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dallasd.com · 2000 Conyngham Avenue, Dallas, PA 18612

Phone: 570-675-5201 · Fax: 570-674-7295

May 6, 2025

Dear Dallas School District Partner,

You are receiving this communication because your organization has completed a Facility Use Application and/or utilized a Dallas School District Facility in the recent past.

The purpose of this communication is to clarify the DSD Facility Use Policy 707 and communicate updated procedures in an attempt to increase clarity and efficiency of the facility use application process. Policy 707 is attached. Please read it carefully.

Clarifications:

Timeline for Applications

There is a 60 days in advance requirement in the policy. This should be considered a minimum. Many organizations apply several months in advance. This allows for better planning and for groups to understand applicable fees before they finalize their event plans. **Groups applying for use should confirm the fee(s) prior to finalizing their event.**

Fees/Non-profit Organizations

For purposes of facility use, the District defines “non-profit” as organizations that possess a 501c3 credential. **Effective August 1, 2024, all nonprofit organizations must present a copy of their W9 through the facilities use application process.**

Category 2 Youth Oriented Organizations

There is an increasing number of for-pay sports training groups requesting use of facilities. These are different from Category 2 Youth Oriented Organizations. **Only indicate Category 2 on the application if the Certificate of Liability Insurance presented is from a Category 2 Youth Oriented Organization; please also include contact information for the president/board organization if applying as a Category 2 group. Your insurance carrier and president/board will be contacted to seek clarification.**

Outdoor Space - Fields

Priority will be given to Dallas School District Student athletes/ teams for outdoor turf field use. Organizations should be flexible, apply in advance and use only fields approved for use.

Booster Club Meetings

Booster clubs should use the facility application process to schedule meetings. Please schedule meetings during times custodial coverage is in place (generally, custodial coverage is Monday through Friday, from 7:00 AM to 10:00 PM).



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Custodial Coverage/Security

Custodial coverage will be required for all events and activities. Organizations will not be permitted in District buildings without coverage. This will result in custodial fees for most organizations. Additionally, organizations are strongly encouraged to provide security for their events. Organization leaders can contact Dallas Township Police and /or the Director of Operations, Dr. Jacob Sholtis, to assist them in acquiring agency security services. Category 2-6 are responsible for police/security fees.

Availability

Requests for use of school facilities, including outdoor space, is at the highest level ever. While the District will make every effort to accommodate all requests, there may be times when we may be unable to do so. **Apply for use early, include all information, be flexible about dates, and avoid block-out periods (e.g. applying for use every day for three months - this is often unrealistic)**

Process updates:

1. Apply for use with as much advanced time as possible - 60 days is a minimum.
2. Inquire regarding "Category" prior to applying. When you are unsure of your group's category related to fees, contact the District at either 570-674-7228 or 570-674-7258 for clarification prior to submitting an application.
3. Strongly consider including security in your plan for an event(s).
4. Submit all required documentation with your application. Incomplete applications will be returned and event scheduling will be delayed. If you indicate that you are a non-profit, email a copy of your W-9 to jadams@dshs.com
5. Speak to the Director of Buildings and Grounds for clarification or questions at 570-674-7258 or lfinnegan@dshs.com

Thank you