

**Application and Procedures
for the
Use of School Facilities**



PROCEDURES FOR THE USE

OF SCHOOL FACILITIES

1. Complete a "Facility Use Application" form. Applications are available in the District's Main Office and must be submitted by noon on the 4th Monday of the month for the committee to review.
2. Make all checks payable to the "North Schuylkill School District".
3. Any changes to the Facility Use Application must be communicated to the Principal's Office in writing five (5) business days prior to the first event. Payment is required within ten (10) days prior to the first event and should be sent directly to the Business Office.
4. A copy of the Facility Use Application and an invoice will be returned stating terms of approval or denial.

APPLICATION

DIRECTIONS: This form is used to make application for a facility use. Upon completion of this form, turn it into the Principal's Office. You should allow two weeks for processing of your request. The form will be routed to the necessary personnel. If this request is approved, a letter will be sent to you from North Schuylkill School District.

APPROVAL: Your request will be approved in consideration of the following guidelines:

- Board Policy
- School sponsored activities take precedence over outside group events

FOLLOW-UP PROCEDURES: Contact the Principal's Office to check on your Facility Use Application or to make changes.

APPLICATION FEES: Applicable fees will be charged based on School Board Policy and must be paid prior to the event. Your application will not be considered unless proof of insurance is attached with the Facility Use Application. Proof of insurance is a Certificate of Insurance from your insurance company in the amount of \$250,000.00.

ADDITIONAL FEES: Custodial overtime is charged to all groups using a facility when normal custodial coverage is not scheduled or additional time and/or custodial personnel are required for an event. Custodial rates include employee's hourly wage and all related benefits (based on hourly wage). For heating, cooling and electricity costs incurred by the District that would otherwise not be incurred due to non-use, groups may be charged a fee based on the energy surcharge. Security fees are charged to all groups who require security. These charges will be billed to the organization following the event. Security rates include the security employee's hourly wage and all related benefits (based on hourly wage).

GENERAL PROVISIONS & PROCEDURES
FOR THE USE
OF SCHOOL FACILITIES

For the purposes of these procedures and the regulations therein, facilities shall be defined to include all School District structures and surrounding District grounds and use of District services, equipment or any permits to which the School District is licensee.

1. All requests for use of school facilities shall be made on application forms available in the Principal's Office or on the District Website. These requests shall be submitted thirty (30) days prior to use in order to provide for processing.
2. The Director of Buildings and Grounds, Athletic Director and Building Principal's approvals indicate that the facilities are available and the required equipment is scheduled. In addition, the Head Custodian will be responsible for inspecting the designated rental areas prior to and following the renter's use. A list of any damage will be reported to the Business Office in writing immediately following the rented event.
3. School equipment and instructional apparatus shall be used only with the consent of the Building Principal and Maintenance Office. Modifications to electrical and mechanical systems shall be made only by the Director of Buildings and Grounds.
4. Preliminary approval of the Building Principal and Athletic Director shall be necessary on all requests for Facility Use Applications to avoid conflict with school activities.
5. The Maintenance Office shall maintain a master schedule of Facility Use Applications.
6. The use of buildings and facilities shall not directly or indirectly interfere with any School District Program.
7. All tobacco products, alcoholic beverages and controlled substances are expressly prohibited in or on all School District facilities or property.
8. No outside equipment shall be brought into the school without permission of the Building Principal, Director of Buildings and Grounds and the Athletic Director.
9. Chaperones, organization officers, sponsors, etc. (must be at least 21 years of age) and shall remain in the building until all persons have left. The building shall be vacated at the time indicated on the Facility Use Application.
10. Organizations must confine themselves to the rooms and corridors approved on their Facility Use Application.

