

# *West Chester Area School District*

SECTION: GENERAL PUBLIC RELATIONS  
TITLE: SCHOOL DISTRICT FACILITY USE  
ADOPTED: 11/10/75  
REVISED: 9/1986; 5/24/10

<b>KG - SCHOOL DISTRICT FACILITY USE</b>	
1. Purpose	<p>The Board of School Directors recognizes the needs of the community to use the School District's facilities for educational, recreational, social, cultural, and civic purposes when they are not scheduled for District programs or maintenance. It shall be the policy of the Board to permit the use of school facilities beyond the legal requirements by responsible groups located in the School District. District facilities are intended for use primarily by residents and community groups that are located within the West Chester Area School District boundaries.</p> <p>To establish policy guidelines for the Administration to follow in managing the use by outside groups of any District facility, including but not limited to: buildings, athletic fields, tennis courts, basketball courts, tracks and any and all other outside areas of School District property including parking lots, roads and driveways, sidewalks, and other miscellaneous outside areas.</p> <p>It is the intent of the School Board to permit the use of the School District's facilities <del>to groups meeting the Residency Requirements</del> with preference given by Group Type and residency. Usage will only be permitted to the extent that it does not interfere with any School District use and is not detrimental to the School District in any way.</p> <p>The School District retains the right to allow the Administration to deny or cancel the use of any facility when the Administration deems that use is not in the best interests of the School District. The School District will deny or cancel the use of any facility by any group it determines is engaged in any activity which is fraudulent or unlawful in nature. The granting of use of any District facility does not obligate the School District to make the facility available in any contractual manner.</p>
2. Authority	<p>The Board of School Directors authorizes the Superintendent, the Director of Facilities and Operations, or their designee to revoke any permit. School facility availability is affected by convenience, requirements, and activities. The District may assign necessary employees to staff buildings. The user and/or sponsoring organization will pay all expenses as listed in accordance with the chart in KG-E.</p> <p>School, school-related, community or civic/service, and other organizations or individuals that provide educational, recreational, social, cultural, and civic</p>



School District Facility Use

programs are eligible to use the school facilities. Governmental agencies may use school facilities for public hearings, meetings, recreational activities, and elections in accordance with this policy.

When there is a question regarding a Request for Use eligibility, the request shall be resolved by the Director of Facilities and Operations. If eligibility is contested, the request shall be referred to the Superintendent. The Superintendent will review the request and recommend action by the Board.

**SECTION 1 – CATEGORIES OF USER GROUPS**

All users of District facilities will fall into one of the following category types:

**Type 1 - Scholastic Activities, Student Organizations and District Sponsored Activities**

School organizations such as classes, clubs, athletic teams, CCIU, and school sponsored events whose primary purpose and function is to support the District’s programs shall be allowed free use of school facilities outside of regular school hours for regular meetings, approved social functions, and athletic contests under the conditions and procedures established by the Administration. No fees are required for groups using District facilities during regularly scheduled custodial staffing hours. Activities and events may be held Mondays through ~~Saturdays~~ Fridays and shall conclude by 11:00 pm. Exceptions will be considered on a case-by-case basis by the Director of Facilities and Operations, or his designee.

If admission for any event is charged, the proceeds should exclusively benefit the sponsoring Type 1 organization or the School District, otherwise fees will be charged for District staff labor, as required for the event.

**Type 2 - School Related Parent Organizations and Booster Groups**

PTOs, Booster groups and other such school related parent organizations shall be allowed use of school facilities outside of regular school hours for meetings. Rental fees for the use of facilities will only be charged if an admission for an event or registration fee is collected, or use occurs outside of normal custodial staffing hours. Fees will be in accordance with fee schedule in policy KG-E.

