

# WEST MIFFLIN AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: September, 1992

REVISED: June 21, 2007

<ol style="list-style-type: none"> <li>1. Purpose SC 775</li> <li>2. Delegation of Responsibility</li> </ol>	<p style="text-align: center;">707. USE OF SCHOOL FACILITIES</p> <p>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.</p> <p>The Superintendent shall develop procedures for the granting of permission to use school facilities by outside groups or individuals and shall promulgate rules and regulations for such use which shall include:</p> <ol style="list-style-type: none"> <li>1. Any group or individuals requesting the use of any school facilities in the West Mifflin Area School District will first request a building application permit from the principal of the respective building.</li> <li>2. The building principal or designated representative will screen the application and explain the fees and responsibilities to the applicant as outlined on the (application) Building Permit.</li> <li>3. West Mifflin Area School District residents are given first priority – unless first reserved by another group or it’s a school function – to any building permits. Any group may be required to appear before the Board to explain their request.</li> <li>4. All building permits are to be approved first by the principal or designated representative, then the Superintendent and finally approved by the Board at a regular or special meeting. The Building Permit (form) will include basic information relating to the rental, the organization requesting the use of facilities, instructions, proper disclaimers, insurance and security requirements, and a fee schedule. The schedule of fees will be periodically reviewed and updated by the Board when necessary.</li> <li>5. All applicants must await written notice of approval prior to using the building or facility unless special provisions are approved by the school district.</li> </ol>
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Rules and Regulations Regarding Use of School Buildings

No individual or organization may use a building without an approved permit. The building principal must approve all permit applications, then the permit must be submitted to the Superintendent's office for Board approval. All applications must be received in the Superintendent's office one week prior to the monthly Board Work Session. Applications received after this date will be placed on the following month's agenda.

Violation of any rule governing building permits will result in the permit being revoked.

General Regulations Regarding the Use of School Buildings

1. School activities take preference. Permits granted to organizations or individuals may be canceled at the discretion of the principal.
2. Smoking or use of tobacco products, use of drugs or alcoholic beverages, use or carrying of firearms or weapons on grounds, and use of obscene language is prohibited.
3. The Board of School Directors does not grant permits for auditorium meetings of less than twenty (20) people. (Elementary school-age children are not to be counted as part of the required number.)
4. Order shall be preserved.
5. The building must be properly cared for at all times. Repair of damages will be the responsibility of the sponsoring group.
6. Participants shall remain in the designated area of the permit.
7. Sponsoring groups shall have liability coverage and the school district must be named as an additional insured as appropriate. The amount will be listed on the permit. The school district is not responsible for injuries or lost articles.
8. Building permits for use of classrooms are valid for a school term.
9. Security requirements are as follows: 1 (one) guard for every 200 people. Additional security may be required, however, at the discretion of the district.

Regulations Regarding the Use of Gymnasiums and Multi-Purpose Rooms

1. The group leader must be present before participants are permitted to use the gymnasium and, after checking all areas, must be the last to depart. The group

	<p>leader must have a <u>copy of the building permit</u> when using the facilities.</p> <ol style="list-style-type: none"><li>2. No gymnasium activity shall extend beyond 10:15 p.m. All participants must vacate building by 10:30 p.m.</li><li>3. Street shoes cannot be worn in the gymnasium for athletic purposes. Cleated shoes cannot be worn in the gymnasium for dances.</li><li>4. Apparatus cannot be used except under the personal direction of a regularly approved teacher of physical education. Apparatus shall be placed where found after being used. Proper care of the gymnasiums must be taken at all times.</li><li>5. Match games of basketball with spectators are not permitted except at the discretion of the principal. In the event spectators are permitted, they shall remain off the apparatus (including the mats) and shall not in any way abuse their privileges as visitors.</li><li>6. Persons using gymnasiums shall be properly garbed. Those in charge of the group shall also see that the conduct of those in the gymnasium is above criticism. Lack of cooperation is sufficient reason for having the permit revoked.</li><li>7. Groups sponsoring teen-age activities must provide sufficient chaperons in accordance with the building principal's request.</li><li>8. Only resident school-age children of West Mifflin may attend dances. Individual building principals will formulate their building regulations regarding dances or any other activity not covered in the permit.</li><li>9. A Building Usage fee will be charged when custodial services are required. The fee will be periodically set by the Board.</li><li>10. When school is not in session, there will be no outside activities held in our school facilities. When school is closed due to inclement weather, the building principal and athletic director can determine whether or not to hold practices for our sports teams and other extracurricular programs. The school district is responsible to notify the news outlets and cancel activities for the day.</li><li>11. When security is required due to the size of the event, the applicant must use district contracted security at an hourly rate determined periodically by the Board.</li><li>12. Beverages and food are not allowed in the gymnasiums, auditoriums, and swimming pool areas.</li></ol>
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Regulations Regarding the Use of Multi Media Machines

1. Multi Media equipment and equipment for special lighting shall be operated by approved operators only. Arrangements must be made through the building principal.
2. Charge for operator is to be determined by building principal based on length and type of film.

Regulations Governing Adult Recreation/Pay Entertainments/Nonresident Groups

(No meetings or entertainments shall be held in any school for individual benefit unless approved by the Board of School Directors.)

**Class A** – includes all events held by and/or for the benefit of the West Mifflin Area Schools. No rental, Building Usage or security fees are charged. Parent-teacher organizations and PMEA events are in this category.

**Class B** – includes all meetings and events in which there are no participant fees or spectator charges. No rental for the auditorium is charged when the group is composed of West Mifflin Area residents, when the group is a West Mifflin Area tax-paying organization, or when the meeting/event is for community benefit. West Mifflin Recreation will not be charged any fees for Easter, Halloween, or Community Day activities. Class B groups are subject to Building Usage and Security Fees and all other fees are applicable. Gymnasium fees will be charged per the existing fee schedule as listed on the permit.

**Class C** – includes all events held for an organization's benefit. The events include, but are not limited to, dance recitals, cheerleader competitions, youth basketball, soccer, and wrestling tournaments, and youth football playoffs and athletic (sports) camps. All fees are applicable.

Cafeteria Policy

1. All requests to use the school kitchen facilities must have the approval of the Cafeteria Supervisor.
2. Only cafeteria employees are permitted to use kitchen equipment. This is to satisfy both health and safety requirements. Outside groups are permitted to make limited use of cafeteria kitchen facilities provided cafeteria employees are reimbursed by the group, when needed, to operate kitchen equipment.
3. Dinners for more than fifteen (15) people may be prepared by an approved

catering operator. Food prepared outside the school kitchen may be stored in kitchen refrigerators if paid cafeteria employees are utilized.

4. Minimum charge for kitchen use by outside groups:

- a. Groups shall pay for cafeteria employees work time.
- b. Cafeteria employees shall be paid time and one-half for hours worked beyond a 40-hour work week.
- c. An extra custodian must be paid whose duties shall include helping in the kitchen and cleaning in the dining room.

**SITUATIONS NOT COVERED BY THESE REGULATIONS SHALL BE REFERRED TO THE SUPERINTENDENT OF SCHOOLS**

Fee Schedule

Fees for the use of school district facilities will be periodically set. The current list is included in the building permit application.

Additional References

For additional details regarding the use of school facilities and care of school property, refer to Policies 224, 707.1 and 713.