



Policy Number	707
Title	Use of School Facilities
Adopted	3/9/2017
Revised	7/25/2024
Version	v1 · 8/24/2026 · DRAFT

Use of School Facilities

Purpose

School facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational program and/or mission of the school district.

Authority

Cognizant of the special needs and interests of the school program and community, the Board permits the use of school facilities by individuals and community groups without discrimination, subject to the policies and regulations adopted by the Board, promulgated by the Superintendent, and in accordance with applicable state and federal law.

The Board, through the authority of the Superintendent, may grant the use of school facilities at no cost to certain nonprofit organizations/agencies. These organizations/agencies are subject to the same uniform charges as any other organization/agency for the use of facilities for any activity other than their specified meetings (one (1) per month). Additional requests may be considered. Certain activities (e.g., Boy Scout and Girl Scout meetings, 4-H) may be allowed on a weekly basis.

The Board shall establish a schedule of fees for the use of school facilities by approved groups.[1]

Delegation of Responsibility

The Superintendent shall ensure that this policy is posted on the district's publicly accessible website.[2]

The Superintendent or designee shall develop administrative regulations and/or procedures for requesting and granting permission for to use school facilities and shall distribute the necessary information to individuals affected by them.

An application request for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the Director of Operations.

Guidelines

All fees due to the district for the use of the facility are due within thirty (30) days after the date of invoice. A deposit in the amount of ~~twenty five percent (25%)~~ fifty percent (50%) of the projected fees shall be required within ten (10) days prior to the scheduled event. A deposit in the amount of up to 100% of the projected fees may be required within ten (10) days prior to the scheduled event in cases where the individual, group or organization has previously violated Board policy on the use of school facilities; in instances in which the district must expend extraordinary quantities of labor and/or preparation; and/or under other extenuating circumstances. Any groups owing fees from a previous use, or which did not promptly remit payment for a previous use, may be denied the use of school facilities.

Conflict With Regular School Program

The Board permits the use of school district properties by community organizations and groups subject to such restrictions as are necessary to expedite efficient utilization and to avoid conflicting schedules.

Any scheduled school activity, whether taking place during the school day or otherwise, shall have precedence over any other activity for the use of such facility. However, reasonable consideration will be given to extenuating circumstances. In the event a school activity is postponed due to extraordinary circumstances and the make-up day conflicts with a planned community or other activity, the school program would take precedence and force the rescheduling of the community or other activity, regardless of previously granted approval.

All areas of a building requested must be kept in such condition that there will be no interference with normal school day operations.

Any equipment, scenery, etc., to be used by the requesting organization shall not be delivered to the facility involved until permission is granted. It must then be removed by the day following the activity or program.

Any special requirements of the district must be complied with and will depend upon the facility and conditions at the time permission is granted.

Requests for groups in the following categories shall be approved with the following order of priority:^[2]

1. Requests by school organizations and groups.
2. Requests by school-affiliated and school-related organizations.^[3]
3. Requests by non school-related community organizations.
4. Requests by private interest organizations.

Process for Approval of Usage of Facilities - Follow the guidance from the Administrative Regulations

Groups Listed in Categories 1 & 2:

1. Requests to use school building/facilities by school-related organizations shall be approved or disapproved as a result of coordination between the ~~appropriate principal~~ Building Administrator and the Athletic Director and/or Director of Operations.
2. No formal Board action is needed for this type of request, although notification of usage will be provided for the information of the Board.

Groups Listed in Categories 3 & 4:

1. Log into Master Library program located under the Community/Facilities Use Request
~~Applications for facility usage may be secured in any school building office or from~~ on the district's website. Requests must be submitted at least forty-five (45) days before the event.
2. Upon completion of the request application, it should be returned to the Athletic Director and/or Director of Operations for processing (determination of fees, need for security, etc.) and to determine the availability of the requested facility.

3. A certificate of insurance shall be attached to the request application. The certificate of insurance must list the Pleasant Valley School District as a certificate holder and as an additional insured. The limits of liability and property damage are a minimum of \$300,000 per occurrence and \$600,000 aggregate per occurrence. The lessee must provide a copy of the organization's workers' compensation insurance coverage for paid employees, if any.
4. Costs for repair or replacement of lost or damaged property shall be charged to the responsible lessee.
5. ~~The request will be submitted to the Board for approval.~~ Facility requests shall be added to the board agenda as informational.
6. Copies of all facility requests applications requiring the payment of fees will be forwarded to the Business Manager.

Adult Supervision

Responsible adult supervision in adequate numbers must be provided by the sponsoring organization when the participants are under the age of eighteen (18).

Use of District Staff

~~Other -~~ Costs for specific personnel will be charged per person at his/her prevailing wage as follows:

1. Security/Police.
2. Cafeteria.
3. Custodians.
4. Stage manager.
5. Stadium manager.
6. Other staff as needed.

The district will assist the sponsor by suggesting available individuals to handle such assignments. The final decision as to how many district staff members are to be utilized for an outside event will be at the discretion of the district. Outside organizations may not replace these staff members.

