



Book	Policy Manual
Section	700 Property
Title	Use of School Facilities and Equipment
Number	707
Status	Active
Legal	1. 24 P.S. 775 2. Pol. 218.1 3. Pol. 351 4. Pol. 707.1 10 P.S. 311 et seq. 20 U.S.C. 7181 et seq 20 U.S.C. 7905 22 PA Code 403.1 24 P.S. 511 24 P.S. 779 35 P.S. 1223.5 61 PA Code 901.1 61 PA Code 901.701
Adopted	November 9, 1983
Last Revised	June 20, 2018

Purpose

The Woodland Hills Board of School Directors recognizes that district facilities are primarily available to support the K-12 instructional and extracurricular programs. When such district facilities are not in use for these purposes they may be made available to community groups, recreation boards, parent groups, booster organizations, and individuals (henceforth "renter"), subject to School Board policies, procedures, and prevailing fee schedules. The following regulations and restrictions, and those appearing on the district website, are applicable to all user groups.

Authority

No individual, group or organization that discriminates on the basis of race, color, creed, national origin, gender, age or hardship as defined by law shall be allowed to use district facilities. Prior to usage of facilities, PA Criminal History, PA Child Abuse and FBI Criminal History clearances must be submitted for all persons in contact with children.

In compliance with the Americans with Disabilities Act (ADA), Section 504, the following buildings are handicap

accessible:

1. Wolvarena
2. Woodland Hills Junior/Senior High School
3. Woodland Hills Intermediate School
4. District Administrative Offices
5. Woodland Hills Primary/Edgewood
6. Woodland Hills Primary/Wilkins
7. Woodland Hills Academy

Applications for facility usage are only accepted via the district's on-line facilities reservation portal. Electronic applications from all renters must be made to the Office of Physical Plant at least sixty (60) days prior to the requested date on the official application site. Requests are subject to availability of facility and to the consideration of the School Board at its Agenda and Legislative School Board meetings held the second and third Wednesday of the month.

All renters using a facility must comply with all policies, rules, and procedures adopted by the School Board.

The renter reserving school facilities may not sublet or transfer its rights and responsibilities to any other individual, group or organization.

In the event school is closed due to weather or emergency situations, all activities are canceled. School facilities will not be available on those days. Information concerning school closings is made available on the district website, district social media sites, KDKA, WTAE and WPXI television stations.

To qualify for resident group status, groups must consist of seventy-five percent (75%) residents of the Woodland Hills School District. Proof of resident status must be submitted prior to approval. Resident groups are provided scheduling preference if request is submitted in a timely fashion and if facilities are not in use by school district programs or activities. It is the intent to provide resident groups preference dates only if deadline application dates are accommodated.

Use of facilities by renters may impose added costs to the school district in the form of utilities and supervisory and custodial costs. Therefore, a reasonable rental, supervisory, and cleaning cost structure is imposed by the school district to the renter. Rental and supervisor costs may be waived by the School Board. Renters seeking waiver of fees must submit a separate letter addressed to the School Board with justification.

Rental fees owed to district may be paid in advance, but no later than two (2) weeks after event. If rental fees are not paid within thirty (30) days of the event, renter is not eligible for next year.

There is a \$10 reservation fee for each day of usage requested. The fee is not refundable but will be credited against the renter's final usage invoice. The reservation fee must be paid in advance before final approval is given. If the user cancels two (2) hours prior to the use of the facility due to inclement weather, the organization will be refunded the reservation fee for that day, however, custodial fees will be charged if the custodian has shown up for work.

Certain groups and organizations will have different considerations on rates and fees according to the following categories:

1. Woodland Hills student related activities, local governmental offices, local PTO's, Scout Groups, and Senior Citizen Groups, when no admission is charged.
2. Facilities requested for use by Woodland Hills children, district community recreation boards, Woodland Hills public, private or parochial schools, and district athletic organizations, when no admission is charged.

3. Facilities requested for used by Woodland Hills children, district community recreation boards, Woodland Hills public, private or parochial schools and district athletic organizations, when an admission is charged.

4. Facilities requested for use by Woodland Hills adult community groups, private groups, and parochial groups when no admission is charged.

5. Facilities requested for use by Woodland Hills adult community groups, private groups, and parochial groups when an admission is charged.

6. Facilities requested for use by all groups.

The determination of a group's category will be made by the superintendent or his/her designee.

An insurance certificate is required for all renters requesting to use a swimming pool and for other events that attract crowds or imply a risk to the district beyond what the facility was designated for.

As a condition of and prior to use of school facilities, those renters described in categories 3,4,5 and 6 above shall provide a certificate of insurance evidencing a minimum of \$1,000,000 combined single limit coverage with the school district designated as an additional insured provided with primary coverage without contribution. Further:

- An insurance certificate is required for all renters requesting use of a swimming pool.
- The Superintendent may require a certificate of insurance and/or an "Acknowledgement of Risk and Hold Harmless Agreement" when in the Superintendent's sole determination presents a heightened risk of liability to the school district.
- The Superintendent is permitted to waive any insurance requirements on a case-by-case, non-precedential basis if circumstances warrant such waiver so as to allow flexibility in the administration of the guidelines.

All renters using a facility will be liable for breakage, damage, etc. to school property that occurs during the time the facility is used by the renter.

The renter of a school facility is responsible for its guests' and patrons' acts and deeds. The renter is to protect school property and provide a safe, secure condition for building occupants. Failure to comply with these regulations will eliminate renters from future use of school facilities.

1. The security of the parking lot is the responsibility of the renter using the school facility. The district will not assume damages incurred by any vehicle in the parking lot. Security on occasion may be required.
2. Renters must enforce Fire Marshall regulations that prohibit parking along painted yellow line curbing areas surrounding perimeter of buildings. Police have been advised to ticket and tow vehicles.
3. Due to Fire Marshall regulations, under no circumstance can extra chairs be added in auditorium aisles. Rows of extra chairs may be added to the front of the auditorium if necessary, as long as chairs are available and an egress aisle is provided to exits.
4. Efforts must be made to enforce district Board Policy #707.1–Smoking/Tobacco Use, Policy #351–Drug And Alcohol Abuse, and Policy #218.1–Weapons in schools.[2][3][4]
5. Refreshments if sold, must be eaten in designated areas ONLY. Renter must station a person at doorways to keep food out of the auditorium and gymnasium areas.
6. Renters will pay the applicable fees, when air conditioning is used.
7. The renter of the facility is required to pay the district for custodial services. Their function is to assist renters with their needs and to provide supervision to be sure facility is used in accordance with rules and

regulations.

PA SYSTEM AND LIGHT PANEL BOARD UTILIZATION

Renters of school facilities may take advantage of the district's PA and lighting systems. However, only authorized WHSD employees are permitted to operate said equipment. If your organization is in need of the PA and lighting systems, please note that an additional fee will apply. Arrangements for service will be provided by the district's designated personnel.

The district reserves the right to edit all audio and visual selections prior to any event.

Violations

The school district reserves the right to remove from school district premises any renter who fails to comply with the terms and conditions of this policy and established procedures.

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

Using a facility without proper permission and payments will eliminate future use of the facility.

 [707-Attach-2 Use of Facilities Attachment - REVISED.xls \(84 KB\)](#)