

## PROCEDURES FOR REQUESTING NSSD FACILITY USAGE

All forms must be submitted by noon on the 3<sup>rd</sup> Monday of the month for the committee to review. All North Schuylkill School District events have first priority.

1. Due to the number of North Schuylkill School District events that take place in our facilities, building usage approval may not be made until closer to the time of your event. Your event is confirmed with receipt of your approved application.
2. Application/fees:
  - a. Applicable fees will be charged based on School Board Policy and must be paid prior to the event.
  - b. Your application will not be considered unless the proof of insurance is attached with the building usage request.
  - c. The applications must be filled out completely to be considered for approval. For example: "time of usage" must be specified, equipment requested must be named or write "none".
  - d. North Schuylkill security may be required for a particular activity. The cost will be assessed with the rental fee.
  - e. The renter assumes responsibility for damages incurred during the event. Neither North Schuylkill School District nor the custodian on duty assumes any responsibility for liability.
3. All decorations MUST be fire resistant. Changing equipment, electrical adjustments, driving nails or hanging decorations shall be done only with the consent of the Director of Buildings and Grounds. At no time shall objects be attached to any structure without consent of the Director of Buildings and Grounds.
4. All organizations needing catering will be required to utilize North Schuylkill's food services. Applicants must contact the Food Services Director to arrange for the specifics and receive menu options and costs.
5. There is to be no smoking in the buildings or on the grounds of the North Schuylkill School District in accordance with the District "No Smoking" Policy.
6. The custodian on duty shall be responsible for the supervision of the building and equipment, safety precautions in the building, cleaning of the building after its use, and for any services required by the renter in accordance with the use of the facilities approved. Custodians have no responsibility to groups, as they have regular duties to be completed.
7. If you plan on advertising for the success of your event and it is not a school function, be certain to note the sponsoring group and do not imply school sponsorship.
8. On days when school has been cancelled because of emergency conditions, the school buildings will not be available. The North Schuylkill School District will not be responsible for the cancellation of an application for the use of school property in case of an emergency which results in the closing of the school building or area in which event will occur.
9. All questions concerning building use and particulars should be directed to the Director of Buildings and Grounds or the Business Office.
10. Food and Beverages are only permitted in the cafeteria, lower lobby, or hallway adjacent to the pool area depending on the event. If food and beverages need to be provided in another area, pre-approval will be necessary.
11. Facilities must be evacuated by 10:00 PM on Monday through Friday and by 7:00 PM Saturday and Sunday unless pre-approved for an alternate time.