

ALLENTOWN SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL/DISTRICT
FACILITIES AND GROUNDS

ADOPTED: 9/1/85

REVISED: 12/21/95
3/26/98

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Definition</p>	<p style="text-align: center;">707. USE OF SCHOOL/DISTRICT FACILITIES AND GROUNDS</p> <p>The Board recognizes that its buildings and grounds are maintained primarily for the district's educational program. Accordingly, the district will deny, modify, or revoke any application for the use of its facilities, which will in any way prevent, obstruct, or impede the use of the buildings and grounds for educational purposes.</p> <p>In accordance with Section 775 of the School Code of Pennsylvania, as amended, it shall be the policy of the Board, upon request and subject to such pertinent conditions and procedures as are set forth and adopted by the Board, to permit the general public the use of school buildings and/or rooms therein and of the grounds and other property under its control when the use of said facilities does not interfere with the educational programs and/or activities of the district.</p> <p>As used in this policy, "Facility" is defined as a district building and its adjacent land area, other improved or unimproved land owned by the district, or any portion of a district building or land area.</p> <p>The Board will provide for the use of any district facility when permission has been requested in writing and has been approved by the district's Business Manager. Written requests shall be submitted on the attached form entitled, "Application/ Permit - Use of School Facility".</p> <p>Except as noted in II, A. herein, the Business Manager will give requests priority, as per the following order:</p> <ol style="list-style-type: none"> 1. Scheduled district activities. 2. Requests by school related organizations. 3. Requests by non-school related community organizations. 4. Requests by private interest groups.
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	<p>Purposes for use shall include:</p> <ol style="list-style-type: none">1. Educational, civic, social activities, and entertainment.2. Primary and general elections.3. Athletic events and recreational programs.4. Religious.5. Other activities not listed above, upon approval by the Board. <p>No applicant shall be permitted to use any district facility if attendance or participation at the event or program, or membership or leadership in the prospective applicant's group or organization is restricted on the basis of race, color, creed, national origin, religion, age, gender, marital status, or qualified disability. Distinctions in participation based upon age, gender, and/or disability may be permitted if said distinction is lawful and/or based upon legitimate health, safety, or welfare concerns.</p> <p>To validate non-discrimination, each applicant shall:</p> <ol style="list-style-type: none">1. Submit with the application for use, a copy of the constitution and/or charter and/or by-laws of the organization or group OR2. Submit a document providing evidence of the non-discriminatory nature of the organization or group. <p>Each applicant shall sign a statement of non-discrimination in regard to membership or leadership in said applicant's group or organization, and/or attendance or participation at the planned event or program.</p> <p>Any applicant whose application for the use of any district facility shall be approved, shall pay the applicable fees set forth within the district Administrative Regulations listing rental fees for district facilities. Said applicant shall comply with all rules and regulations contained herein, and shall adhere to all application requirements. At the time of the requested usage, a copy of this policy shall be given to the requesting applicant.</p> <p>This policy and all pertinent fee schedules, procedures, and conditions shall supersede all previously approved policies, resolutions, and fees pertaining to the use of buildings and grounds. Subject to the revised policy, conditions, rules, and prescribed fees contained herein, existing contracts shall be honored.</p>
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I. CONDITIONS

