

SAUCON VALLEY SCHOOL DISTRICT
ADMINISTRATION BUILDING
2097 POLK VALLEY ROAD
HELLERTOWN, PA 18055

RULES AND REGULATIONS
FOR THE USE OF
SCHOOL BUILDINGS, FACILITIES, AND EQUIPMENT

STATEMENT

It is the policy of the Board of Directors of the Saucon Valley School District (Policy 707) to make available the facilities of the school district to responsible organizations, associations, and individuals of the community for civic, cultural, educational, and recreational activities, when the scheduling of these activities does not interfere with the educational program of the district.

Representatives of organizations requesting the use of school buildings and facilities are required to satisfy administration that they are responsible persons and officially represent responsible organizations. They must guarantee orderly behavior and, through the signing of an agreement form, indicate their willingness to abide by the Board's rules and regulations. The primary responsibility for the proper use of buildings and facilities within these administrative regulations rests upon the individual who signs the agreement form.

The Board of School Directors will be notified monthly of the facilities scheduled use.

Rev. 2007

A. ELIGIBILITY

Classifications of Eligible Organizations Using School Facilities:

Classes, groups, or organizations are permitted to use school facilities. A list of charges by classes of users is included as *Attachment A* to these administrative regulations. These charges are listed in this manner to facilitate changes as needed from time to time as the cost of salaries and utilities change.

- GROUP I** - APPROVED SCHOOL DISTRICT ACTIVITIES
- GROUP II** - NON-PROFIT CIVIC , SERVICE, OR ATHLETIC ORGANIZATIONS WITHIN THE SCHOOL DISTRICT BOUNDARIES.
- GROUP III** - NON-PROFIT CIVIC, SERVICE, OR ATHLETIC ORGANIZATIONS OUTSIDE THE SCHOOL DISTRICT BOUNDARIES
- GROUP IV** - INDIVIDUAL/ORGANIZATIONS FOR COMMERCIAL PURPOSES, LOCATED WITHIN THE SCHOOL DISTRICT BOUNDARIES
- GROUP V** - INDIVIDUAL/ORGANIZATIONS FOR COMMERCIAL PURPOSES, LOCATED OUTSIDE THE SCHOOL DISTRICT BOUNDARIES

B. SCHEDULING PROCEDURES

1. Scheduling Priorities:

a. SCHOOL ACTIVITIES

School Activities shall always have first priority for all space. All applications will be processed according to date of receipt of application.

b. SCHOOL-RELATED ORGANIZATIONS

These are organizations that are:

- (1) primarily servicing Saucon Valley School District residents of school age.
- (2) primarily in existence to support and/or enhance the programs, goals, and mission of the District.

c. ORGANIZATIONS IN THE DISTRICT

Organizations located within the attendance area of the Saucon Valley School District will generally have next priority in the use of school facilities.

2. No Charges Assessed

a. SCHOOL ACTIVITIES

The principal of each school shall provide the Business Office with a list of all regularly scheduled after-hour activities for the school year as well as a monthly list of all non-recurrent events.

b. SCHOOL RELATED ORGANIZATIONS

Civic, service, or athletic organizations of the Saucon Valley School District requesting use of facilities to hold an event that will directly benefit the District, school, or children of the District will be charged for only the additional cost of services required to conduct the activity, (if any) i.e., any payment to personnel or other expenses to conduct activity.
(Board Policy No. 707)

The person in charge shall provide the Business Office with a list of all scheduled dates at least two weeks in advance of the first meeting.

Note: All such activities must have adult supervision.

C. APPLICATION PROCEDURE

1. Filing of Application

Organizations desiring to use school facilities shall file on the prescribed school district form (Attachment B) an application with the Business Office at least three weeks before the proposed date of activity. Failure to adhere to this time-line may result in the application not being considered. The application will indicate the time, type, and location of the facilities desired, equipment requested, the purpose of the activity, and the organization or group requesting such use. The application must be signed by an appropriate official of the organization.

