

SUBJECT: USE OF SCHOOL FACILITIES

The following criteria must be met by any outside group using the Levittown School Districts buildings or fields:

1. Must be a non-profit organization
2. 85% of the permit participants must be Levittown school district residents. (This needs to be confirmed though the organization provided roster for verification.
3. Organization must provide their Certificate of Liability insurance listing the Levittown School District as additionally insured.
4. If all criteria is met, the organization enters the request in the school dude system and based upon what buildings/fields, days of the week and times the organization has had in the past, they are approved or disapproved.

(If a request is made by a new organization they will have to be approved after review of the above criteria by the Levittown Board of Education and availability of the buildings and fields at the time of request.)

Approval process is as follows:

All request for Building/Field use for summer should be entered in school dude by May. The Phys. Ed./Athletic schedule will approve the requests in school dude by the end of June.

For Fall usage all requests should be entered in school dude by July and will be approved by the end of August.

For Winter usage all request should be entered in school dude in October and approved in November.

For Spring usage all requests should be entered in school dude by January and approved in February.

Priority for all assignments will be given to those organizations that have historically utilized the facilities. This includes location and times.

Please Note: In the event the school district teams or programs are in need of a facility that an outside group has been granted prior approval, the school district team or program will take precedence and the outside organization will be cancelled.

Dated: 6/22/09; Reviewed: 7/15/2018

Refers to Policy #3280.1 – Use of School Facilities