CARLYNTON SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: October 4, 1982

REVISED: March 18, 2010

707. USE OF SCHOOL FACILITIES

1. Purpose	The Carlynton School Board of Directors and administration recognize and appreciate the community's large capital investment in the district's physical facilities. Additionally, we believe that our schools are an integral part of the community and in order that maximum benefit might be derived by the school system and community from properties held by the district, should be available to the public for education and recreational use at such times when school is not in session and subject to policies, regulations and rules adopted by the Board.
2. Authority	The Board will provide for the use of school district facilities when permission has been requested in writing and approved by the Superintendent or his/her designee.
SC 775	The Board shall establish annually a schedule of fees for the use of school facilities by school related community and non-community groups. Additional charges may be made for special services as outlined in the rules and regulations. Availability of facilities to non-school organizations will be determined after school needs are satisfied. First priority will be given to school-sponsored groups. Applications by all other organizations will be reviewed in terms of the benefit to be derived by the residents of the school district. All organizations are responsible for abiding by policies, codes and regulations of Carnegie, Crafton, Rosslyn Farms, the school district and the Commonwealth of Pennsylvania.
3. Delegation of Responsibility	The Superintendent or his/her designee shall have authorization to cooperate with the Carnegie, Crafton and Rosslyn Farms Parks and Recreation Board, Carnegie, Crafton and Rosslyn Farms Athletic Association, and other organizations and groups by permitting use of school buildings and grounds, developing schedules for such use, arranging for supervision of activities, approving applications for permission to use facilities, designating school district personnel for purposes of administration and coordination, and assessing and collecting fees as herein set forth.

The Superintendent shall develop procedures for the granting of permission to use school facilities and shall promulgate rules and regulations for such use which shall include:

1. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by district rules and shall be required to provide police protection when necessary.

2. Any school equipment that is to be used in conjunction with requested facilities shall be identified at the time that the request for use of facilities is made. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no items of equipment may be used except by a qualified operator.

3. The district shall be held harmless by the user for any liability that arises from the use of school facilities by any non-school related organization, individual or activity.

4. Users shall be financially liable for damage to the facilities and for proper chaperonage.

5. No later than ten (10) days prior to the beginning of a season, all athletic-related organizations or groups shall provide the Athletic Director of the Carlynton School District a by-name roster of all participants in their organizations or groups. The roster shall include the address, date of birth, and school district of residence of the participant.

6. During a season, any changes (additions/deletions) to a roster will be submitted in writing by the organizations or groups to the Athletic Director of the Carlynton School District. Notification of the changes will be provided within seven (7) days of the changes.

7. All non-district participants in any athletic-related organization or group shall be assessed a participation fee of $50 per quarter or portion thereof. The participation fee is to be collected by the organizations or groups and remitted to the Carlynton School District no later than ten (10) days prior to the beginning of a season. If applicable, groups will pay either a rental fee or an out-of-district fee – whichever is higher – but not both.

8. All athletic-related organizations or groups shall provide the Athletic Director of the Carlynton School District a copy of their current by-laws.