

**CHESTER COUNTY
INTERMEDIATE
UNIT 24**

SECTION: PROPERTY

TITLE: USE OF INTERMEDIATE UNIT
BUILDINGS AND FACILITIES

ADOPTED: APRIL 27, 2011

REVISED: MAY 20, 2020

707. USE OF INTERMEDIATE UNIT BUILDINGS AND FACILITIES

Policy Section	Policy Description
1. Authority	<p>The Board recognizes that the buildings and facilities of the Intermediate Unit are operated and maintained primarily to provide those educational services best organized on a regional level. To the extent it does not interfere with the Intermediate Unit’s mission, the Board believes its buildings and facilities should be used by the community to further the educational, cultural, civic, social, and recreational growth of its citizens and may make its buildings and facilities available without discrimination and in accordance with this policy.</p> <p>The Board reserves the right to withhold rental privileges from any organization at any time.</p> <p>The Board reserves the right to cancel any previously approved rental for reasons established by the Intermediate Unit.</p>
2. Delegation of Responsibility	<p>The Executive Director or designee shall implement administrative regulations or procedures for requesting and granting permission for use of Intermediate Unit facilities and shall distribute the necessary information to individuals affected by them.</p>
3. Guidelines	<p>Rental Application</p> <p>All requests for rental of buildings and facilities shall be made on the approved application form. The Executive Director or designee shall be responsible for developing the approved application consistent with the requirements of this policy.</p> <p>An applicant wishing to rent any Intermediate Unit building and/or facility should provide sufficient advance notice. No less than two (2) weeks will be required for the processing of a completed application once received by the Intermediate Unit.</p> <p>The application will be first reviewed by the respective building administrator as to the availability of the requested area, scheduling conflicts, appropriateness of rental, special arrangement, etc. The building administrator will indicate acceptance or rejection of the application before forwarding it to the business office.</p>

The business office will review the application to establish fees and determine that all insurance requirements are met.

The business office will return a copy of the approved or rejected application to the applicant and will distribute copies to appropriate staff.

Rental Fees

A schedule of fees shall be periodically adopted by the Board.

Legal Reference: SC 775

Unless other arrangements have been made with the business office, all fees and charges must be paid by the applicant no later than three (3) days before the function.

Chester County school districts are exempt from the payment of fees.

Should the applicant provide direct services to the Intermediate Unit, or should the function directly benefit the students or others in the educational community of Chester County, the Executive Director or designee may reduce or waive fees and charges.

Insurance

The Intermediate Unit shall require renting organizations to have a minimum of \$1 million Public Liability and Property Damage combined.

The applicant's insurance agent must supply the business office with a certificate of insurance at least three (3) days prior to the function.

The applicant, by signing and submitting the application, shall agree to hold harmless the Intermediate Unit from all legal actions brought as a result of the use and/or rental of Intermediate Unit facilities by the applicant.

Supervision

Intermediate Unit personnel must be on duty during the rental time period.

The Intermediate Unit shall determine the number of custodians, food service, security personnel or other employees required to be on duty during an event. Employees shall have the responsibility and authority to enforce all safety, health, and security rules, regulations and procedures.

It shall be the responsibility of the renting organization to ensure proper conduct of those in attendance and to provide adequate adult supervision at all times minors are on Intermediate Unit premises.

If Intermediate Unit equipment is to be used during a rental, a qualified operator shall be required.

Rental Damage and Responsibility

The applicant shall agree to accept full responsibility for any damage done by any individual(s) entering Intermediate Unit buildings or facilities in connection with the function and further agrees to indemnify the Intermediate Unit for any such damage.

The applicant shall agree to leave facilities in the same condition as found.

General Rules and Regulations

No food, drinks, or refreshments of any kind shall be brought into Intermediate Unit buildings, served or consumed without specific permission granted in advance. Applicants may request food service be provided by so indicating on the application.

Additional rules and regulations may apply to specific areas such as gymnasiums, kitchens, swimming pool, tennis courts, etc.

Prohibited Activities

The following activities are strictly prohibited in Intermediate Unit facilities when individuals and community groups are granted written permission to use said facilities:

1. Possession, use or distribution of controlled substances prohibited by state or federal law.
2. Possession, use or distribution of alcoholic beverages.
3. Possession, use or distribution of medical marijuana products as prohibited by federal law.
4. Use of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, as defined in the law
5. Possession of weapons except by commissioned police officers or other law enforcement personnel engaged in official business or sanctioned training activities.
6. Conduct that would alter, damage or be injurious to any Intermediate Unit property, equipment or furnishings.
7. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.
8. Gambling, games of chance, lotteries, raffles or other activities requiring a

<p>References:</p>	<p>license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the administration.</p> <p>Legal References: 10 P.S., Sec. 311 et seq, Title 61, Sec. 901.701</p> <p><u>Violations</u></p> <p>The Intermediate Unit reserves the right to remove from its 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 Intermediate Unit facilities, that individual or community group forfeits the right to submit future written requests to use Intermediate Unit property, unless otherwise decided by the Board.</p> <p>School Code – 24 P.S. Sec. 775, 779, 914-A</p> <p>State Board of Education Regulations – 22 PA Code Sec. 403.1</p> <p>Department of Revenue Regulations – 61 PA Code Sec. 901.1, 901.701</p> <p>Local Option Small Games of Chance Act – 10 P.S. Sec. 311 et seq.</p> <p>School Tobacco Control – 35 P.S. Sec. 1223.5</p> <p>Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.</p> <p>Boy Scouts of America Equal Access Act – 20 U.S.C. Sec. 7905</p> <p>Board Policy – 000</p>
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