**Type 3 - Emergency Service Organizations (Federal, State, Municipal) and Voter Services**

Emergency Service Organizations (Federal, State, Municipal) and Voter Services shall be allowed free use of school facilities outside of regular school hours for regular meetings and approved functions under the conditions and procedures established by the Administration. No fees are required for groups



School District Facility Use

using District facilities during regularly scheduled custodial staffing hours. Fees for use of facilities outside normal custodial staffing hours will be in accordance with fee schedule in policy KG-E.

**Type 4 - Municipality Sponsored Recreation**

Recreation camps, leagues, etc., sponsored or run by a municipality within the boundaries of the West Chester Area School District, shall be allowed use of school facilities outside of regular school hours for events and approved functions under the conditions and procedures established by the Administration. Fees are required for groups using District facilities in accordance with fee schedule in policy KG-E.

**Type 5 5A&5B - Non-Profit Continuing Education, Non-Profit Cultural Education, Non-Profit Performance Groups, Girl Scouts, and Boy Scouts**

Non-Profit Continuing Education (Chester County Night School, colleges and universities, etc.), Non-Profit Cultural Education (Huaxia Chinese School, etc.), Non-Profit Performance Groups (such as Chester County Concert Band, Chester County Pops, etc.), and the Girl Scouts and Boy Scouts of America shall be allowed use of school facilities outside of regular school hours for regular meetings, events, and approved functions under the conditions and procedures established by the Administration. Fees are required for groups using District facilities in accordance with fee schedule in policy KG-E.

Type 5A groups are those whose membership is composed of at least sixty percent (60%) West Chester Area School District residents.

Type 5B groups are those whose membership is not composed of at least sixty percent (60%) West Chester Area School District residents.

Non-profit groups are any group with an IRS letter showing 501(c)3 tax exempt status.

**Type 6A & 6B - Non-School Related, Non-Profit Community Groups and Activities**

Organized groups which are non-profit, and charge a fee, tuition, registration, membership fee, admission cost, etc., such as YMCA, recreational sports clubs, religious groups, homeowner groups, etc., shall be allowed use of school facilities outside of regular school hours for regular meetings, events, and approved functions under the conditions and procedures established by the Administration. Fees are required for groups using District facilities in accordance with fee schedule in policy KG-E.

Type 6A groups are those whose membership is composed of at least sixty



School District Facility Use

	<p>percent (60%) West Chester Area School District residents.</p> <p>Type 6B groups are those whose membership is not composed of at least sixty percent (60%) West Chester Area School District residents.</p> <p>Non-profit groups are any group with an IRS letter showing 501(c)3 tax exempt status.</p> <p><b><u>Type 7 - Non-School Related Community For-Profit Organizations and Activities</u></b></p> <p>Organized groups which are for-profit and/or charge a fee, tuition, registration, membership fee, admission cost, etc., such as a private individual or private enterprise group shall be allowed use of school facilities outside of regular school hours for regular meetings, events, and approved functions under the conditions and procedures established by the Administration. Fees are required for groups using District facilities in accordance with fee schedule in policy KG-E.</p> <p>For-profit groups are any groups that are not a “non-profit” group. A non-profit group is any group with an IRS letter showing 501(c)3 tax exempt status.</p> <p><b><u>Type 8 - Others</u></b></p> <p>Any other entity not included in the classes listed above, or any entity that charges an entry/gate fee (PIAA for a non-ChesMont activity), tuition, registration, admission cost, etc., such as a special interest group, political party, etc., shall be allowed use of school facilities outside of regular school hours for regular meetings, events, and approved functions under the conditions and procedures established by the Administration. Fees for this group type will be determined on an individual basis, by facility use and staffing requirements per event, by the Director of Facilities and Operations or his/her designee.</p> <p><b><u>Kitchen Use</u></b> - Groups will not be permitted to use kitchens unless special arrangements are made with the District and the District’s cafeteria service vendor. Any group wishing to use the food service facilities must contact the District’s cafeteria service vendor to obtain contracted services. Special fees will be charged for kitchen use in accordance with fee schedule in policy KG- E, and the District’s cafeteria service vendor. A cafeteria employee must be present at all times. This requirement cannot be waived due to the importance of guaranteeing sanitation of all kitchen equipment for the next use by the school, and safety of all food supplies and equipment.</p>
--	--



