

# CENTENNIAL SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: June 14, 2016

REVISED:

<b>707. USE OF SCHOOL FACILITIES</b>	
1. Purpose	The Board believes that the buildings and facilities of the District are financed and maintained by the District’s residents for the primary purpose of supporting the education program of the District. The Board believes that school buildings and facilities should be made available for responsible use by the community, providing that such use does not interfere with school programs and activities and can be supported by available District resources.
2. Authority	The Board will provide for the use of school facilities when permission has been requested on the designated facility use form and has been approved by the Superintendent in accordance with the established guidelines. School District sponsored activities will always receive first consideration.
SC 511	Appropriate fees shall be assessed to Users and the fee schedule will be approved each June by the Board of School Directors, and, thereafter, published on the District’s website.
3. Definitions	<p><b>Booster Club</b> – any organization that promotes, assists, or augments a co-curricular program sponsored by Centennial School District. Contact information for the organization and officers will be provided each year to the Superintendent’s Office.</p> <p><b>Community</b> – the geographical area comprised by the boundaries of the Centennial School District.</p> <p><b>Community Organization</b> – a non-profit organization with a physical address within the community whose primary purpose is to provide services to residents for the betterment of the community.</p> <p><b>Facility (Facilities)</b> – any building(s) and/or ground(s), or a portion thereof, owned, possessed, leased and/or operated by the Centennial School District.</p> <p><b>Individual</b> – any community resident who can otherwise meet the requirements for facility use as set forth in this policy.</p>

<p>4. Guidelines</p>	<p><b>School Organizations</b> – any organization(s) whose primary purpose and function is to support the educational activities of the Centennial School District.</p> <p><b>Use</b> – an approved request to use or control a facility for a time period as indicated in the fee schedule. No organization or individual will be permitted to request more than two “uses” in a single day without written permission from the Superintendent. A request for use that is not included on the fee schedule requires approval from the Superintendent.</p> <p><b>User</b> – each organization or individual referenced in the above definitions who have received permissions to use a facility after complying with the guidelines in this policy.</p> <p>Class 1: School Organizations and Bucks County Board of Elections for Elections</p> <p>This classification includes organizations whose primary function is to support District educational programs. Examples include student organizations, parent-teacher organizations (PTAs/PTOs), School District Booster Clubs, teachers’ associations (CEA), support staff advisories, District-sponsored instructional and professional development programs, and the Bucks County Board of Elections for elections and Township/Borough meetings for the purpose of accomplishing Township/Borough business.</p> <p>Class 2: Organizations within Centennial School District Boundaries Whose Primary Purpose Involves District School Age Children</p> <p>This classification includes, but is not limited to, School District youth sports organizations, Centennial Aquatics Club, CYOs, Girl Scouts, Boy Scouts, and Township-run activities. A minimum of 75% of participants must reside within the District.</p> <p>Class 3: Community Groups Comprised of At Least 75% Residents</p> <p>This classification includes community group such as any non-profit, community-wide educational, cultural, civic, recreational, character development, charitable, or social service agency comprised of at least 75% residents of Centennial School District. To be considered a community-wide educational, cultural, civic, recreational, character development, charitable or social service agency, the activities and services of the organization must be available to all District residents without restriction to race, creed, national origin, sexual orientation or political affiliation and may not have a charter or admission policy that violates federal or state laws.</p>
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Class 4: Events or Organizations Not Meeting Criteria Set Above

This classification includes any school organization or community group that partners with a for-profit organization to provide an educational, cultural, or social service to the residents of Centennial School District where less than 100% of the profit is invested back to a District organization. This also includes an organization or community group that does not directly provide an educational, cultural, or social service to the residents of the Centennial School District.

Use Requirements:

1. The use and rental of school facilities shall be generally restricted to organizations located within Centennial School District or having a majority of members who are Centennial residents, and to organizations within Centennial School District who are acting as hosts to area or regional meetings or programs. Rental to groups located outside the District, which are not sponsored by a local group, may also be approved by District administration, when it is the administration's judgment that the renting group is offering a program of interest and benefit to the community.
2. This policy does not create or guarantee any right to the use of facilities. The permitted use cannot exceed a period of one (1) year.
3. Complete applications for use of school facilities should be received thirty (30) days prior to the event. Applications received less than thirty (30) days prior to the event may delay the start date of the event or may result in the denial of the application. If an application is not complete, it will be returned.
4. The availability of facilities, shall, at all times, be subject to the needs, requirements, and activities of the schools and School District. Users may not schedule any event that includes animal rides, mechanical rides, petting zoos, hot air balloons, fireworks, bon fires, or any other event that may create a danger or risk because of the inherent nature of the activity without the permission of the Superintendent and proof of appropriate insurance that covers this particular event.
5. All Users must comply with Policy 209.1 Serious Allergies ([Policy 209.1](#)).
6. All indoor activities must conclude on or before 10:00 pm unless special approval is obtained in writing from the Superintendent. All outside facility use, except for the use of the stadium field, shall end at dusk.
7. Smoking and any use of tobacco products by any person are prohibited in school buildings and on school grounds. Violators will be reported to the local police with the potential for fines being assessed. Repeated violations

