707. USE OF FACILITIES

1. Purpose
   The Board recognizes the needs of parent and community groups to utilize district facilities for educational, cultural, recreational, civic, or social purposes when they are not scheduled for district programs or maintenance. District facilities are intended for use primarily by residents and community groups which are located within the district’s boundaries.

2. Authority
   District facilities that may be made available under this policy include, but are not limited to, buildings, fields, parking lots and, in certain instances, equipment.

3. Guidelines
   **Classifications**

   All users of district facilities must be groups that are open to district residents without restriction to race, creed, national origin, or political affiliation and may not have a charter or admission policy that violates state, county and federal statutes and regulations.

   All users of district facilities will fall into one (1) of the following types as defined below:

   **NOTE:** Political campaigning on district property, other than at designated polling areas on Election Day, is prohibited.

   **Type 1**

   The user requesting DASD facility use is a DASD not-for-profit group, organized solely for the purposes of supporting and enhancing the mission of the school for which it is formed, and 100% of the group’s proceeds from the facility use benefit DASD. Type 1 user also includes units or elected officials of Federal, State or local government or local civic groups when conducting community or official business.
Type 2
The user requesting DASD facility is a tax exempt organization, religious organization or governmental entity. Requesting user organization is comprised of at least 50% DASD residents. DASD does not monetarily benefit from the event.

Type 3
The user requesting DASD facility is a tax exempt organization, religious organization or governmental entity. Requesting user organization is comprised of less than 50% DASD residents. DASD does not monetarily benefit from the event.

Type 4
All other use requests.

Procedure For Requesting Facilities Or Fields
All groups requesting use of district facilities are required to submit a written request application to the appropriate Building Principal, Athletic Director or his/her designee.

For more information, please see Downingtown Area School District’s 707 AG Use of Facilities Guidelines.

Associated Fees And Charges
The district reserves the right to determine the rental fees and impact schedules for each type of users requesting district facilities. Fees are based on organization type and are detailed in Appendix B with additional support service charges as requested / required detailed in Appendix C.

The Board may waive any or all charges to any organization for a time period for humanitarian, recognition of service to DASD, or any such reason the Board deems fit.

Required Insurance For Use Of District Facilities
Type 1 organizations who use district facilities must be preapproved by the district in order to ensure that appropriate and necessary insurance coverage is in place for the requested activity. The district will indemnify and hold harmless the DASD related organizations only to the extent the coverage is provided through the liability insurance policies carried by the district. The coverage will be extended only for
activities on school property that the district has designated as school district-sponsored.

All other users with approved use of district facilities pursuant to this policy shall carry liability, casualty and other required insurance as outlined in administrative guidelines to indemnify and hold the district harmless from any and all loss, damage, liabilities, claims, demands, suits or proceedings of whatever kind arising out of, or relating to such use; and shall provide evidence thereof in form and in amounts satisfactory to the district authorized representative. Certificates of Insurance must be received by the district office at least ten (10) working days before any scheduled use of the facility.

Leasing Of District Facilities

The Board may, at its discretion, enter into leases, licensing agreements, or other contractual relationships with any organization with respect to district facilities as determined to be in the best interests of the district. All such agreements must be in writing and approved by the Board pursuant to Board resolution at a public meeting. A copy must be submitted to the Facilities Coordinator.

Unavailability Of Facilities

Use of district facilities is automatically canceled when the facilities are closed by school authorities because of local, state, or national disasters or emergencies, school construction, or normal weather-related school closings.

The district is authorized to curtail use of district athletic fields in case of inclement weather or other field maintenance work.

Policy Violators

The district reserves the right to change user classification or deny access to the district facilities to any organization that violates the policy or accompanying administrative guidelines.

Invoicing For Rental Fees For Use Of Facilities

Invoices will be issued monthly via email for the previous month’s scheduled events. More information can be found in the Administrative Guidelines.

Links To District’s Website

DASD related organizations may use the district’s web page(s) in accordance with Policy 815.1.
Use of, or access to, the district’s website or web page(s) shall be restricted in accordance with this policy and Policy 815.1.

**Implementation**

The Superintendent shall develop and promulgate administrative guidelines implementing the intent of this policy for Board Approval.

**References:**

- School Code – 24 P.S. Sec. 511, 775, 779
- State Board of Education Regulations – 22 PA Code Sec. 403.1
- Department of Revenue Regulations – 61 PA Code Sec. 901.1, 901.701
- Local Option Small Games of Chance Act – 10 P.S. Sec. 311 et seq.
- School Tobacco Control – 35 P.S. Sec. 1223.5
- Board Policy – 000, 707, 815, 815.1