

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

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# NAZARETH AREA SCHOOL DISTRICT

707. USE OF SCHOOL FACILITIES	
1. Purpose	The Board supports the use of school facilities by the organized residents and community groups of the district. It is the intent of the Board to use its facilities to the best advantage for education, recreational, and cultural purposes. The use of school facilities on a rental or nonrental basis will be restricted to those activities which do not conflict with the regular school program and which are in the best interest of the school district and community.
2. Authority	All requests for the use of school facilities must be presented to the Board in a timely manner. The Board reserves the right to consider and to approve or reject all such requests, but extends authority to the Superintendent or designee to approve or reject those requests which involve extraordinary circumstances. Should the need arise, school district activities and programs can pre-empt the use of facilities by nonschool organizations regardless of previously granted approval. On an emergency basis, the Superintendent or designee may grant use of school facilities without Board approval, with Board notification at the next meeting.
3. Definition	School facilities - School facilities include designated classrooms, board room, large group rooms, cafeterias, auditoriums, gymnasiums, locker rooms, natatorium, athletic fields, Andrew S. Leh Stadium, the wrestling rooms, weight room, lobbies, designated school furniture, and designated school equipment. School facilities do not include tools, materials, supplies, or other items selected for exclusion by the Superintendent.
4. Guidelines	<p><u>General</u></p> <ol style="list-style-type: none"> <li>1. This policy does not create any rights to the use of school facilities.</li> <li>2. The Board reserves the right to refuse, in their sole discretion, any individual, group, or organization the use of school facilities at any time. However, the Board shall not discriminate against any group because of its beliefs, message, or membership criteria.</li> <li>3. The Board reserves the right to rescind any approval for use of facilities which has heretofore been approved.</li> </ol>

4. The availability of school facilities shall at all times be subject to the conveniences, requirements, and activities of the school.
5. The Superintendent or designee is given authority to assign the necessary employees or outside contractors to staff the facility at the expense of the individual, group, or organization using the facility.
6. The application process applies to all facility use conducted outside of normal school day hours by any and all groups and organizations including school-sponsored and related events and meetings. The school-sponsored and related events will not, however, require Board approval.

Return Of Official Affidavit

1. Organizations, clubs, and associations formed for recreational, educational, economic, artistic, or moral purposes are permitted to use school facilities.
2. In general, the use of school facilities by groups or organizations from outside the school district is permissible; however, priority shall be given to District events. School facilities shall not be used for any purpose which is prohibited by law.

School facilities shall not be used for any purpose which could result in picketing, rioting, disturbance of the peace, or damage to school property.

The use of school facilities shall not be guaranteed to any group for any meeting, the purpose of which is to overthrow the government of this state or of the United States.

Activity Classification:

An activity-based fee formula will be used to determine charges for facility use. The formula will be applied using a matrix, with classifications of organization, activity, participants and beneficiaries (see Attachment 707, Facility Use Matrix and Attachment 707.1 Facility Use Fees)

Priority for the use of facilities and final determination of the facility use fee will be decided by the Superintendent or his/her designee, with district-sponsored or related organizations receiving first priority.

Application Procedure

1. All organizations must be approved using the following procedure:
  - a. Athletic venues (gyms, fields, stadium, natatorium) shall be approved initially by the Athletic Director.
  - b. Non-athletic venues requests (building areas, classrooms, LGI's, auditorium) shall be approved initially by the building principal.
  - c. Food service requests (cafeterias, kitchens, and serving areas) shall be approved initially by the Director of Food Service.

After approval by the above, all requests shall be forwarded to the Facilities and Operations Department for approval and fee assessment. All events shall be presented to the school board for approval.