Use of the Kitchen(s).

When school kitchens or dishwashing areas are to be used, at least one (1) cafeteria employee must be on duty in the kitchen and/or dishwashing areas. Those assignments shall be made by the Food Service Director.

Categories and Rental Fee Structure*

Where applicable, rental charges per event shall be made to groups and/or organizations in accordance with the following schedule:

(Necessary supervisory, security, custodial, cafeteria, or other services will be an additional cost.)

	Category 1	Category 2	Category 3	Category 3A	Category 4
Classroom	NC	NC	NC	\$50	\$100
Cafeteria	NC	NC	NC	\$100	\$200
Kitchens	NC	NC	NC	\$100	\$200
Building Concession Stands (if available)	NC	NC	NC	\$50	\$150
Stadium Concession Stand (if available)	NC	NC	NC	\$100	\$300
Gyms (Polk/Chill)	NC	NC	NC	\$150	\$250
Gymnasiums (PVM/PVI/PVE/PVH)	NC	NC	NC	\$250	\$400
AAS Gymnasium	NC	NC	NC	\$400	\$500
All Purpose Rooms	NC	NC	NC	\$100	\$200
Old HS Auditorium (event)	NC	NC	NC	\$400	\$600
New HS Auditorium (event)	NC	NC	NC	\$600	\$1200
Rehearsals (any venue)	NC	NC	NC	\$75	\$150
Stadium	NC	NC	NC	\$500	\$1000
Stadium Lights	NC	NC	NC	\$75/hr	\$100/hr
Athletic Field	NC	NC	NC	\$100	\$250
Tennis Courts	NC	NC	NC	\$10/hr	\$25/hr

*The Board has the right to alter fees as they deem necessary.

Category 1: Requests by school organizations and groups.

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~~Category 2: Requests by school affiliated and school related organizations.~~ [\[3\]](#)

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~~Category 3: Requests by nonschool related community organizations (except by other agreement).~~

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~~Category 3A: Category 3 where fee/admission is charged or a donation/collection is taken for the event(s) (except by other agreement).~~

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~~Category 4: Requests by private interest organizations (except by other agreement).~~

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~~Other costs for specific personnel will be charged per person at his/her prevailing wage as follows:~~

1. Security:

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2. Cafeteria:

-

3. Custodians:

-

4. Stage manager:

-

5. Stadium manager:

-

6. Other staff as needed:

~~The district will assist the sponsor by suggesting available individuals to handle such assignments. The final decision as to how many district staff members are to be utilized for an outside event will be at the discretion of the district.~~

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~~Individual separate agreements/contracts may supersede the amounts listed in the fee schedule. Fees of \$100 or more per facility may be charged to each group requesting facilities for long term use, which shall be considered two (2) times or more per month.~~

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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: [\[2\]](#)

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, and other e-cigarettes, as defined in the law.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)
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. Money raised in this manner shall be to benefit district students.[\[8\]](#)[\[9\]](#)

Conduct of Patrons

It shall be the responsibility of the organization using the facilities to control the conduct of persons attending the activity. Such control shall include, but not be limited to, prevention of:

1. Disrespect to school representatives.
2. Disorder or misconduct inside or outside the building prior to, during, or after the time for which use was granted.
3. Failure to leave the premises in reasonably good condition. The school authorities are sole judges for what constitutes good condition.
4. Permitting food and/or drink in the auditorium or gymnasium.
5. Parking vehicles on grassy areas or any areas not designated as a parking area.

Continued violations of the above may result in loss of usage privileges.

Damage to Building or Equipment

Any organization granted the use of any school facility shall assume full responsibility for damage or loss to school property, other person's property and personal injuries to any person in connection with its use.

Indemnification

To the extent permitted by local, state, and federal law, any group or organization permitted to use school buildings/facilities in accordance with this policy shall hold harmless, defend, and indemnify the district from any actions, claims, lawsuits, penalties, fines, or similar sanctions brought against the district related to any act or omission of the group or organization in connection with their use of the school buildings/facilities. This provision shall not apply to groups listed in Categories 1 & 2, above.

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.[2]

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.

Footnotes

[1] 24 P.S. 775
palegis.us
palegis.us
Legal Reference
[View source](#) 

[2] **24 P.S. 510.2**
palegis.us
palegis.us
Legal Reference
[View source](#) 

[3] **Pol. 915**
Policy Reference
[Open policy](#) 

[4] **18 Pa. C.S.A. 6306.1**
palegis.us
palegis.us
Legal Reference
[View source](#) 

[5] **20 U.S.C. 7972**
uscode.house.gov
uscode.house.gov
Legal Reference
[View source](#) 

[6] **20 U.S.C. 7973**
uscode.house.gov
uscode.house.gov
Legal Reference
[View source](#) 

[7] **Pol. 904**
Policy Reference
[Open policy](#) 

[8] **10 P.S. 328.101**
palegis.us
palegis.us
Legal Reference
[View source](#) 

[9] **61 PA Code 901.701**
pacodeandbulletin.gov
pacodeandbulletin.gov
Legal Reference
[View source](#) 

Instructions on How to Submit a Facilities Request

How to Create an Account for Facilities Usage Request.

