

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: October 21, 2004

REVISED: June 16, 2011

REVIEWED: February 19, 2026

707. USE OF SCHOOL FACILITIES	
1. Purpose	<p>Purpose The Joint Operating Committee recognizes that the primary purpose of the school, facilities is to provide students with an appropriate learning environment. In addition, it may make school facilities available to individuals and community groups in accordance with this policy, provided the use does not interfere with the educational program of the school.</p>
2. Authority SC 1850.1 SC 775	<p>Authority The Joint Operating Committee directs that use of school facilities may be granted to individuals and community groups.</p> <p>The Joint Operating Committee shall establish a schedule of fees for the use of school facilities by approved groups, to include room rental, field, custodial, kitchen and other services.</p>
3. Delegation of Responsibility	<p>Delegation of Responsibility The Administrative Director or designee shall implement procedures for requesting and granting permission for use of school facilities and shall distribute the policy and procedures to individuals affected by them.</p> <p>The use of school facilities by individuals or community groups will not be permitted unless written approval is granted by the Administrative Director.</p> <p>An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures.</p>
4. Guidelines	<p>Guidelines <u>Application Process</u></p> <p>An individual or community group requesting permission to use school facilities or property must submit a written request to the Administrative Director on the prescribed application form at least three weeks in advance of the proposed date.</p> <p>The application shall specify the portion of the school facilities requested for use,</p>

proposed activities, number of individuals participating, and the date, time, duration of the proposed event, and other specific requirements.

Along with the completed application, the individual or group must submit evidence of organizational liability coverage required by school guidelines, planning for proper supervision, and documentation that the school shall be held harmless by the user for any liability that arises from use of facilities by an individual or group.

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 facilities closed due to renovations, maintenance, cleaning, school calendar, or Joint Operating Committee action.
3. Access to facilities containing equipment or furnishings which, if damaged or operated by an unqualified operator, would be detrimental to the operation of a school program.
4. Prevention of school 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 facilities or their contents not specified in the approved written request form.
2. Restaurant facilities are limited to two outside groups per month.
3. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.
4. Should advertising or promotional activities be held at school facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the school.

School equipment requested in conjunction with requested facilities shall be

<p>SC 511</p> <p>10 P.S. 311 et seq</p> <p>35 P.S. 1223.5</p>	<p>identified when the application is submitted. Users of school equipment shall 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.</p> <p><u>Prohibited Activities</u></p> <p>The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission for use:</p> <ol style="list-style-type: none"> 1. Possession, use or distribution of illegal drugs and/or alcoholic beverages. 2. Possession of weapons. 3. Conduct that would alter, damage or be injurious to any school 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. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act. 6. Use of tobacco products. <p><u>Violations</u></p> <p>The school reserves the right to remove from school premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.</p> <p>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 facilities, unless otherwise decided by the Joint Operating Committee.</p> <p><u>Fee Schedule</u></p> <p>Use of school facilities for activities directly related to the educational program and school operations shall be without cost to users, except that the user may be responsible for extra custodial fees. The fee schedule shall provide for both non-profit and profit groups.</p>
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	<p><u>Student Groups</u></p> <p>Student groups wishing to use school facilities after hours shall obtain permission at least two weeks in advance of the activity and follow established procedures. Such groups shall be supervised by a faculty member.</p>
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