

BENTON AREA SCHOOL DISTRICT
Application for Use of School Facilities

# \_\_\_\_\_

This form must be completed and submitted to the Building Principal for approval at least one week in advance of all scheduled events. If multiple days are requested, a detailed schedule including times is required one week in advance of the event.

Any public event where admission is charged MUST utilize a security guard 1/2 hour before and after the event. Please call Jim Hartkorn, Director of Buildings and Grounds at 925-5854, for scheduling a security guard.

Any organization requesting the use of school facilities is initially responsible for becoming familiar with the Board of Education's policy #707, which is attached.

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- 1. Name of Organization or Group: \_\_\_\_\_
2. Address: \_\_\_\_\_ Telephone: \_\_\_\_\_
3. Name of person making request: \_\_\_\_\_ Telephone: \_\_\_\_\_
4. Official capacity of person making request: \_\_\_\_\_
5. School facility requested: \_\_\_\_\_ (Please specify which building is to be used)
6. Equipment requested: (Please check)
Screen \_\_\_\_\_ Piano \_\_\_\_\_
Podium \_\_\_\_\_ Public Address System \_\_\_\_\_
Projector \_\_\_\_\_ Other \_\_\_\_\_
Type \_\_\_\_\_
7. Type and purpose of activity \_\_\_\_\_ Number Participating \_\_\_\_\_
8. Date requested: \_\_\_\_\_ Alternate: \_\_\_\_\_ Hours Requested: \_\_\_\_\_ to \_\_\_\_\_
9. Will admission be charged? \_\_\_\_\_
10. A certificate of insurance is \_\_\_\_\_ / is not \_\_\_\_\_ attached.
11. Applicant will be contacted if a custodian will be a requirement and if payment is due for a custodian. Applicant will be invoiced for the custodian and facility rental as needed.
12. A security guard is (check one) \_\_\_\_\_ Required \_\_\_\_\_ Not Required to be present.
If required, the cost will be the responsibility of the organization requesting the facility.

I have received and read Board Policy #707 and fully understand it. This request carries with it the guarantee that this policy will be followed.

Authorized Signature

Date Submitted

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DISTRICT APPROVAL

- 1. Building Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_
2. Director of Building and Ground's Signature: \_\_\_\_\_ Date: \_\_\_\_\_
3. Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: November 17, 2003

REVISED: March 15, 2004

# BENTON AREA SCHOOL DISTRICT

707. USE OF SCHOOL FACILITIES	
1. 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 in accordance with this policy, provided the use does not interfere with the educational program of the schools.
2. Authority	<p>The Board directs that use of school facilities may be granted to individuals and community groups for the following types of activities:</p> <ol style="list-style-type: none"> <li>1. Instruction in any branch of education, learning and the arts, consistent with the school district's mission.</li> <li>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.</li> <li>3. Polling places for holding primaries, elections and special elections as permitted or required by state law.</li> <li>4. Recreation, physical training and athletics, including competitive athletic contests for children and adults.</li> </ol>
SC 775	The Board shall establish a schedule of fees for the use of school facilities by approved groups.
3. Delegation of Responsibility	<p>The Superintendent or designee shall implement procedures for requesting and granting permission for use of school facilities and shall distribute the policy and procedures to individuals affected by them.</p> <p>An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the Superintendent.</p>

<p>4. Guidelines</p>	<p><u>Application Process</u></p> <p>An individual or community group requesting permission to use school buildings, facilities or school property must submit a written request on the prescribed application form in advance of the proposed date to the Superintendent.</p> <p>The 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.</p> <p>Along with the completed application, the individual or group must submit the following:</p> <ol style="list-style-type: none"><li>1. Payment of the specified rental fee.</li><li>2. Evidence of organizational liability to limits required by district guidelines.</li><li>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.</li></ol> <p><u>Application Evaluation</u></p> <p>No application to use school facilities shall be approved if the proposed activity would result in any of the following:</p> <ol style="list-style-type: none"><li>1. Conflict with any school-sponsored activity.</li><li>2. Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar, or Board action.</li><li>3. Access to school facilities containing equipment or furnishings which if damaged or operated by an unqualified operator would be detrimental to the operation of a district program.</li><li>4. 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.</li></ol>
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<p>SC 511</p> <p>10 P.S. 311 et seq</p>	<p><u>Limitations</u></p> <p>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:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.</li> <li>3. All activities must terminate and all individuals and community group members must exit the school premises by the Board approved time.</li> <li>4. 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.</li> <li>5. 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.</li> </ol> <p><u>Prohibited Activities</u></p> <p>The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities:</p> <ol style="list-style-type: none"> <li>1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.</li> <li>2. Possession of weapons.</li> <li>3. Conduct that would alter, damage or be injurious to any district property, equipment or furnishings.</li> <li>4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.</li> <li>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 the Board or administration.</li> </ol>
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