

# Twin Valley School District

No. 707

SECTION(S): Property  
 TITLE: Use of Facilities  
 ADOPTED: October 19, 1998  
 REVISED: June 17, 2013

1		No. 707 USE OF FACILITIES	1
2			2
3	1. Purpose	School facilities shall be made available for community	3
4		purposes. Buildings owned or leased by TVSD shall be available	4
5		to state and local municipal agencies, or other nonprofit	5
6		organizations to use, providing such use does not interfere with	6
7		the educational program of the school and the normal	7
8		operations of programs and services.	8
9			9
10	2. Guidelines	The Board will provide for the use of school facilities when	10
11		permission has been requested in writing. The classification and	11
12		approval shall be determined by the superintendent or his/her	12
13		designee.	13
14			14
15		The use of school facilities shall not be granted for the following:	15
16			16
17		a. Partisan political activity	17
18		b. Any purpose which is prohibited by law	18
19		c. Any activity deemed by the superintendent or his/her	19
20		designee to be potentially dangerous to school district	20
21		property and/or has the potential to be injurious to	21
22		participants or attendees.	22
23			23
24		Requesting organizations and/or individuals, as well as those	24
25		granted access to Twin Valley School District property or	25
26		facilities, are required to abide by all policies, rules, and	26
27		regulations of the district regarding the district's use of property	27
28		or facilities.	28
29			29
30		If required for district purposes, the right to use the property	30
31		may be withdrawn on short notice.	31
32			32
33		Any and all published advertisements mentioning or referring to	33
34		Twin Valley School District must receive prior written approval.	34
35		The district may require posting or exhibiting advertisements be	35
36	TVSD policy no. 218.3	limited to specified areas.	36
37	TVSD policy no. 222		37
38	TVSD policy no. 227	The school district prohibits tobacco and tobacco related	38
39	TVSD policy no. 816	substances, alcoholic beverages, weapons as per policy and/or	39
40		controlled substances, being brought to or used on school	40
41		property or its facilities.	41
42			42
43		No improvements or structures will be constructed on district	43
44		property or facilities unless approved in writing.	44
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1	3. Delegation of Responsibility	The Superintendent or his/her designee shall develop	1
2		procedures for the granting of permission to use school facilities	2
3		and shall promulgate rules and regulations for such use which	3
4		shall include:	4
5			5
6		a. The requesting organization or group must bear all the costs	6
7		in providing a certificate of insurance from a company	7
8		authorized to do business in Pennsylvania. The policy shall	8
9		be for an amount not less than \$300,000 personal injury	9
10		liability and \$100,000 property damage. The Twin Valley	10
11		School District shall be named as an additional insured on	11
12		all policies.	12
13		b. Any school equipment that is to be used in conjunction with	13
14		requested facilities shall be identified at the time that the	14
15		request for use of facilities is made. The users of school	15
16		equipment must accept liability for any damage or loss to	16
17		such equipment that occurs while it is in their use. Where	17
18		rules so specify, no item of equipment may be used except by	18
19		a qualified operator.	19
20		c. The requesting organization must agree to pay for and assume	20
21		full liability for any loss or damages to persons or property or	21
22		claims resulting or arising from the use of district property or	22
23		facilities and those granted access to the facility itself during	23
24		such use.	24
25		d. Unless payment is made for clean-up and clean-up is	25
26		specifically requested, the property and facilities should be	26
27		left in a thoroughly clean condition. All non-school related	27
28		activities must be terminated, areas cleaned, and the	28
29		building vacated prior to 10:00 p.m., unless a special	29
30		exception is granted by the Superintendent or designee.	30
31		e. The requesting organization, group or individual agrees to be	31
32		responsible for the conduct and supervision of all persons in	32
33		attendance, and to adhere to local regulations and laws.	33
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35		The board shall establish a schedule of fees for the use of school	35
36		facilities based upon the following factors:	36
37			37
38		a. The use of school facilities for activities related to the	38
39		educational program and district operations shall be without	39
40		cost to the users, except that the users shall be responsible	40
41		for any extra custodial fees, special fees related to the use of	41
42		computer rooms and/ or charges related to the use of the	42
43		kitchen areas beyond normal working hours. Users shall	43
44		also be responsible for any police fee.	44
45			45
46		b. Educational program is defined as:	46
47		•Any school district sponsored event	47
48		•All school related groups, organizations, or events during	48
49		normal working hours	49
50		•All student activities sponsored by the school	50