	<p>of this provision of this policy may result in the termination of that Use for the Community Organization.</p> <ol style="list-style-type: none"><li>8. Gambling, games of chance, lotteries, raffles, or other activities may require a Pennsylvania Small Games License. When that license is required, it shall be attached to the Application for Use of School Facilities. When an admission fee is charged, the organization using the facilities is responsible for the payment of any admission tax required directly to the Collector of Internal Revenue. Evidence of such payment, together with an itemized attendance report, must be furnished to the School District upon request.</li><li>9. Possession, use or distribution of illegal drugs and/or alcoholic beverages is strictly prohibited in District facilities and on District grounds. Violators will be reported to local police for prosecution under the Pennsylvania Crimes Code.</li><li>10. Possession of weapons or replica of weapons are strictly prohibited in District facilities and on District grounds. Violators will be reported to the local police for prosecution.</li><li>11. Conduct that alters, damages, or is injurious to any District property, equipment, or furnishings is strictly prohibited in District facilities and on District grounds. Violators will be reported to the local police for prosecution.</li><li>12. Conduct that constitutes a violation of the Pennsylvania Crimes Codes, and/or state and federal laws, Township/Borough ordinances and regulations is strictly prohibited in District facilities and on District grounds. Violators will be reported to local police for prosecution.</li><li>13. All safety rules and regulations of the Department of Labor and Industry shall be observed.</li><li>14. All groups who use Centennial School District's facilities must provide personal and property liability insurance coverage with a minimum coverage of \$1,000,000.00. A certificate of insurance must be presented to the District prior to use and must indicate that the District has been added as an additional insured. Higher coverage may be required for selected activities. No persons involved in the activity, whether players or spectators, may be excluded from coverage. The District, its Board members, officers, and employees shall be indemnified and held harmless by the user for any liability that arises from the use of District facilities. The User is restricted to only those areas of the facility that are specifically designated in the application for use of school facilities form. The facility must be returned to the same or better condition than when it was initially occupied.</li><li>15. No User receiving a Use of School Facilities permit shall assign their rights to another group or person. No User shall allow another entity, other than</li></ol>
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	<p>its invitees or licensees, to use any part of the facilities without written permission from the Superintendent.</p> <ol style="list-style-type: none"><li>16. Users must, at all times, provide proper supervision of facilities during use. Users shall be financially liable for damage to facilities resulting from the Use. If police are required, the local community police shall be employed and the cost of such services shall be borne by the User.</li><li>17. All payments for facility use are to be made by check or money order, payable to Centennial School District, with the application. Custodial fees will be added after the use and will be due within thirty (30) days of the event. Any organization which does not remit payment for facility use within thirty (30) days of event will be refused use of all school facilities and grounds until payment is received.</li><li>18. District equipment such as stage lighting, kitchen equipment, public address system, technology labs, and any other specialized equipment must be operated by and under the direction of authorized School District personnel. The User must pay charges to the District for these services.</li><li>19. The Superintendent reserves the right to deny the use of a facility if custodial service is not available. A representative of the Facilities Department in Centennial School District must inspect any electrical equipment used that cannot be plugged into an existing receptacle. For purposes of this policy, generators and the location of the generator must be approved by the Director of Operations at the time of the facility use any may not be used within any school building.</li><li>20. The User is responsible for monitoring the admittance and supervising the conduct of participants and spectators. All Users shall have adult(s) assigned to maintain traffic flow, ensure supervision of the activity, and ensure that the Use is restricted to the part of the facility approved for use. The safety and health of Users and attendees is extremely important. The User is responsible for fees related to traffic control and ambulance services, if applicable.</li><li>21. Appropriate demographic and financial information may be requested from any applicant at any time, including proof of non-profit status. Failure to provide this information in a timely manner may result in the denial of the Application for Use of School Facilities or the withdrawal of an approved Use.</li><li>22. The Centennial School District has an obligation to shield our students, personnel, and residents from harassment as well as vulgar or obscene speech and/or speech that substantially disrupts or materially interferes with school activities as well as other activities that are in violation of the policies of the Centennial School District. No organization or individual shall utilize school facilities for any purpose that would violate these</li></ol>
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	<p>obligations.</p> <p>23. Users must comply with all applicable policies promulgated by the Board of School Directors of the Centennial School District as well as any administrative regulations deemed applicable to the use by the Superintendent.</p> <p>24. All school grounds are subject to video surveillance.</p> <p>25. Notwithstanding the definitions and provisions above, the Superintendent reserves the right to grant Facility Use to a User that is located outside of our Community or a for profit entity when that Use does not conflict with a School Organization, Booster Club, or Community Organizational Use.</p> <p>26. The School Board reserves the right to refuse the use of District facilities to any organization at any time.</p> <p>Additional requirements for pool use:</p> <ol style="list-style-type: none"><li>1. A certified Lifeguard(s) must be on duty at the waterside at all times when a recreational swimming establishment is used by patrons and shall not be assigned other tasks that direct their attention from the safety of patrons who are in the water. Principals may require that a Centennial staff member holding proper certification be on duty for the activity, at the expense of the User.</li><li>2. District swimming pools are not heated between the closing of school in June and the opening of school in September. Organizations requiring heated pools during the summer period must request heating on the Facility Use form and shall be charged for the heating costs.</li><li>3. Use of the swimming pools shall be limited to the following:<ol style="list-style-type: none"><li>a. District/school/student groups</li><li>b. PIAA Championship playoff contests</li><li>c. Centennial resident youth athletic group championship contest</li><li>d. Private/parochial schools located within District boundaries</li><li>e. Other similar uses approved by the principal and the Superintendent</li></ol></li></ol> <p>Exception to the fee schedule of this policy may be requested of the Board of School Directors. Custodial fees are not to be waived.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 511, 775, 779</p> <p>State Board of Education Regulations – 22 PA Code Sec. 403.1</p> <p>Local Option Small Games of Chance Act – 101 P.S. Sec. 311 et seq.</p>
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	<p>School Tobacco Control – 35 P.S. Sec. 1223.5</p> <p>Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.</p> <p>Boy Scouts of America Equal Access Act – 20 U.S.C. Sec. 7905</p> <p>Policy 209.1 Serious Allergies</p>
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