School District Facility Use

	<p><b><u>Cooking Labs</u></b> - No group will be allowed to utilize a cooking lab without District staff present. District staff presence required for cooking lab rental must be arranged by the rental group.</p> <p><b><u>SECTION 2 – PERMITS</u></b></p> <p>A permit is required for the use of any building or part thereof, or for the use of any outside facility. Any group or individual using a facility without a “Facility Use Permit”) is trespassing and will be removed and/or prosecuted at the discretion of the Administration.</p> <ol style="list-style-type: none"><li>1. Permits for the use of the building, or parts thereof, are called “Building Use Permits.”</li><li>2. Permits for the use of any outside facilities are called “Field Use Permits.”</li><li>3. Applications for permits are available at the Operational Services Office, 1181 McDermott Drive, West Chester, PA, 19380, or via the District website at <a href="http://www.wcasd.net/admin/facilities.asp">www.wcasd.net/admin/facilities.asp</a>. Applications are to be submitted to the Operational Services Office when completed. Applications should be made at least 20 days prior to a requested facility use and will not be accepted prior to 180 calendars days before the first date requested on the Application.</li><li>4. Approval process: The following requirements must be met before a Facility Use Permit will be issued:<ol style="list-style-type: none"><li>a. The application must be completely filled out and signed by a person authorized to represent the requesting group.</li><li>b. The application and intended use must be in compliance with this policy.</li><li>c. The application must be approved by both the Principal and the Director of Facilities and Operations, or their designees.</li><li>d. An acceptable certificate of insurance must be in the possession of the School District.</li></ol></li><li>5. The issuance of a Facility Use Permit does not imply a contractual agreement between the user and the School District. The School District may revoke the Facility Use Permit at any time if it is deemed in the best interest of the School District and will return any fees which may have been collected. The School District may revoke any Facility Use Permit when, in the School District’s opinion, the user group violates this policy, District building or field rules and regulations, or the use is fraudulent or illegal. Any group under investigation or has been convicted of fraudulent or illegal</li></ol>
--	---



School District Facility Use

	<p>activity will be denied a permit.</p> <ol style="list-style-type: none"> <li>6. Use of District facilities is automatically cancelled when the facilities are closed by school authorities because of local, state, or national disasters or emergencies, school construction, or normal weather related school closings.</li> <li>7. The District is authorized to curtail the use of District athletic fields in case of inclement weather or other field maintenance work.</li> <li>8. All activities shall terminate by 11:00 P.M. (Exceptions will be considered on a case-to-case basis by the Director of Facilities and Operations).</li> <li>9. All buildings are to be used “as is”. Any special accommodations such as setting up chairs, tables, or using PA systems, lighting systems, etc., shall require prior approval by the District, and the costs for District personnel labor will be borne by the outside group.</li> <li>10. Field Use Application Seasons:       <ol style="list-style-type: none"> <li>a. Warm Weather Season: March 15th to November 30th</li> <li>b. Cold Weather Season: December 1st to March 14th</li> <li>c. The season dates are for administrative purposes only. They do not mean that fields and outside facilities will be available for the full extent of these seasons. Prior to the beginning of each season, there will be a one (1) month open application period. All applications received during that time period will be processed together.           <ol style="list-style-type: none"> <li>i. Warm Weather Season Open Application Period: January 15th – February 15th</li> <li>ii. Cold Weather Season Open Application Period: October 1st to October 30th.</li> </ol> </li> <li>d. Once all applications have been received, use will be granted according to the priority determined by this policy (lowest category type has higher priority).</li> </ol> </li> </ol> <p><b><u>SECTION 3 – INSURANCE REQUIREMENTS</u></b></p> <p>All user groups, except Type 1 and Type 2, are required to have liability, casualty, or other insurance coverage protecting the School District as a named insured and must provide evidence of same which is acceptable to the District covering the duration of the Facility Use Permit. All user groups, except Type 1, will indemnify and hold harmless the School District from any and all loss, damage, liability, claim, demand, suit or proceeding of whatever kind arising out of, or relating to such use of District’s facilities. This evidence must be submitted before any Facility Use Permit is issued and no later than ten (10)</p>
--	---