2. Responsibility of Person Signing Application

The person who signs the application is responsible for assuring that all rules and regulations of the Saucon Valley School District will be properly implemented. The use of the facilities shall be limited to the specific hours stated on the approved application. Custodians or any other school employee will not be responsible to enforce the regulations of the School District. If infractions of the rules and regulations are reported, the use of the school facilities will be immediately denied that organization until a satisfactory understanding can be reached regarding future use.

3. Master Calendar

The Business Office will maintain a master calendar indicating the scheduled use of school facilities within the District. The calendar will include the name of the organization, the building, facility, and equipment which will be 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.

D. GENERAL CONDITIONS

1. Inclement Weather - Groups II, III, IV, and V will not be permitted to use school facilities when schools are closed due to inclement weather.
2. Drugs and Alcohol - Intoxicating beverages or narcotics are prohibited on all school properties and at all sponsored activities. Any person under the influence of alcohol or narcotics will not be permitted to remain on the school property, and will be referred to local law enforcement agencies.
3. Smoking/Use of Tobacco Products - Smoking and the use of tobacco products is prohibited on all school premises and at all sponsored activities.
4. Indecent Language - Profane, obscene, and indecent language is prohibited at all times.
5. Area Restriction - It is required that the members of the organization using school facilities and spectators when involved in the activity use ONLY the areas for which approval is given. It is the responsibility of the person signing the application to see that this regulation is carefully followed.
6. Responsibility for Damage to Facilities - The organization assumes full responsibility for any and all damages to buildings, facilities, or equipment resulting from its use thereof.
7. Custodial Care of Facilities - Generally, there must be one or more custodians on duty at all times when school facilities, including the football field, are in use. Buildings and equipment must be left in a clean and orderly fashion. The custodian is to report any known violations of the rules and regulations regarding use of school facilities to District Administration.
8. Decorations - Decorations or signs by non-school groups are permitted on school building walls only with the approval of the school building principal. All decorations must be removed from the building by 7:00 AM the following day.
9. Facilities may not be filled beyond rated capacity.
10. Sponsors or supervisors of an activity must be present at the start and must remain on the premises until all participants have left the facility.
11. The building principal, or other administrator responsible for approving applications, may impose such additional reasonable restrictions or conditions as he/she shall determine according to the nature of the proposed use as set forth on the application.

E. 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.
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. All are restricted to areas essential to the function.

- b. Meets or Performances – Adults and children under eighteen accompanied by an adult are permitted at meets or performances. Children under eighteen will be permitted without being accompanied by an adult ONLY if the organization using the facilities provides adequate supervision.
3. District Equipment - Organizations requesting use of District equipment shall include the specific equipment and details on the application. Special equipment, such as a scoreboard, kitchen equipment, sound system, and stage lighting, must be operated by District personnel. The organization will be responsible for any required compensation of District personnel.
4. Compensation of District Personnel – Organizations using District facilities shall make all payments directly to Saucon Valley School District. No reimbursement directly to an employee is permitted. Tips also are not permitted.
5. Insurance – Each organization using District facilities will be required to furnish a certificate of insurance with minimum coverage providing not less than \$1,000,000 limit per occurrence for bodily injury and/or property damage liability.
6. Cancellations - Cancellation of scheduled use of District facilities must be reported to the Business Office at least seven days in advance. This advance notification is required for notification of custodians or others designated to supervise the use of the facility and to release the facility for use by another group. If the cancellation is not cleared with the Business Office in time to permit proper notification of school personnel engaged for the activity, the organization will be required to pay all costs involved.

F. RULES AND REGULATIONS RELATING TO SPECIFIC FACILITIES

AUDITORIUM

Requests for use of stage facilities, lighting, and installation of scenery shall be clearly indicated on the application for use of facilities.

Use of the auditorium sound and lighting systems must be requested and coordinated **through the Business Office.**

Note: A technician will be designated by the district to operate the sound and lighting systems for all functions in the High School Auditorium.

Organizations using the auditorium are responsible for any damage to seating or other equipment.

Equipment, costumes, or clothing belonging to the organization must be removed from the school property by 7:00 AM the following school day.

GYMNASIUMS

Reservations for gymnasiums can be made for a period no longer than the normal sport season of the proposed activity. Physical education and athletic equipment desired by the organization must be requested in advance on the application form.

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 with advance request of at least 48 hours.

