

# NAZARETH AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL AUDITORIUM  
FACILITIES

ADOPTED: NOVEMBER 19, 2012

REVISED:

707. A - USE OF SCHOOL AUDITORIUM FACILITIES	
1. Purpose	The Board supports the use of the school auditorium 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 auditorium facilities on a rental 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 the school auditorium 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 auditorium facilities - School auditorium facilities include the general lobby, auditorium and restrooms. School auditorium facilities do not include tools, materials, supplies, or other items selected for exclusion by the Superintendent. School auditorium facilities may include light and sound equipment.
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 auditorium 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 the auditorium facilities which has heretofore been approved.</li> <li>4. The availability of school auditorium facilities shall at all times be subject to the</li> </ol>

	<p>conveniences, requirements, and activities of the school.</p> <ol style="list-style-type: none"><li>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.</li><li>6. One custodian shall be required to be in attendance and will be on site a minimum of ½ hour prior to the scheduled start time and will remain ½ hour after the scheduled ending time. In the event additional clean-up is required by the custodian, the individual shall remain on site until the required work is completed.</li><li>7. One site manager shall be required to be in attendance and will be on site ½ hour prior to the scheduled start time and will remain ½ hour after the scheduled ending time.</li></ol> <p>Based on the light and sound needs of the requesting organization; a light/sound technician may be required to be in attendance and will be on site ½ hour prior to the scheduled start time and will remain ½ hour after the scheduled ending time.</p> <ol style="list-style-type: none"><li>8. It is understood that all personnel costs are based on the collective bargaining agreements and become the expense of the organized residents and/or community group.</li><li>9. 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.</li></ol> <p><u>Return of Official Affidavit</u></p> <ol style="list-style-type: none"><li>1. Organizations, clubs, and associations formed for recreational, educational, economic, artistic, or moral purposes are permitted to apply for the use of the school auditorium facilities.</li><li>2. In general, the use of school auditorium 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.</li><li>3. School auditorium facilities shall not be used for any purpose which could result in picketing, rioting, disturbance of the peace, or damage to school property.</li><li>4. The use of school auditorium 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.</li></ol>
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Activity Classification:

1. An activity-based fee formula will be used to determine charges for facility use. The fee for the use of the school auditorium facilities are outlined in the District Schedule of Fees document.
2. The personnel requirements for using the auditorium facilities prior to, during, and after the event, are not a part of the general usage fee.
3. Priority for the use of the auditorium 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. Auditorium events shall be approved initially by the building principal.
  - b. Food service requests (cafeterias, kitchens, and serving areas) shall be approved initially by the Director of Food Service. No food or drink is permitted into the auditorium area.
2. 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.
3. 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, Director of Facilities and Operations office, or Director of Athletics and Student Activities office.
4. The district needs time to process each request and notify key personnel at the requested facility. All requests must be received in the Director 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.
5. Any change in existing requests must originate in the Director 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 Director of Facilities & Operations and the Building Principal or the Athletic Director.

6. When filling out a Request Form all information needs to be furnished, including specific dates and times before any approval process is started.
7. Permission will not be given until a current Certificate of Insurance for the organization 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 for the use of the auditorium.
8. 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 District events.
9. 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 individuals 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.
10. The total anticipated number of participants and spectators in that activity must be supplied with the application form.
11. 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 Director of Facilities and Operations and the Building Principal.
12. The organization assumes full responsibility for any and all damages to buildings, facilities, or equipment resulting from its use thereof.

Scheduling Procedures

Period of Use

Auditorium hours shall be 7 a.m. to 10 p.m. Monday through Saturdays and 12 p.m. to 8 p.m. on Sundays.

Master Calendar

The Director 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 - Non-school 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 the auditorium. 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. No glass containers are permitted in the auditorium area.
4. Ushers - Any organization offering food or drink by concession sales must provide sufficient personnel to ensure that concessions remain in the designated areas. Any organization failing to provide this service, on subsequent usage, will bear the cost of paying district employed ushers to perform this task.
5. Accident/Injury Reporting - All accidents and injuries that occur on school district property must be reported to the Site Manager 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 auditorium facilities provides adequate supervision.
  - c. Spectators and participants are limited to the area for which they have been granted use.

SC 775	<p>3. Cancellations - Cancellation of scheduled use of school facilities must be reported to the Facilities and Operations office, 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 Director of 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.</p> <p><u>Traffic Rules</u></p> <p>1. Parking - Organizations using school auditorium 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.</p> <p>2. Traffic Regulations - The organization assumes responsibility for seeing that all traffic regulations are observed.</p> <p>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.</p> <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 Director of Facilities and Operations. 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 Director of Facilities and Operations, 357 Tatamy Road, Nazareth, PA 18064.</p>
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