SECTION A. FEES

1. The Board shall establish a schedule of rental fees for the use of district facilities. These fees shall be listed in the district's Administrative Regulations. Rental fees shall be periodically reviewed and revised as necessary. At a minimum, they shall be reviewed every two (2) years.
2. Rental fees are minimum rates and are subject to change. The Board reserves the right to assess fees as it deems prudent and as the need arises for other areas, i.e., stages, parking, use of offices, etc., and for supplies, equipment and personnel used in connection with these facilities.
3. A school-sponsored organization using district facilities directly or in cooperation with another organization sponsoring an event, where admission is charged or revenues received, will be charged for fifty percent (50%) of operating expenses (custodial overtime, fuel and/or utility costs in excess of routine building operation). There will be no charge for a school-sponsored activity when no admission is charged or revenue received.
4. Any applicant approved to use any district facilities shall be responsible for securing the services of all required, uniformed Allentown police officers and paying for those services. The district will not bill users for the police services it requires. See Section B., 1. for further information concerning required police services.
5. Custodial services will be assigned by the district. Additional custodial service may be requested by an applicant. All custodial service will be billed at the district's prevailing overtime rate, except as noted in Section A., 3. No direct payment(s) shall be made to any custodian for services rendered during rental activities. All custodial time must be reported on the regular time sheets provided to the custodial employees, and it will be paid through regular payroll procedures. An applicant for whom the use of the district facilities is approved will be billed for custodial services by the Business Office.
6. The rental and cost for the operation of equipment shall be included in the fees charged to the applicant.
7. The use of facilities shall be limited to the specific hours stated on the approval. If use begins earlier than, or runs later than the stated hours, an additional overtime charge will be made on a pro rata basis, plus additional charge(s) for custodial service.

SECTION B. RULES AND REGULATIONS

1. The principal of a school, in consultation with the Business Manager, shall determine the number of uniformed Allentown police officers required for an event held at a school. The Stadium Manager, in consultation with the Business Manager, shall determine the number of uniformed Allentown police officers required for an event held in J. Birney Crum Stadium. For the use of other district facilities, the Business Manager shall determine the number of uniformed Allentown police officers required.
2. Only an employee of the district may open and close a district facility.
3. For any approved request for the use of a district kitchen and/or the equipment contained therein, the Director of Food Services shall assign a food service employee to supervise said use. The applicant shall be responsible for the expense of the supervising employee.
4. Failure to make a required rental deposit shall void an application for use of the facilities.
5. Any applicant which abuses its privileges shall have its privileges revoked.
6. Unauthorized persons shall not be permitted to loiter in or upon facilities at any time.
7. Smoking and/or the use of tobacco products is prohibited in or upon any facility.
8. Use of district facilities for the storage, distribution, or use of controlled substances, and/or for any activity in which alcoholic beverages will be stored, distributed, served, or consumed is prohibited.
9. Except as noted in 10. below, raffles, door prizes, chance or wheel games, bingo, or any other scheme, or prizes, or collections, are not permitted in or upon any district facility.
10. An applicant requesting permission to sell raffle tickets and conduct a lottery or drawing in or upon any district facility shall:
 - a. Comply with the Local Option Small Games of Chance Act of PA.
 - b. Secure a license as set forth in the Local Option Small Games of Chance Act of PA and present a copy of the approved license to the Business Manager.