School District Facility Use

	<p>calendar days prior to the first event on the application. Failure to do so will automatically void the application. The insurance requirements, including types and limits, will be established by the Director of Business Affairs, who will review and revise as necessary on a periodic basis.</p> <p>Determination as to whether a group's insurance is acceptable will be made by the Director of Facilities and Operations, or his/her designee.</p> <p><b><u>SECTION 4 – FEE SCHEDULE</u></b></p> <p>Facility use fees will be in accordance with policy KG-E. The fee schedule is compatible with individual, group and organization category types listed in this policy and includes: (1) building space use fees, (2) field use fees, and (3) custodial/grounds/maintenance technical service staffing fees.</p> <ol style="list-style-type: none"><li>1. Type 1, 2 and 3 groups will not be charged a facility use fee for using a building when custodial staff is normally scheduled to work provided no admission or entrance fees are charged.</li><li>2. All facility use fees must be paid within 20 days after receipt of invoice from the School District. Failure to pay all fees within that period will void other use dates or applications by group.</li><li>3. If a user cancels an indoor event for which a fee has been paid seven (7) calendar days or more in advance of the event, a full refund will be made. If the District cancels the event at any time, a full refund will be made.</li><li>4. If a user cancels an outdoor event for which a fee has been paid seven (7) calendar days or more in advance of the event, a full refund will be made if the user falls into the "1-59 Hours" Group Hour Use Range (see policy KG-E- School District Facility Use Fee Schedule). User groups that fall into hour use ranges above the "1-59 Hours" range will not be due a refund. The District will endeavor to reschedule all events canceled due to inclement weather.</li><li>5. The District retains the right to require documentation establishing the non-profit status of any group. Specifically, the group must be registered with the Internal Revenue Service as a non-profit organization. Failure to provide such documentation will result in the requirement to pay building use fees.</li></ol> <p>Misrepresentation of this status will result in denial of any Facility Use Permits for either a temporary or permanent time period at the discretion of the District.</p>
--	---



School District Facility Use

6. The District retains the right to charge for labor and materials required to restore an area to its original condition if it is left messy, damaged or in disarray after their use.
7. It is absolutely mandatory that a District employee be in the building at all times when an outside group is there. In some special cases more than one person may be required by the District. The applicant group will be notified and billed accordingly.
8. School District owned equipment may not be used unless specifically requested on the application and approved by the District. An additional fee may be charged for the use, set up, and operation of School District owned equipment. School District personnel charges will be assessed in accordance with policy KG-E for the set up and operation of School District owned equipment. Damage to District owned equipment during a group's facility use event will be charged to the user group for repair or replacement at the District's discretion.
9. Fees will be determined by the Administration and documented as per school district policy KG-E. The fee schedule will be periodically reviewed by the Administration and revised as deemed appropriate, and by School District personnel Association agreement revisions.
10. A personnel fee ~~may~~ **will** be assessed to users for: a) use of the buildings during non-regularly scheduled custodial hours, b) for the set up/tear down of School District owned equipment and/or labor to operate that equipment for an event, c) clean up after an event, if required, d) parking attendants when needed for events, and e) other requests by user the group.
11. Fees may be waived by the Superintendent, or his/her designee, under special circumstances.