CLASSROOMS

The use of classrooms is permitted. Specific rooms must be requested on the application form.

CAFETERIA DINING AREA

The cafeteria dining area may be used under the same conditions as a classroom when the kitchen is not part of the agreement.

CAFETERIA KITCHEN

The cafeteria kitchen may be used for preparing meals for organizations, provided that at least one District kitchen employee must be on duty if the kitchen is used by any organization for preparing foods or meals. Wages will be paid at the prevailing rate. Dishes and utensils or other supplies and equipment are **not** available for use by caterers.

SWIMMING POOL

All pool regulations must be followed and a minimum of one lifeguard must be on duty when the pool is in use. Coordination with the Saucon Valley Recreational Swim Program will be provided by the Business Office. The organization will be responsible for the cost of the lifeguard, if not under the auspices of the Saucon Valley Recreational Swim Program.

REST ROOMS

All rest rooms within the leased area shall be accessible to authorized users of facilities and shall remain open and available. Users are responsible for any vandalism that may occur.

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 can be moved on fields without special permission.

BASEBALL FIELDS may be used only for baseball and not for sports which require any change in the length or placement of bases, pitcher's mound, etc. The field must be maintained in satisfactory condition. This includes leveling and dragging under the supervision of District personnel, if required. The deliberate throwing of balls into screens during batting practice is prohibited.

PLAYGROUND FACILITIES - Adequate supervision for organizations using the playground facilities shall be provided until all children leave the premises.

FOOTBALL STADIUM - The stadium may be used for appropriate sports from Monday through Saturday, when available. The field must be properly maintained during the course of the event and any damage to the field will be the responsibility of the organization. NOTE: All eligible civic groups, service organizations, or athletic organizations who use the stadium with waiver of rental fees will be responsible for the payment of District personnel who will open and close the facility and who will clean the premises after the event.

STADIUM LIGHTS - The use of the stadium lights will be charged at an hourly rate for the use, based on current PPL rates, unless waived.

G. TRAFFIC RESTRICTIONS

1. Traffic/Parking - Organizations using campus facilities are required to provide adequate supervision to assure that automobiles or trucks are not parked on sod areas, play areas, or in restricted areas which could constitute a hazard in case of an emergency. Organizations using the facilities shall obey and ensure the enforcement of school district traffic and parking policies.
2. Police Supervision – When the District determines that police supervision or other security is required at any event, the District will inform the requesting user to contract for services and the user will be billed for all costs. Usually, any event with more than two hundred (200) participants will require Police Supervision.

H. FEE SCHEDULE AND HANDLING OF CHARGES PROCEDURE

1. The “*Fee Schedule for Use of School Buildings, Facilities, and Equipment*” is included with this administrative regulation as Attachment A. A description of the various classes of organizations is found under Section A.I. entitled “*Classifications of Eligible Organizations Using School Facilities*” on Page 1 of the rules and regulations.
2. Payment is due immediately upon receipt of appropriate billing by the District. Payment shall be made by check drawn to the order of the *Saucon Valley School District* and sent to: Saucon Valley School District Business Office, 2097 Polk Valley Road, Hellertown, Pa 18055.

I. CLOSING

The Saucon Valley School District hopes your event is a huge success.

We strive to provide you with all the necessary information and assistance in securing the use of our facilities.

Please contact us if you have any questions, concerns, or suggestions.

Saucon Valley School District
2097 Polk Valley Road
Hellertown, PA 18055

AFFIDAVIT

We certify that we have read and understand the rules and regulations of the Saucon Valley School District concerning the use of school buildings, facilities, and equipment, and further that we forever release the Saucon Valley School District, their Board of Directors, agents, and employees from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the aforementioned date(s) for which this Application for Use of Facilities is submitted.

That upon prompt notice, we will defend all actions, suits, complaints or legal proceedings of any kind brought against the Saucon Valley School District, their Board of Directors, agents, and employees.

Further, we would hold harmless and indemnify the above from any expenses and judgments or decrees recovered against them as a result of the said use of these facilities.

Name of Organization

Signature of Responsible Official

Signature of Responsible Official

Address

Address

Contact Phone Number

Contact Phone Number