for their intended purposes.

- g. Out-of-season sport programs are required to supply any, and all, equipment for their practices/games/competitions. These goals, and other equipment, should not impact district programs and must be removed daily if required.
- h. Teams must remove all their goals and equipment 3 days from the date of the last contest. If equipment is not collected within 3 days, the organization will jeopardize approval on the next permit submission.

10. Fees Overview

- a. Minimum of a four (4) hour rental for ALL facilitates.
- b. All fees must be paid prior to facility use or access to the facility will be denied and the reservation will be canceled immediately, with no exceptions.
- c. Charges for all facility requests will be estimated in advance of the activity itself. Approval letters will include the fee, due prior to the event. Added fees may be assessed for additional rental time and/or excessive and unexpected clean-up or support services.
- d. Fees do not include custodial charges and are based on a per-hour use. Please see the fee schedule for hourly fees.
- e. Fees can be changed at the discretion of the Board.
- f. The District may require a security deposit, which will be refunded following the actual usage.
- g. The District may require the organization or group to pay for a supervisor to monitor their group activity.
- h. Charges for technical services, security, police (if needed), custodial, and cafeteria services are not included in the base fee and will be additional.
- i. Organizations or groups needing tables and chairs in excess will be responsible for bringing their own.
- j. Any organization or group, other than Classifications A & B, charging admission or using the facilities for fundraising purposes will be charged according to Class E, unless the proceeds directly benefit School District students and/or the School District as a whole.
- k. Building equipment and grounds shall be left in clean and orderly condition. Additional charges will be made for labor, time and materials necessary to return school facilities to proper conditions.

- l. The organization or group using the school building and facilities shall be financially responsible for any school property that is damaged or destroyed while under the supervision of the applicant. If the applicant or the users within the organization or group find the part of the premises approved for use to be damaged or defective, the applicant must report this condition before using the facility.

11. Personnel Service Charges

- a. The district reserves the right to require that authorized school personnel are employed during events to operate District equipment.
- b. Class A and B will be required to pay for custodian and school safety personnel for all Saturday and Sunday events. Class C, D and E will be required at all times to pay for custodian and school safety personnel. All personnel will be charged hourly and the starting rate is a minimum of 4 hours.
- c. Custodial costs are assessed for time worked outside of the custodian's normal work routine. When custodial time is required, as overtime for extra work, or when a custodian comes into the building when school is normally closed, the custodian fee is charged.
- d. Requests to use kitchen facilities and the required number of employees must be made through the building cafeteria manager thirty (30) days in advance and facilitated by the Operations Supervisor. Organizations and groups that have banquets will be charged food supplies and personnel costs for preparation, serving, and supervision. Organizations and groups subject to rental fees will be charged the building rental fee in addition to the food and preparation costs. Outside entities are prohibited to prepare or cook food within a school district facility. All food must be prepared and cooked by school district food services workers.
- e. The district reserves the right to assign a security monitor or supervisor to an event at a cost to the applicant.
- f. Billing for all anticipated personnel service charges will be done in advance (except Class A and B). A reconciliation and final bill or refund will be calculated following the event.

13. Unauthorized Use of School Facilities

- a. The unauthorized use of school facilities will be prosecuted to the fullest extent

allowed by Pennsylvania law.

- b. Individuals or groups engaging in the unauthorized use of school facilities will be responsible for any and all damage that results from the unauthorized use including all replacement and repair costs, and will be responsible for any applicable fines. Unauthorized users who hold permits for other activities, may have their user privileges suspended or permanently revoked.
 - i. Criminal Prosecution- under Pennsylvania law entering and/or remaining on posted school property without authorization is a misdemeanor of the third degree. Refusing to leave school property after being asked to do so by a school employee, agent or official or a law enforcement official is a misdemeanor of the first degree, 18 Pa. C.S.A. 3503 .
 - ii. Civil Prosecution- the District may sue trespassers in civil court for any unauthorized use of its facilities for damages equal to or in excess of the fees imposed by this regulation.

14. Organization/ Group Class Schedule

Please review Facility Usage Fee Schedule for rates.

Class	Organization/ Group Type	Fee
Class A	School- Sponsored Activities	No rental or application fee.
Class B	District and School-Related Parent Organizations, Boosters and Foundations	1. No rental fee or application fee. 2. No charges for any support personnel needed during regular operational hours of 6:30 am-11:00 pm (M-F) 3. User accepts responsibility for set-up and breakdown of the event.
Class C	Youth Community Groups or Youth Sports Groups (with no admission fee for the event and an audited seventy percent (70%) resident membership) ** Rosters are required **	1. Outdoor Use- Portable restrooms must be supplied by a group from an approved vendor.
Class D	1. Adult Community Groups (with no admission fee for the event and an audited less than seventy percent (70%) resident membership), 2. Community Adult and Non-Profit Groups for District Residents, William Penn School Alumni Activities Groups, or 3. Adult Education Programs for District Residents (with no admission fee for the event)	1. Outdoor use- Portable restrooms must be supplied by the organization from an approved vendor.

Class E	Local organizations and those organizations that charge an admission fee or any other type of fee	1. Outdoor uses- Portable restrooms must be supplied by the organization from an approved vendor. 2. Support staff charges will apply.
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