

FREEPORT AREA SCHOOL DISTRICT
Freeport, Pennsylvania 16229

FACILITY REQUEST FORM

Please submit completed forms by email to schoolandstudentevents@freeport.k12.pa.us.

Sponsoring Group _____

Name and Title of Contact Person _____

Phone Number _____ Email Address _____

Nature of Event _____

Facilities Requested _____

Date(s) and Time(s) Requested _____

Number of People Anticipated _____

Special Equipment _____

Custodian Required Security Guard Required Approved Kitchen Employee Required

Billing Contact Name _____

Billing Contact Address _____

Verification and proof of adequate insurance coverage must be submitted upon approval.

OFFICIAL USE ONLY

Received Date _____

Restrictions _____

Charges _____

Amount Billed _____

Approved by _____

Amount Received _____

Date _____

Balance Due _____

FREEPORT AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: April 14, 1998

REVISED: August 11, 2016
November 8, 2017
February 13, 2019
March 12, 2020

707. USE OF SCHOOL FACILITIES	
Purpose	<p>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 educational program of the schools. This policy establishes conditions, restrictions and procedures for the use of school facilities for nonschool-sponsored purposes.</p>
Authority	<p>The Board will provide for the use of school facilities when permission has been requested in writing to the Superintendent and has been approved by the Board for the following types of activities and in the listed order of priority for purposes of resolving any conflicting requests for the use of school facilities:</p> <ol style="list-style-type: none"> 1. Organizations affiliated with the school. These include, but are not limited to: PTO, PSEA, Band Boosters, Athletic Boosters, and After Prom Committee 2. Nonprofit organizations 3. For-profit organizations <p>The use of school facilities shall not be granted for any purpose which is prohibited by law, or when the usage is in conflict with regularly scheduled school activity.</p> <p>Special circumstances may be considered by the Board from time to time that may accommodate rate adjustments or long-term lease agreements.</p> <p>The Board shall establish a schedule of fees for the use of school facilities by approved groups.^[1]</p>
Delegation of Responsibility	<p>The Superintendent shall ensure that this policy is posted on the district's publicly accessible website.^[2]</p>

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Guidelines	<p>The Superintendent or designee shall implement administrative regulations or procedures for requesting and granting permission for use of school facilities and shall distribute the necessary information to individuals affected by them.</p> <p>An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the Superintendent.</p> <p><u>Application Process</u></p> <p>An individual or community group requesting permission to use school buildings, facilities or school property must submit a written request on the prescribed application form in advance of the proposed date to the Superintendent or his/her designee.</p> <p>The application must specify the portion of the school facilities requested for use; proposed activities; number of individuals participating; and the date, time and duration of the proposed event.</p> <p>Along with the completed application, the individual or group must submit the following:</p> <ol style="list-style-type: none">1. Payment of the specified rental fee.2. Evidence of organizational liability to limits required by district guidelines.3. Documentation evidencing the school district shall be held harmless by the user for any liability that arises from use of school facilities by the individual or group.
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Application Evaluation

No application to use school facilities shall be approved if the proposed activity would result in any of the following:

1. Conflict with any school-sponsored activity.
2. Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar, or Board action.
3. Access to school facilities containing equipment or furnishings which would be detrimental to the operation of a district program if damaged or operated by an unqualified operator.
4. The proposed use would prevent or encumber district personnel from preparing school facilities for their primary purpose, because of the nature or duration of the activity.

Limitations

When individuals and community groups receive written permission to use school facilities under this policy, such use shall be conditioned upon strict compliance with the following:

1. Individuals shall not use, access or enter upon any portions of the school facilities or their contents not specified in the approved written request form.
2. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.
3. When advertising or promoting activities held at school facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the district.
4. School equipment used in conjunction with requested facilities shall be identified when the application is submitted. Users of school equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator, provided by the school.

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Prohibited Activities

The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities:^[3]

1. Possession, use or distribution of controlled substances prohibited by state or federal law.
2. Possession of weapons.
3. Conduct that would alter, damage or be injurious to any district property, equipment or furnishings.
4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.
5. Use of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, as defined in the law.^{[4][5][6][7]} 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.
6. Medical marijuana products as prohibited by federal law.
7. Possession, use or distribution of alcoholic beverages.
8. 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.^{[8][9]}

Violations

The school district reserves the right to remove from school district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.^[3]

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 school district property, unless otherwise decided by the Board.