11. No gasoline, hazardous or toxic substances, explosives, oil, open flames, smoke machines or artificial lights shall be permitted in said buildings or on said grounds without the consent of the Building Principal, Director of Buildings and Grounds and the Superintendent.
12. Facility sidewalks, passageways, halls, stairways, seating and exits shall not be obstructed by the group or any other person.
13. No person shall be permitted to bring into the facility or keep therein anything that shall increase the rate of fire insurance on the facility. All decorative material should be flameproof.
14. No animals, excluding guide/seeing eye and drug detecting dogs, shall be brought into the facility.
15. Groups or organizations have the right to cancel the Facility Use Application by providing in writing, a five (5) business day notice of cancellation. If notice is not received as stated, groups or organizations will be responsible for charges incurred until the five (5) day notice has been satisfied. Requests must be made to the North Schuylkill School District Business Office. Any changes to the Facility Use Application will also require in writing a five (5) business day notice to change the Facility Use Application. All changes are subject to approval of Building Principal, Athletic Director and Director of Buildings and Grounds and all requests must be made through the Business Office. Any cancellations that incur cost to the NSSD will be billed to the renter (Ex. Cancellations on weekends).
16. Days when school is closed, cancelled or dismissed early due to any circumstances, ALL activities, including Facility Use Applications, are cancelled. North Schuylkill School District officials make this decision.
17. No subleasing of school facilities shall be permitted.
18. The North Schuylkill School District will not assume responsibility of liability that may occur from a lessee using the North Schuylkill School District facilities.
19. The North Schuylkill School District shall not discriminate on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap, age or physical, mental, emotional or learning disability.
20. Renters are responsible for leaving school facilities in a neat, orderly fashion. The furniture arrangement in the rooms shall be left as originally found. If the facilities are not left in their original condition, the District reserves the right to charge for any additional work needed to return them to their original condition. Inspections will be performed by a Head Custodian before and after event. The District is not responsible for items that are left on NSSD school property, including when renters are not present.
21. Repair of damage will be charged to the particular group concerned and the named adult in charge. The cost of the damage will be determined by the Director of Buildings and Grounds and the Business Office.

22. The North Schuylkill School District is not liable to the user, its agents, employees, representatives, customers or invitees for any personal injury, death or damage to property caused by theft, burglary, utilities, fire or for any other cause occurring on or about the property.
23. Continual use of a school facility by any organization is contingent upon the organization taking proper steps to protect school property, to ensure complete safety, and to reimburse the North Schuylkill School District for expenses. If a Building Principal or the Director of Buildings and Grounds feels the facility is being misused by any organization, it is the duty of the Building Principal or Director of Buildings and Grounds to point out the problem to the organization so that misuses will be stopped. If problems continue to occur, the Building Principal and/or Director of Buildings and Grounds shall investigate the complaint and determine whether the organization should be prohibited from any further use of the schools/facilities.
24. Heating and air conditioning are pre-programmed according to School District.
25. No nails, tacks, staples, brad, or other things shall be driven into any portion of the facility. No changes, alterations, repairs, painting, staining or the doing of anything that will change the finish, appearance or contours of the facility will be permitted without permission of the Director of Buildings and Grounds or the Building Principal. Only painter's tape will be utilized in School District facilities. The use of duct tape, masking tape, scotch tape or any other type of adhesive is strictly prohibited.
26. No cooking in school without authorization from the Building Principal, Director of Buildings and Grounds and the Food Service Director.
27. No weapons on school property.
28. If necessary, both girls' and boys' lockers rooms can be made available. The School District will not be responsible for items left in locker rooms. If you feel security is needed to protect your equipment, it is your responsibility to do so.
29. Vehicles are prohibited on grass and sidewalks.
30. Use of any electrical appliances will require surge protection provided by applicant. Failure to comply can result in immediate dismissal of said appliance and applicant will be charged for any and all receptacle/electrical panel disruption or repair.
31. NSSD reserves the right to request applicant to do a pre-plan walk through to ensure the safety and well being of attendees and the facility. A review of items and appliances being used will be done by the Director of Buildings and Grounds at which point an evaluation will be done to determine if a pre-plan is necessary.