2. Verbal permission will not be given for use of facilities. Each request must be submitted on an "Application for Use of School Facilities," form. These forms may be obtained from the building principal's office or Supervisor of Facilities and Operations.
3. The district needs time to process each request and notify key personnel at the requested facility. All requests must be received in Supervisor of Facilities and Operation's office by the 1<sup>st</sup> day of the month prior to the scheduled event. This will allow two (2) weeks process time. It will also allow the Board members to review the request at the 3<sup>rd</sup> Monday meeting, and then vote on the request at the 4<sup>th</sup> Monday meeting.
4. Any change in existing requests must originate in the Supervisor of Facilities and Operation's office. In the event that the change requires the addition of time or dates, a "Change to Use of Facilities" form must be completed. This form will require the signature of the Supervisor of Operations and Facilities and the building principal or the athletic director.
5. When filling out a Request Form all information needs to be furnished, including specific dates and times before any approval process is started.
6. Permission will not be given to Class C or D organizations until a current Certificate of Insurance is on file in the Facilities & Operations Office. The certificate must include a commercial general liability policy with limits of no less than \$1,000,000 bodily injury and Property Damage per occurrence with a \$2,000,000 policy aggregate. The commercial general liability policy must name the Nazareth Area School District as an additional insured on a primary and non contributory basis for the use of District facilities. When applicable, as determined by the administration, the certificate must include sports medical coverage for the participants with a limit of no less than \$25,000 and workers compensation coverage if the organization has any paid employees.

7. Security personnel (uniformed police officers and/or security officers) must be present, at the organization's expense, when an organization in categories C thru D uses a district facility according to the following schedule:

<u># of participants and spectators</u>	<u># of police</u>
up to 250	0
251 to 500	1
501 to 750	2
751 to 1000	3
1001 to ?	4

The organization is responsible to make these arrangements.

Any organization affected by this policy may submit a letter with their facility use application asking the Board to excuse them from this policy because of the reason stated in the letter. All requests will be considered individually and may not be appealed.

8. A custodian and/or maintenance employee may be required by groups in Category C and D when the facility is requested. The Supervisor of Facilities and Operations will determine the number of custodians necessary and the organization will be billed accordingly.
9. Approval for use of any school facility normally will not be granted for more than three (3) months in advance of the proposed activity. Special circumstances may be considered by the Superintendent or designee; however, preference for facility use will always be given to Class A and Class B groups.
10. The person who signs the application is responsible for assuring that all rules and regulations of the school district will be properly implemented as stated in the policy. Therefore, the individual must be present during the use of the facility, or the individual must present a list of responsible individual's who will assure that all rules and regulations are followed. This list will include the individual's printed and signed name, a phone number, and dates and times they will be the responsible party. This list must be presented with the application. Dates and times may be updated with one (1) week's notice.
11. The total anticipated number of participants and spectators in that activity must be supplied with the application form.
12. When policy infractions are reported, the use of the school facilities will be suspended effective immediately and will remain suspended until the issues are discussed and addressed with satisfaction by the Supervisor of Facilities and Operations and the Building Principal or the Athletic Director.

13. The organization assumes full responsibility for any and all damages to buildings, facilities, or equipment resulting from its use thereof.

14. Any multi-team event must be covered by an ambulance or appropriate medical personnel. Arrangements must be made by the organization.

Scheduling Procedures

1. Period of Use

- a. Scheduling preference for use of district facilities will always be extended to Class A and B Organizations.
- b. Class C and D Organizations will have use of school facilities between the hours of 3:00 p.m. to 9:00 p.m. on days when school is in regular session.
- c. Class C and D Organizations are not permitted to use school facilities during school holidays or snow days as per the school calendar.
- d. Facility use at all other times will be handled on a case-by-case basis and requires Board approval. Use of facilities will generally not be approved on Sundays prior to 12 noon and after 8:00 p.m. with the following exception:

Any requests to begin prior to Sunday at noon need Superintendent or designee approval.

Master Calendar

The Supervisor of Facilities and Operations shall maintain a master calendar indicating the scheduled use of school facilities within the district outside of regular school hours. The calendar shall include the organization, the building, facility, equipment used, and the dates and times of usage. A copy of the approved application will be filed in conjunction with the calendar to provide additional information regarding the use of the facility on any given date.

General Conditions

- 1. Inclement Weather - C and D organizations will not be permitted to use school facilities when schools are closed due to inclement weather. This includes closing of school due to early dismissal at the discretion of the administration.

2. Food or Drink - Food or drink may not be sold or consumed in classrooms, auditoriums, or gymnasiums. Areas of each building are designated by the principal in which food and drink may be sold and consumed. When food or drink is sold at a concession stand, the concessions must be purchased in accordance with district procedure.
3. Ushers - Any organization offering food or drink by concession sales must provide sufficient personnel to ensure that concessions remain in the designated area. Any organization failing to provide this service, on subsequent usage, will bear the cost of paying district employed ushers to perform this task.
4. Accident/Injury Reporting - All accidents and injuries that occur on school district property must be reported to the Business Office using the appropriate district forms.