**SECTION 5 – RESTRICTIONS ON FACILITY USE**

The issuance of a Facility Use Permit does not remove certain restrictions which may be imposed by the School District. All building and fields exist primarily for use by students. Therefore, the District will impose certain restrictions as needed regarding how buildings and fields are used by outside groups. This will include, but not be limited to the following:

1. No user groups will be given permission to use any District facility during regular school hours that would in any way disrupt the learning environment at the schools. This also applies when Summer School is in session.





School District Facility Use

	<ol style="list-style-type: none"><li>2. If the District closes schools early for the day due to inclement weather, the building use is automatically cancelled and a refund will be made</li><li>3. The District will apply the following priority order to user types when scheduling facility uses: Type 1, Type 2, Type 3, Type 4, Type 5A, Type 5B, Type 6A, Type 6B, Type 7 then Type 8.</li><li>4. <b>If a conflict in schedule arises between two applicants of the same Type, priority of use will be granted to an activity that involves school age children over adult participants.</b></li><li>5. Type 5A and 6A User Groups must meet a residency requirement of at least sixty percent (60%) West Chester Area School District residents. The person representing the group on the application must be a resident of the West Chester Area School District.</li><li>6. Classrooms at elementary schools will not be permitted for use.</li><li>7. No uses will be permitted which, in the opinion of the Administration, has the potential to damage the buildings, fields, or other outside areas, or interferes with the District's operations in any way.</li><li>8. The Administration will maintain a set of School District Facility Use Rules which will be imposed upon user groups which will address conduct by the group on all District property.</li><li>9. The District may take fields, buildings, or sections thereof, out of use due to maintenance work or renovation work.</li><li>10. The District may cancel use of fields due to wet or other conditions that would cause damage to the field surface.</li><li>11. The District retains the right to exclude a limited number of fields and other outside facilities from outside use.</li><li>12. The District may require District personnel be present during certain field or outside facility events because of utilities, use of District items, or for the purposes of opening facilities and locking up. In these instances, the user group will pay a labor fee per the fee schedule in policy KG-E, in addition to any other applicable facility use fees.</li><li>13. The School District reserves the right to relocate or offer alternative space to the user.</li></ol>
--	---



School District Facility Use

14. The use of alcohol, tobacco, non-prescription drugs, and firearms are PROHIBITED on School District property. School District property includes all buildings, fields, parking lots, and ancillary areas within the School District's property boundaries.
15. All decorations and any temporary materials must be fireproof and must be approved by school building representatives. Open flame decorations will not be used anywhere in the buildings. No objects will be permanently fastened to walls, ceilings, and/or floors. Removal of all decorations, user belongings and trash will be completed immediately after the activity ends.

**SECTION 6 – USER GROUP RESPONSIBILITIES**

Outside user group will be responsible for the safety and welfare of all of their members and spectators and will assume the following responsibilities:

1. Buildings:
  - a. Determination as to whether the building is safe for their planned use.
  - b. Reimbursement to the School District for the cost of any damage which, in the District's determination, resulted from the group's use.
  - c. Conduct and behavior of its members and spectators.
  - d. Enforcement of all School District Facility Use Rules among its members and spectators.
2. Fields and other outside areas:
  - a. Determination as to whether the field or outside facility is safe for their use.
  - b. Determination as to whether the field is not too wet to play on without damaging it.
  - c. Reimbursement to the School District for the cost of any damage which, in the District's determination, resulted from the group's use.
  - d. Conduct and behavior of all its members and spectators.
  - e. Enforcement of all District Field Rules among its members and spectators.
  - f. All field users must obtain proper training (by attending the annual training session for all coaches) and abide by the districts field status indicator flags flown at each of the secondary building fields. Tampering with, removing or disregarding the field status flag will be considered vandalism and organizations may at the discretion of the administration be penalized, charged for damages and/or the organization permit forfeiture may occur.



File: KG  
First Reading

School District Facility Use

Policy revised to update fee structure to reflect increases in costs of labor, utilities and supplies.

West Chester Area School District, West Chester, Pa