1. Create a ML account if you have not already done so.
2. Go to website: Facilities Schedules – Login pa105.mlschedules.com/login.aspx
3. Click on Create New Account (video). <https://support.mlschedules.com/hc/en-us/articles/11452392861211-Create-a-new-Facilities-Schedules-account>.

The New Account Setup page appears.

4. Fill in Account Information, User Information, Group Information, Additional Group information including uploading the Group's Certificate of Insurance.
5. Click Create User Account.

How to Submit a Facilities Request.

1. Go to website: Facilities Schedules – Login pa105.mlschedules.com/login.aspx
2. Log in- Facilities Schedules
3. On left hand side- select requests-submit new request
4. Make A Request
5. Select Site(s)
6. Select Space
7. Frequency
8. Date & Time Information
9. Click View Availability
10. If space is available, click continue
11. Fill in event information-Event Name, Event Notes, etc.
12. Additional Information- Number of People, etc.
13. Equipment-# of chairs, # of tables, etc.
14. Personnel- Custodial yes or no- Notes, Security yes or no- Notes, etc.
15. Additional Files-if you wish to upload a file attachment-example: maps
16. Confirm & Submit Request

Pleasant Valley School District

ADMINISTRATIVE REGULATION

REVIEWED: 09/19/2024

REVISED: 05/04/2026

707-AR-2. RULES FOR USE OF SCHOOL FACILITIES

The district does not assume responsibility for any loss, damage or personal injury that may occur on district property during the use of facilities by approved organizations or groups.

The following rules must be adhered to by all users of school facilities, in addition to the stipulations established in Board policy:

1. When schools are closed due to inclement weather or building emergencies, all events and activities are cancelled.
2. Changes and cancellations by renters should be made at least twenty-four (24) hours prior to the proposed use.
3. At least one (1) district employee will be on duty at all times when a school building or facility is in use. Payroll costs will be billed to the organization or group if usage is outside the employee's assigned work schedule.
4. A building custodian will open and close the building; be in charge of heat, lights and ventilation; assist in preserving order and preventing damage; and ensure that the facility is left in proper order.
5. Groups using school district facilities with a desire to access scoreboards must utilize a district employee designated as the stadium manager. No outside groups shall utilize scoreboards unless authorized by the Superintendent.
6. Arrival time will be no earlier than the time indicated on the approved application.
7. Adult supervision is required at all times during which district facilities are used by outside youth groups.
8. School premises must be left in the same condition in which they were found. Fees will be charged for the cost of any additional custodial or maintenance services required as a direct result of the activities of the organization or group.
9. The renting organization or group is responsible for the conduct of the individuals whom it admits, keeping participants in the designated area and for any infraction of the established rules.

10. The renting organization or group is responsible for any damage to property due to its occupancy during the rental period.
11. Possession, use or distribution of controlled substances prohibited by state or federal law is prohibited.
12. Use of tobacco and vaping products, **and other** electronic cigarettes, as defined in the law is prohibited.
13. Possession of weapons is strictly prohibited and it is a federal and state violation which will be prosecuted to the fullest extent of the law.
14. Possession, use or distribution of alcoholic beverages is prohibited.
15. Food, drinks and refreshments must be consumed only in the cafeterias or multipurpose rooms, unless special permission has been granted. No food or drinks are allowed in classrooms, auditoriums and gymnasiums.
16. Outside organizations must utilize school district security.
17. All functions and activities must end and buildings must be evacuated by 10:00 p.m.
18. If kitchen facilities are being used, a district food service employee must be present.
19. No alterations/additions will be permitted to the auditorium areas, and all materials belonging to the organization or group must be removed immediately after the final performance.
20. Only authorized, properly trained and pre-approved personnel will have access to the operations of the sound and/or light systems in the auditorium.
21. To maintain a safe environment, no doors are to be propped open at any time.
22. The district reserves the right to limit the entrances that can be accessed by outside groups. Outside groups need to remain in the location that is to be utilized, i.e. no one is allowed to in any other part of the facility other than what is reserved.
23. Parking is restricted to designated parking areas and is prohibited on all grass areas and playgrounds.

ADMINISTRATIVE REGULATION

Pleasant Valley School District

REVISED:

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Stadium	NC	NC	NC	\$500	\$1,000
Stadium Lights	NC	NC	NC	\$75/hr	\$100/hr
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Category 2: Requests by school-affiliated and school-related organizations. (See Policy 915)

Category 3: Requests by nonschool-related community organizations (except by other agreement).

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Category 4: Requests by private interest organizations (except by other agreement). Other costs for specific personnel will be charged per person at his/her prevailing wage as follows:

1. Security.
2. Cafeteria.
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The district will assist the sponsor by suggesting available individuals to handle such assignments. The final decision as to how many district staff members are to be utilized for an outside event will be at the discretion of the district.

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