Special Rules And Regulations

1. Opening of Buildings - The building and facility will not be opened until the person responsible for the activity is present. The opening will generally be no earlier than one hour in advance of the scheduled activity.
2. Spectators
  - a. Practices or Rehearsals - Parents or guardians of participants and their children are permitted during practices or rehearsals. No other persons are permitted.
  - b. Meets or Performances - Adults and children under eighteen (18) accompanied by an adult are permitted at meets or performances. Children under eighteen (18) will be permitted without being accompanied by an adult only if the organization using the facilities provides adequate supervision.
  - c. Spectators and participants are limited to the area for which they have been granted use.
3. School Equipment - Organizations requesting use of school equipment shall include the specific equipment and details on the application. The organization will be responsible for the compensation of school personnel when necessary for the operation of special equipment.

4. Cancellations - Cancellation of scheduled use of school facilities must be reported to the office of Facilities and Operations-at least seven (7) days in advance. This advance notification is required for notification of custodians or others designated to supervise the use of facility and to release the facility for another group which may desire to use it. If the cancellation is not cleared with the Facilities and Operation's office in time to permit proper notification of school personnel engaged for the activity, the organization will be required to pay all costs involved.

Rules And Regulations Relating To Specific Facilities

1. Auditorium or Multi-Purpose Rooms - Organizations using auditoriums are responsible for any damage to seating or other equipment.

Requests for use of stage facilities, lighting, and installation of scenery shall be clearly indicated on the application for use of facilities. A district employee will provide light and sound at the high school auditorium at the current rate.

2. Gymnasiums - Reservations for gymnasiums can be made for a period no longer than the normal sport season of the proposed activity. Use of the high school main gymnasium will be limited to competitive sports events only for classes C and D.

Physical education supplies and/or other school supplies are not available to any organization using school facilities. Street shoes are not permitted on gymnasium floors for athletic-type events.

Seating facilities will be made available for spectators in gymnasiums where permanent bleachers have been provided.

3. Cafeteria Kitchen - The cafeteria kitchen may be used for preparing meals for Class A and B organizations provided only district employees are utilized in the kitchen. At least one regular food service employee must be on duty if the kitchen is used by any Class A or B organization for preparing foods or meals. Dishes, silver, pots, pans, supplies, or other equipment are not available for use by caterers. Expenses for food service employee are the responsibility of the organization.

4. Outdoor Facilities - Outdoor facilities can be reserved for a period no longer than the normal sport season of the proposed activity.

No equipment other than that required for conducting the sport and/or activity can be moved on fields without special permission. Cars or trucks shall not be run over sodded portions of outdoor areas.

<p>SC 775</p>	<p>Supervision for groups using playground facilities shall be adequate until all children leave the premises.</p> <p>In case of inclement weather, the practice or event may not be moved indoors unless permission has been granted in the initial application.</p> <p>5. Weight Room - The Weight Room is intended solely for Nazareth Area School District students' use. The Weight Room must have district personnel supervising whenever the facility is in use. Any request for public use of the Weight Room must go directly to the Athletic Director.</p> <p><u>Traffic Rules</u></p> <ol style="list-style-type: none"><li>1. Parking - Organizations using school facilities are required to provide adequate supervision to assure that automobiles are not parked on grass, play areas, or in restricted areas which could constitute a hazard in case of an emergency.</li><li>2. Traffic Regulations - The organization assumes responsibility for seeing that all traffic regulations are observed.</li><li>3. Observed failure to abide by Traffic Regulations will result in a warning, and a second offense will result in the organization being billed to replace damaged/ destroyed curbing, grass, etc.</li></ol> <p><u>Fee Schedule And Handling Of Charges</u></p> <p>The Board shall establish a schedule of fees for the use of school facilities by approved groups.</p> <p>Charges are due immediately upon receipt of appropriate billing by the Business Administrator/Board Secretary. A fifty percent (50%) of rental fee deposit is required prior to the actual date of the rental event. Payment shall be made by check drawn to the order of the Nazareth Area School District and sent to the Business Administrator/Board Secretary, 1 Education Plaza, Nazareth, PA 18064.</p>
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