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Fee Schedule

Use of school facilities for activities directly related to the educational program and district operations shall be without cost to users.

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Legal References:

1. 24 P.S. 775
2. 24 P.S. 510.2
3. 24 P.S. 511
4. 18 Pa. C.S.A. 6306.1
5. 20 U.S.C. 7972
6. 20 U.S.C. 7973
7. Pol. 904
8. 10 P.S. 328.101 *et seq.*
9. 61 PA Code 901.701
- 24 P.S. 779
- 20 U.S.C. 7905
- 20 U.S.C. 7971 *et seq.*
- 61 PA Code 901.1

**Freeport Area School District
Facility Usage Fees**

Facility	School-Affiliated	Local Community Youth Organizations	Non-Profit	For-Profit
Classrooms – All Schools Classrooms are available at the building Principal's discretion. School libraries are not available for rental.	N/A	N/A	\$ 25/HR	\$ 50/HR
Cafeterias – All Schools Cafeteria rental does not include kitchen access — please contact the District Food Service Manager at 724-295-5141 x1252 for information about catering services available from the District's Food Service.	N/A	N/A	\$ 35/HR	\$ 70/HR
High School Auditorium	N/A	N/A	\$ 50/HR	\$ 100/HR
High School Audion	N/A	N/A	\$ 25/HR	\$ 50/HR
Middle School Auditorium	N/A	N/A	\$ 75/HR	\$ 150/HR
Buffalo Elementary Auditorium	N/A	N/A	\$ 50/HR	\$ 100/HR
South Buffalo Elementary Auditorium	N/A	N/A	\$ 50/HR	\$ 100/HR
High School Gymnasium – Main	N/A	N/A	\$ 50/HR	\$ 100/HR
High School Gymnasium – Auxiliary	N/A	N/A	\$ 25/HR	\$ 50/HR
Middle School Gymnasium	N/A	N/A	\$ 75/HR	\$ 150/HR
Buffalo Elementary Gymnasium	N/A	N/A	\$ 50/HR	\$ 100/HR
South Buffalo Elementary Gymnasium	N/A	N/A	\$ 50/HR	\$ 100/HR
Athletic Stadium – Without Lights	N/A	\$ 50/HR	\$ 100/HR	\$ 200/HR
Athletic Stadium – With Lights	N/A	\$ 100/HR	\$ 200/HR	\$ 400/HR
Track/Track Field – Without Lights	N/A	\$ 50/HR	\$ 50/HR	\$ 100/HR
All Other Outside Athletic Fields/Spaces	N/A	N/A	\$ 25/HR	\$ 50/HR
General Security Deposit A security deposit will be required for all use of facilities. All deposits will be refunded upon request once it has been verified that all facilities have been returned to their original condition.	\$ 100	\$ 100	\$ 100	\$ 500
Additional Personnel Services as Assigned Security Services	All groups are responsible for contracting with the District's designated security firm or the Buffalo Township or South Buffalo Township police departments to provide the required security. The District will make final determinations regarding the necessary security staffing.			
Custodial Services Custodial Services will be assigned for certain events depending on the facility in use and number of attendees or participants. Please be aware that additional time may be required beyond the event duration, for preparation and/or cleanup.	\$ 47/HR	\$ 47/HR	\$ 47/HR	\$ 47/HR
Audio Visual Technology Operator A District Audio Visual Technology Operator will be required for any Auditorium rental that involves the use of the sound system, stage lighting, curtains or visual displays.	\$ 50/HR	\$ 50/HR	\$ 50/HR	\$ 50/HR
Scoreboard Operator/Additional Athletic Workers A District Scoreboard Operator is required for use of the scoreboard. Additional athletic workers may be assigned as needed. Per event rate is per operator/worker and is subject to adjustment for certain types of events.	\$ 50/EVENT	\$ 50/EVENT	\$ 50/EVENT	\$ 50/EVENT