

PROPOSED REVISION

Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Code	707
Status	Active
Adopted	May 13, 1987
Last Revised	August 26, 2015; June 9, 2026

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 school 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.[\[1\]](#)

The Board directs that the use of school facilities may be granted to organizations and groups for one (1) of the prioritized classifications:

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Type A	<ul style="list-style-type: none">○ School district organizations. Examples include: Key Club, Student Council, Drama Club.○ School district or school sponsored activities. Examples include LTSD athletics, Marching Band, Odyssey of the Mind, etc.○ School district affiliated organization meetings. Examples include: PTO, Booster organizations, employee associations.
Type B	<ul style="list-style-type: none">○ Non-profit and school district affiliated youth organizations that provide a beneficial service to the residents of the district. These groups are primarily located within the district for the benefit of the district's residents. Examples include: community youth programs, community youth sports leagues (i.e. LT Little League, Loyalsock Youth Football and Cheer Association, etc.)
Type C	<ul style="list-style-type: none">○ Non-profit and non-school affiliated organizations that provide a beneficial service to the citizens and community of the district, but may not be primarily located within the district, and may be open to non-district residents. (i.e. Boy/Girl Scouts, exercise programs, PIAA events, regional band competitions, travel athletic teams, etc.)
Type D	<ul style="list-style-type: none">○ For-profit groups, special interest groups, community programs, and other organizations that are not affiliated with the school district or are not primarily located within the district, but have some beneficial impact on the residents of the community.○ These organizations or groups charge participants a fee for participation and/or charge admission for their events, clinics, camps, or programs. (i.e. performances, recitals, athletic camps, etc.)

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 **or designee.**

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Guidelines

General

- 1. This policy does not create any rights to the use of school buildings and grounds.**
- 2. The District reserves the right to refuse the use of school buildings and grounds for cause at any time.**
- 3. The District reserves the right to revoke any prior agreement for facility use granted prior to the adoption of this policy.**
- 4. The availability of the school facilities shall at all times be subject to the conveniences, requirements, and activities of the school.**
- 5. The District reserves the right to assign necessary employees to staff the building and grounds at the expense of the organization using the facilities.**
- 6. The District reserves the right to refuse any application, if personnel are not available to accommodate the event(s).**

Eligibility

School, school affiliated, community, or civic/service and other organizations or groups offering a program of sound educational, civic, recreational, or cultural value that is instructive and beneficial are eligible to use school facilities.

Ineligibility

- 1. The district has a compelling interest to shield its students and personnel from harassment as well as vulgar, obscene and/or inflammatory speech or other similar activities that are not compatible with the mission and function of the district. No organization shall utilize school facilities for any purpose that would tend to violate these interests.**
- 2. Private social functions such as family reunions, parties, funerals, etc. are ineligible to use district facilities.**
- 3. No meetings shall be held in school facilities for purposes that are essentially commercial.**
- 4. Certificate of insurance includes the district's name as an additional insured.**

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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 **website** application form at least ten (10) days in advance of the proposed date.

The **website** 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 **website** 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 school 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

Complete applications will be assigned to an appropriate classification (Type A-D) for determination of fees and priority of use.

Applications will be accepted up to one year in advance. Scheduling is complete on a first come/first serve basis with the following exceptions:

- 1. Type A groups will be given priority in use of facilities. They may negate any previously approved events for Types B, C, or D requests, if a conflict occurs where 15 days exist between the Type A request and the event date approved from Type B, C, or D. Discrepancies will be determined and communicated by district administration.**
- 2. In the event of inclement weather or other similar unforeseen circumstances, interscholastic events or practices will have priority over Class B, C, and D groups without restriction. In such cases, the Athletic Director will make all reasonable attempts to accommodate all groups.**

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. The activity would occur on a Sunday, **except between 12:00 PM – 4:00 PM**. Unique circumstances may be approved at the discretion of the Superintendent and must be confirmed in writing.
3. Access to school facilities closed due to inclement weather, renovations, maintenance, cleaning, the school calendar, or Board action.

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4. 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.
5. 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.
6. Individual or community group uses school facilities in excess of five (5) times during any calendar year for the same purpose. The Superintendent or designee has authority to approve exceptions to the limit.

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 school 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.
5. All activities must be completed by 8:30 p.m. with all participants out of the facility no later than 9:00 p.m.
6. Use for each facility shall be limited to a maximum of 2 hours per activity unless authorized by the Superintendent **or designee**.

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: [\[2\]](#)

1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.
2. Possession of weapons.

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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. 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 administration.[\[3\]](#)[\[4\]](#)
6. **Possession, use or distribution of alcoholic beverages.**
7. Use of tobacco **and vaping products, and other e-cigarettes, as defined in the law.**[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Violations

The school district reserves the right to remove from school district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.[\[2\]](#)

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 school district property, unless otherwise decided by the Board.

Fee Schedule

Use of school facilities for Type A and Type B activities directly related to the educational program and district operations shall be without cost to users except personnel fees beyond normal working hours.

Use of school facilities for Type C activities shall be without cost to users, except for custodial fees; and event staff, security, and food service fees as requested; and personnel fees beyond the normal working hours.

Use of school facilities for Type D activities shall be at cost to users and determined by the facility usage fee schedule approved by the Board. All checks should be made payable to the Loyalsock Township School District. When the district cancels a previously approved facility use application, all prepaid fees to the district will be refunded.

Use of District Staff

Organizations/groups requiring use of district staff shall be billed at the appropriate hourly rate. Payment to district staff will be made by the district in accordance with Board policy. In the event that required staff are not available, the facility request may be denied.

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Legal

1. 24 P.S. 775

2. 24 P.S. 511

3. 10 P.S. 328.101 et seq

4. 61 PA Code 901.701

5. 35 P.S. 1223.5

6. 20 U.S.C. 7182

7. 20 U.S.C. 7183

20 U.S.C. 7181 et seq

20 U.S.C. 7905

22 PA Code 403.1

24 P.S. 779

61 PA Code 901.1

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Appendix A

USE OF SCHOOL DISTRICT FACILITIES FEE SCHEDULE

Secondary Campus

Stadium (day time)	\$200
Stadium (night time)	\$400
Lancer Arena	\$250
HS Gymnasium	\$100
MS Gymnasium	\$150
Locker room	\$40
Auditorium	\$150
Multipurpose Room	\$75
Library	\$75
Cafeteria	\$80
Cafeteria with event kitchen	\$120
Classroom	\$25
Computer Lab	\$40

Schick Elementary

Gymnasium/Multipurpose Room	\$150 / \$75 one side only
Library	\$50
Track	\$150

*Fee may only be applied to an organized activity or leading of a group that is hosted at the track.
Individual use remains available at no cost.*

Personnel Fees

Custodial /Maintenance Hourly Fee	\$40/staff
School Police Hourly Fee	\$50/staff
Event Staff Hourly Fee	\$15/staff
Food Service Hourly Fee	\$30/staff

*Unless otherwise indicated, fees are for 4 hours.
Additional hours will be billed at ¼ of the fee per hour.*