	<ul style="list-style-type: none">c. Not exceed \$500 cash value in the awarding of a prize for any single chance.d. Not award tobacco products or alcoholic beverages as prizes. <ol style="list-style-type: none">11. Profane, obscene, or indecent language is prohibited at all times.12. District property shall not be removed from district facilities.13. No food, drinks, or refreshments of any kind shall be taken into any school building, unless prior written authorization is given by the Business Manager.14. The operation of lights, stage scenery, scoreboards, projectors, public address systems, and other school or district equipment shall be under the direction of, and/or operated by, an employee of the district. The applicant shall be responsible for the expense of said employee and shall be billed for these services by the Business Office.15. The principal of a school, in consultation with the Business Manager, shall determine the number of district custodians required for an event held at a school. At least one custodian shall be required. For the use of other district facilities, the Business Manager shall determine the number of custodians required. The applicant shall be responsible for the payment of the custodian(s).16. Facilities and equipment shall be left in a clean and orderly condition. Failure to do so will result in an extra charge necessary to return the facilities and equipment to a proper condition.17. The custodian in charge is required to report all violations of the rules and regulations to the principal.18. No public or non-school sponsored dances will be permitted in any district facilities.19. At least five (5) days prior to the use of any facility, the applicant requesting the use shall contact the following to complete all final arrangements:<ul style="list-style-type: none">a. The principal for the use of a school facility.b. The Stadium Manager for the use of J. Birney Crum Stadium.c. The Business Manager for those uses not identified in a. and b. above.
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	<p>20. The placement of any sign, placard, banner, or other similar announcement in or upon any school facility shall be regulated by the school principal. At J. Birney Crum Stadium, these placements shall be regulated by the Stadium Manager. Placements in or upon district facilities other than schools or J. Birney Crum Stadium shall be regulated by the Business Manager.</p> <p>21. With the exception of student elections, partisan political signs shall be prohibited at all district facilities and under all circumstances.</p> <p>22. The Board may, in its discretion, allow the use of district facilities for commercial advertising, including privately-owned commercial signs, upon the following conditions:</p> <ul style="list-style-type: none">a. That the advertising content shall be appropriate for display on district facilities.b. That the advertising shall not violate any applicable laws, regulations, or ordinances. <p>The Business office may approve such application administratively after consultation with the Superintendent and solicitor, unless otherwise determined by the Board.</p> <p>23. No person or group may occupy or block the steps, entrance area, or exit area of any facility.</p> <p>24. A district facility may be used for a political forum at which all contending candidates or parties are invited to appear, and at which all are given equal opportunity to participate. No student or employee shall be required to attend any political forum.</p> <p>25. In accordance with the provisions of the Equal Access Act, secondary students may be permitted the use of school facilities for a religious purpose.</p> <p>26. The district may permit the use of facilities for religious purposes, by non-student applicants, provided that such use shall:</p> <ul style="list-style-type: none">a. Be at times other than school hours ANDb. Not be sponsored by the district ANDc. Be open to the public.
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27. For the radio and/or television broadcast of any district event, the approval of the Business Manager must be secured in advance, by the broadcasting station. Applicable fees are identified in the district's Administrative Regulations for the Rental Fees of District Facilities.

28. The Board of Directors reserves the right to make such additional rules and regulations as may be in the public interest.

SECTION C. APPLICATIONS

1. All requests must be submitted on the application form attached. Each request must be submitted to the Business Manager at least fifteen (15) days in advance of the date desired.
2. Applications for the use of district facilities must be completed in full and signed by the applicant.
3. No application will be approved for a period exceeding three (3) months.
4. Applications for the renewal of a previously approved use may be considered.
5. Requests from non-school related applicants require proof of proper and adequate insurance coverage.
6. Non-school related applicants shall sign an agreement indemnifying the district against any and all claims arising out of, or incident to the use of the facility.

II. STADIUM RENTAL

- A. The J. Birney Crum Stadium ("Stadium") shall be used in accordance with the following schedule of priority:
1. Any use by district schools and other district use. The district reserves the right to require an applicant to yield a playing date or scheduled event to permit William Allen High School, Louis E. Dieruff High School, and/or another district school to reschedule a postponed contest or event.
 2. Rental to Allentown Central Catholic High School for football.
 3. Rental via a long-term, negotiated agreement.
 4. Other uses.

- B. Stadium rental fees shall be sufficient to cover all operating expenses related to the rental use and shall be at a competitive rate which will encourage use of the stadium.
- C. To prevent damage to the playing surface and avoid soil compaction:
 - 1. No vehicles, except emergency vehicles and those permitted by the district shall be permitted on the stadium's playing surface.
 - 2. No permanent platforms or other structures shall be placed on the playing surface. Temporary platforms or other structures shall be placed on the playing surface if they meet all safety requirements and if the district approves. The district, in its sole discretion, reserves the right to determine the placement of any temporary platform or structure.
 - 3. With the exception of the Louis E. Dieruff mascot, no animals shall be permitted on the playing surface.
- D. Each applicant using the stadium shall be responsible for damage resulting from the abuse of the playing surface. Applicants whose actions result in said damage shall be billed by the district for the expenses required to return the playing surface to a safe and usable condition equal to that which existed prior to the applicant's use.
- E. The district reserves the right to postpone or cancel any Stadium event, because of inclement weather or field conditions.
- F. In all contracts for the use of the Stadium, the district shall include the conditions enumerated in this policy.

III. RENTAL SCHEDULE

The schedule of rental fees shall be included in the district's Administrative Regulations (707-AR).

707. USE OF SCHOOL/DISTRICT FACILITIES AND GROUNDS - Pg. 9

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