

Procedures for Requesting NSSD Facility Usage

All forms must be submitted by noon on the 3rd Monday of the month in order for the committee to review. However, please keep in mind that 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 the 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 and/or i.e. equipment requested must be named or simply 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, the custodian on duty, nor the Activity Director 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 Activity Director or the Director of Buildings and Grounds. At no time shall objects be attached to any structure without consent of the Activity Director or 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 and the Activity Director 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 thus will not be available for use. 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 Activity Director or the Director of Buildings and Grounds.
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 10:00PM on Monday through Friday and by 7:00PM on Saturday and Sunday unless pre-approved for an alternate time.

POOL PARTIES

North Schuylkill High School Natatorium – Rate Schedule (IN DISTRICT)
Up to 30 Swimmers --- \$65 per hour
31-50 Swimmers -- \$75 per hour
51-75 Swimmers -- \$85 per hour

North Schuylkill High School Natatorium – Rate Schedule (OUT OF DISTRICT)
Up to 30 Swimmers --- \$80 per hour
31-50 Swimmers -- \$90 per hour
51-75 Swimmers -- \$100 per hour

****Water Aerobics- \$5/night****

Specific rules for pool parties in the North Schuylkill Natatorium:

- Please follow posted pool rules
- Please be careful in the locker room
- Please shower before entering the pool
- Please do not use swim team equipment (i.e. kickboards, fins, platforms, etc.)
- Diving board is off limits
- Diving blocks are off limits
- No chewing gum while in the pool
- No running on deck area
- Please use ladders when exiting the pool
- No sitting, standing, or jumping from gutter
- No diving in shallow area
- Doors may not be propped open

Items that are **allowed** at pool parties: Pizza, Canned Soda, Plastic Soda Bottles, Paper Cups

Items that are **NOT allowed** at pool parties: Glass, Potato Chips, Pretzels, Corn Curls

Additional Info:

CAKE: Can bring cake to send home with guests; however, it *cannot* be served to eat at the pool. Also, please put cake or cupcakes in *individual bags* for guests to take home.

GARBAGE: Bags will be provided; however, please take your garbage to the dumpster when leaving.

PLEASE DO NOT CALL THE HIGH SCHOOL TO SCHEDULE A POOL PARTY

To reserve a party time, contact Jennifer Cory, the HS Activity Director, at
either jcory@northschuylkill.net or 570-205-5850