



Book  
Policy Manual  
Section  
700 Property  
Title  
Use of School Facilities  
Code  
707  
Status  
Active  
Legal  
[1. 24 P.S. 511](#)  
[2. 18 Pa. C.S.A. 6306.1](#)  
[3. 20 U.S.C. 7972](#)  
[4. 20 U.S.C. 7973](#)  
5. Pol. 904  
[6. 10 P.S. 328.101 et seq](#)  
[7. 61 PA Code 901.701](#)  
[24 P.S. 510.2](#)  
[24 P.S. 775](#)  
[24 P.S. 779](#)  
[61 PA Code 901.1](#)  
[20 U.S.C. 7971 et seq](#)  
[20 U.S.C. 7905](#)  
Adopted  
June 16, 2003  
Last Revised  
March 15, 2021  
Prior Revised Dates  
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### **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 without discrimination and in accordance with this policy, provided the use does not interfere with the education programs of the school.

## **Authority**

The Board will provide for the use of school facilities when permission has been requested in writing using the District Application for Use of Facilities Form and has been approved by the Director of Business Affairs in accordance with the following order of priority:

1. Requests by school-related organizations.[\[1\]](#)
2. Requests by school-related adult organizations.
3. Requests by nonschool-related community activities with priority given to youth organizations.

The use of school facilities shall not be granted for:

1. Any commercial or profit-making organization without specific approval of the Board.
2. Partisan political activity.
3. Private social functions without specific administrative approval.
4. Use on Sundays or school holidays unless special permission is received from the administration.
5. Any use which is prohibited by law.

## **Delegation of Responsibility**

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

1. Each user shall present a certificate of insurance naming the Cornwall-Lebanon School District as an additional insured prior to the use of district facilities.
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 item of equipment may be used except by a qualified operator.
3. An Automated External Defibrillator (AED) is located in every building in a designated area. Applicants are responsible for knowing the location in the facility.
4. The Board shall be held harmless by the user for any liability that arises from the use of school facilities by any nonschool-related organization, individual or

activity.

5. Users shall be financially liable for damage to the facilities and shall provide proper supervision. The district may require security which would be the financial responsibility of the user.
6. The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities:
  - a. Possession, use or distribution of controlled substances prohibited by state or federal law.
  - b. Possession of weapons.
  - c. Conduct that would alter, damage or be injurious to any district property, equipment or furnishings.
  - d. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.
  - e. Use of tobacco and vaping products, including e-cigarettes, as defined in the law.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

*Products approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, are permitted, as long as the product is not inhaled.*
  - f. Medical marijuana products as prohibited by federal law.
  - g. Possession, use or distribution of alcoholic beverages.
  - h. 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.[\[6\]](#)[\[7\]](#)
7. All activities must terminate by 10:00 p.m. Facilities should be secure when groups/organizations are finished with building usage. This includes turning off lights, locking doors, and securing all facilities.

The Superintendent or designee shall establish annually a schedule of fees for the use of school facilities by outside organizations.

The use of school facilities for activities related to the educational program and district operations shall be without cost to the users except that users shall be responsible for any school police fees or custodial services for hours over and above the normal work hours.

A full list of Rules and Guidelines for the Use of Facilities are included as a part of the application packet.

The district reserves the right to remove from district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.[\[1\]](#)

In the event an individual or community group violates this policy or the terms under which permission was granted to use school facilities, that individual or community group forfeits the right to submit future written requests to use district property, unless otherwise decided by the Board.