



Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Code	707
Status	Second Reading
Adopted	November 14, 1985
Last Revised	August 8, 2024
Prior Revised Dates	2/13/2020, 01/11/2024

Purpose

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.

Authority

The Board will provide for the use of school facilities when permission has been requested, in writing, and has been approved by the Board or the Superintendent in accordance with the following order of priority:

1. Class A: Responsible school organizations that are either directly connected with the school or are generally concerned with the welfare of the school. The groups include, but are not limited to, all approved student clubs and activities, PTO, approved booster clubs, alumni association and employee groups.
2. Class B: Any Canton civic or community group or organization offering to present a non-fundraising activity that is instructive and beneficial to the school or community. The groups include, but are not limited to, Boy/Girl Scouts, YMCA, local churches, local government agencies, and local charity organizations (non-fundraising).
3. Class C: Any civic, community group, or organization offering to present a program, instructive and beneficial to the participants that involve fundraising and/or an admission fee.

The Board directs that use of school facilities may be granted to individuals and community groups for the following types of activities:

1. Instruction in any branch of education, learning and the arts, consistent with the school district's mission.
2. Recreation, physical training and athletics, including competitive athletic contests for children and adults.

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

Fee Schedule

	Rental Charge	Certificate of Insurance (may be required)*	Custodian
Class A	No	Case by Case	Yes
Class B	No	Yes	Yes
Class C	Yes	Yes	Yes

Use of Facilities: Rental Fees

Facility	Class A	Class B	Class C
Concession Stand	\$0	\$0	\$50/use
Cafeteria	\$0	\$0	\$75/use
Classrooms	\$0	\$0	\$50/use
Library	\$0	\$0	\$75/use
Gymnasium	\$0	\$0	\$100/use
Auditorium	\$0	\$0	\$100/use
Theatrette	\$0	\$0	\$75/use
Kitchen Labor Cost	Actual Costs	Actual Costs	Actual Costs
Custodial Labor Cost	Actual Costs	Actual Costs	Actual Costs
IT Labor Cost	Actual Costs	Actual Costs	Actual Costs

*If certificate of insurance is required, the certificate must name Canton Area School District as additionally insured.

Any event, regardless of classification (Class A, Class B, Class C) who holds an event with expected participants and spectators of 300 or more individuals will be assessed a fee of \$150 to cover the costs of expendables (paper products, sanitary products, soap, etc.).

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 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.

An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the Superintendent, Business Manager or building principal.

Guidelines

Application Process

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 at least fourteen (14) days in advance of the proposed date to the Superintendent, Business Manager, and building principal.

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.

Application Evaluation

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

1. {X} Conflict with any school-sponsored activity.
2. {X} Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar or Board action.
3. {X} 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. {X} 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. {X} 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. {X} Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.
3. {X} 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. {X} 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.

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, **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.**

Violations

The district reserves the right to remove from 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 district property, unless otherwise decided by the Board.

Fee Schedule

Use of school facilities for activities directly related to the educational program and district operations shall be without cost to users, except that, the user shall be responsible for extra custodial fees.

PSBA Revision 5/24 © 2024 PSBA

Legal

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

[707-AR-0-CASD District Fee Schule and Regulations for use 11 JUN 2024.docx \(28 KB\)](#)

[707-AR-1-RulesForUseSchFacil 11 JUN 2024.docx \(28 KB\)](#)

[707-AR-2 Building Use Form General 11 JUN 2024.pdf \(728 KB\)](#)