

SUN AREA TECHNICAL INSTITUTE

SECTION: PROPERTY

TITLE: USE OF CENTER FACILITIES

ADOPTED: October 17, 2002

REVISED: June 19, 2003

| 707. USE OF CENTER FACILITIES | |
|---------------------------------|--|
| 1. Purpose | The Joint Operating Committee recognizes that although the primary purpose of the center buildings, facilities and property is to provide students with an appropriate learning environment, the Joint Operating Committee may make center 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 center. |
| 2. Authority | <p>The Joint Operating Committee directs that use of center facilities may be granted to individuals and community groups for the following type of activity:</p> <ol style="list-style-type: none"> 1. Instruction in any branch of education, learning and the arts, consistent with the center's mission. |
| SC 775 | The Joint Operating Committee shall establish a schedule of fees for the use of center facilities by approved groups. |
| 3. Delegation of Responsibility | <p>The Administrative Director or designee shall implement procedures for requesting and granting permission for use of center facilities and shall distribute the policy and procedures to individuals affected by them.</p> <p>An application for use of center facilities may be disapproved because of noncompliance with established policy and procedures by the Administrative Director.</p> |
| 4. Guidelines | <p><u>Application Process</u></p> <p>An individual or community group requesting permission to use center buildings, facilities or center property must submit a written request on the prescribed application form seven (7) days in advance of the proposed date to the Administrative Director.</p> |

The application must specify the portion of the center facilities requested for use; proposed activities; number of individuals participating; and the date, time and duration of the proposed event.

Along with the completed application, the individual or group must submit the following:

1. Payment of the specified rental fee.
2. Evidence of organizational liability to limits required by center guidelines.
3. Documentation evidencing the center shall be held harmless by the user for any liability that arises from use of center facilities by the individual or group.

Application Evaluation

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

1. Conflict with any center-sponsored activity.
2. Access to center facilities closed due to renovations, maintenance, cleaning, the school calendar, or Joint Operating Committee action.
3. Access to center facilities containing equipment or furnishings which would be detrimental to the operation of a center program if damaged or operated by an unqualified operator.
4. The proposed use would prevent or encumber center personnel from preparing center 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 center 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 center facilities or their contents not specified in the approved written request form.
2. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.

| | |
|--|--|
| <p>SC 511</p> <p>10 P.S. 311 et seq</p> <p>20 U.S.C. Sec. 7181 et seq 35 P.S. 1223.5</p> | <ol style="list-style-type: none"> 3. When advertising or promoting activities held at center facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the center. 4. The center equipment used in conjunction with requested facilities shall be identified when the application is submitted. Users of center 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 center. <p><u>Prohibited Activities</u></p> <p>The following activities are strictly prohibited in center facilities when individuals and community groups are granted written permission to use said center facilities:</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 center 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, unless such activity has been expressly authorized by the Joint Operating Committee or administration. 6. Use of tobacco products. <p><u>Violations</u></p> <p>The center reserves the right to remove from center 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 center facilities, that individual or community group forfeits the right to submit future written requests to use center property, unless otherwise decided by the Joint Operating Committee.</p> |
|--|--|

| | |
|--|--|
| <p>School Code 511, 775</p> <p>10 P.S. 311 et seq</p> <p>35 P.S. 1223.5</p> <p>20 U.S.C. Sec. 7181 et seq</p> <p>20 U.S.C. Sec. 7905</p> | <p><u>Fee Schedule</u></p> <p>Use of center facilities for activities directly related to the educational program and center operations shall be without cost to users except that the user shall be responsible for extra custodial fees.</p> |
|--|--|