GYM RULES
and
REGULATIONS

1. Coaches, players and parents should enter through front entrance of building only.
2. There must be proper supervision at all times of children and adults attending practice and/or games. Gymnasium access only will be granted to coaches, players and parents. Anyone found within the facility (coach, player, parent) outside the granted areas will be asked to leave the building immediately. Failure to comply to this rule may jeopardize future use of the facility.
3. Coaches and players should not enter the gym until their designated time.
4. Practices should end promptly at the scheduled time.
5. The last practice/game of the day must be completely out of the gymnasium by the designated time so the building can be locked.
6. No food or drink is permitted inside the gymnasium. Bottled water is approved, colored drinks (Gatorade, soda, PowerAde) are prohibited.
7. All players must wear sneakers when on playing surface. Anyone wearing dress shoes, heels, work boots, etc. must stay off of playing surface.
8. All sports equipment must remain in the gymnasium. Balls are not allowed to be bounced in hallways or off walls.
9. Coaches and players are responsible for keeping the gymnasium clean. The last team to use the facility should do a final check of the gym, removing any bottles and belongings before exiting. Coaches are responsible for enforcing his/her team to clean up after themselves. Failure to comply may result in denial of facility usage.

POOL GUIDELINES

1. All teams must have direct permission from the Athletic Director before using the pool. If you are unable to reach the Athletic Director, you cannot use the pool.
2. Any Head Coach requesting use of the pool must provide supervision the entire time their team is in the pool/locker room area.
3. There must be a certified lifeguard on duty at all times, while the pool is in use. The lifeguard must be stationed on the deck, and cannot actively be participating in the team workout. There must be one (1) lifeguard for every 25 swimmers.
4. Teams are not permitted to use the diving boards.
5. Teams using the pool should do so for the purposes of swimming laps, resistance running in the shallow end, rehab for non-weight bearing injuries, or for a cool down. Horseplay is not permitted while using the pool.
6. Any equipment belonging to the Physical Education Department or the NS Swim team is not to be used during a pool workout.
7. The pool office area is off limits.
8. Swimmers must be properly attired in swimsuits/bathing suits in order to be in the water.
9. Any team/athletes using the pool after a workout should shower prior to entering the pool. Teams are not permitted to come directly from a workout and jump right into the pool.
10. There should be no food or drink in the pool area.
11. No hanging from or jumping off the starting blocks or gutters.
12. No bobbie pins, earrings, or other jewelry (with the exception of medical alert) are permitted in the pool area.
13. Teams must ensure that the locker room areas are clean before leaving.
14. If the lane lines are in the pool during a workout, participants should not hang on them or remove them from the pool. If the lane lines are not in the pool at the time, do not attempt to put them in.
15. The backstroke flags hanging above the pool should not be touched.
16. No running on the deck or in the locker rooms.

SPECIFIC RULES FOR POOL PARTIES

1. Posted pool rules are to be followed.
2. Be careful in the locker room.
3. Please shower before entering the pool.
4. Do not use swim team equipment (i.e. kickboards, fins, platforms, etc.)
5. Diving board is off limits.
6. Diving blocks are off limits.
7. No chewing gum while in the pool.
8. No running on deck area.
9. Use ladders when exiting the pool.
10. No sitting, standing or jumping from gutter.
11. No diving in shallow area.
12. Doors may not be propped open.

Items **allowed** at Pool Parties:

Pizza, Canned Soda, Plastic Soda Bottles, Paper Cups

Items **NOT allowed** at Pool Parties:

Glass, Potato Chips, Pretzel, Corn Curls

Additional Information:

Cake may be brought to send home with guests – it cannot be served to eat at the pool. Please put cake or cupcakes in individual bags for guests to take home.

Garbage bags will be provided. Please take your garbage to the dumpster when leaving.

FACILITY USE FEE SCHEDULE

Outside Organizations

Tournaments & Banquets – \$70/hour

Practices – \$50/hour

Related Organizations

Tournaments & Banquets – \$40/hour

Practices – \$20/hour

Fees for Booster Organizations for Concession Stand – Fee Waived

Pool Party – In District

Up to 30 Swimmers – \$65/hour

31 – 50 Swimmers - \$75/hour

51 – 75 Swimmers - \$85/hour

Pool Party – Out of District

Up to 30 Swimmers – \$80/hour

31 – 50 Swimmers - \$90/hour

51 – 75 Swimmers - \$100/hour

Water Aerobics

\$5/night