

Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
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Adopted	December 3, 2014
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Purpose

School facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational program of the schools.[\[1\]](#)

Authority

The Board will provide for the use of school facilities when permission has been requested in writing and has been approved by the Superintendent or designee in accordance with the following order of priority:

Level I Organizations affiliated with the Fort Cherry School District
(i.e. PTA, School Sports, Arts/Music, and/or School Activities/Clubs)

Level II Nonprofit Non-school Related Community Organizations/Activities

Level III For Profit Non-school Related Community Organizations/Activities

Level IV Private Interest Group (which holds the general community welfare in its best interest)

Delegation of Responsibility

The Superintendent or designee shall develop procedures for the granting of permission to use school facilities and shall promulgate rules and regulations for such use which shall include, but not limited to:

1. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by district rules.
2. Any school equipment that is to be used in conjunction with requested facilities shall be identified at the time that the request for use of facilities is made. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
3. The Board shall be held harmless by the user for any liability that arises from the use of school facilities by any non school related organization, individual or activity.
4. Users shall be financially liable for damage to the facilities.
5. Users must outline responsible personnel conducting, facilitating, and/or overseeing the event/activity. Such person(s) must remain on site while event/activity is carried out. All persons directly involved in any event/activity with children must obtain clearances (Criminal, Child Abuse, and Fingerprints) before building use will be approved. No minors are permitted in the building without proper adult supervision is present.
6. Police protection must be provided for crowd control when the event/activity is open to public and/or involves more than 100 individuals. The Superintendent and/or Board may require law enforcement for additional reasons determined for the preservation of order. Police will be contracted through the School District. Requesting party is responsible for associated fee.
7. School personnel must be present in district buildings while they are in use.
8. Fort Cherry School District is a safe and drug-free campus. Use or distribution of firearms, weapons, tobacco/nicotine and nicotine delivery products (i.e. vapes/electronic devices), (legal/illegal) drugs, and/or alcohol is strictly prohibited.[\[2\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Refer to Appendix A, Protocol for Use of School Facilities for all procedures related to this policy.

Guidelines

The Board shall establish annually a schedule of fees for the use of school facilities based upon the factors listed below.[\[1\]](#)

Refer to Appendix B, Use of School Facility Fee, for all associated fees related to building utilization.

Level Descriptors:

Level I Organizations affiliated with Fort Cherry School District
(i.e. PTA, School Sports, Arts/Music, and/or School Activities/Clubs)

Class A. Academic Related

Class B. Non Academic Related

Level II Nonprofit Non-school Related Community Organizations/Activities

Class A. Use of the building when no admission is charged.

Class B. Use of the building when admission is charged.

Level III For Profit Non-school Related Community Organizations/Activities

Level IV Private Interest Group (which holds the general community welfare in its best interest)

Any building usage fees may be waived at the discretion of the Board of School Directors.

Regulations Governing the Use of a School Kitchen

At least one (1) regular school cafeteria employee must be present when any kitchen facility is used.

Refer to Appendix B, Use of School Facility Fee, for all associated fees related to kitchen utilization.

[Appendix A Protocol for Use of School Facilities.docx \(25 KB\)](#)

[Appendix B Use of School Facility Fees.docx \(20 KB\)](#)