

# NORTHERN LEHIGH SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF STORAGE SPACE

ADOPTED: March 10, 2008

REVISED:

707.1. USE OF STORAGE SPACE	
1. Purpose	The school district desires to assist school sponsored and community organizations with the need for storage. To that end, the district shall allow for the use of district facilities for storage purposes as space is available.
2. Authority	Requests for storage space within the High School, Middle School, Peters Elementary or Slatington Elementary buildings shall be directed to the building principal. Requests for storage space outside of the four (4) buildings shall be directed to the athletic director. Requests approved by the building principal or athletic director shall be forwarded to the Director of Support Services for final approval.
3. Guidelines	<p><u>General Guidelines</u></p> <ol style="list-style-type: none"> <li>1. The priority order for granting requests for storage space shall be: First, current occupants of storage space as of the January 1, 2008, limited to the specific space in use, then, organizations and activities included in Group A, as defined by Board Policy 707, then, organizations included in Group B, as defined by Board Policy 707.</li> <li>2. Requests for storage space by any organization not included in Group A or Group B, as defined by Board Policy 707, shall not be accepted.</li> <li>3. The district reserves the right to inspect storage areas upon notice.</li> <li>4. The organization must assume full responsibility for damage or loss to school property in connection with this use.</li> <li>5. The organization must assume full responsibility for any injuries or liabilities resulting from the use of the school facilities in connection with this use.</li> <li>6. The Northern Lehigh School District assumes no responsibility for items stored in its facilities.</li> </ol>

7. Group B organizations shall provide a certificate of liability insurance listing the Northern Lehigh School District as an additional payer. The minimum insurance coverage is \$500,000 single occurrence and \$500,000 aggregate.
8. Group B organizations shall provide evidence of property insurance covering all stored items.
9. Any organization that fails to comply with school district policy, and/or local, state or federal laws shall be given notice to immediately remove stored items from the district property. Any items remaining after ten (10) days shall be disposed of at the discretion of the Director of Support Services.

Storage Space Within High School, Middle School, Slatington Elementary School, Peters Elementary School Or Field House

1. The organization shall not modify the storage area without prior approval of the Director of Support Services.
2. The organization shall not add a lock or change the lock to the storage area.
3. The organization shall not make any alterations to the storage space without the prior consent of the Director of Support Services.
4. The district reserves the right to inspect storage areas upon notice.
5. The organization shall be responsible for maintaining the cleanliness and safety of the storage area.

Once granted approval, the organization shall have the right to the storage space until the organization no longer needs the space, or the approval is terminated by the district. The district shall provide a thirty (30) day notice in the event of approval termination.

Storage Space In Modular Units

1. The district has one (1) modular unit available to organizations for storage space.
2. Use of a modular unit for storage space by a Group B organization shall be contingent upon a signed license agreement between the organization and the district. The license agreement shall enumerate the rights and responsibilities of the school district and of the organization.

3. Use of a modular unit for storage space, by a Group A organization shall be subject to the same guidelines listed for storage space within the school buildings.

Storage Space In Other District Facilities

1. Other district facilities includes, but is not limited to, the stadium, baseball and softball dugouts, maintenance buildings, district office annex.
2. The organization shall not modify the storage area without prior approval of the Director of Support Services.
3. The organization shall not add a lock or change the lock to the storage area.
4. The organization shall not make any alterations to the storage space without the prior consent of the Director of Support Services.
5. The district reserves the right to inspect storage areas upon notice.
6. The organization shall be responsible for maintaining the cleanliness and safety of the storage area.

Once granted approval, the organization shall have the right to the storage space until the organization no longer needs the space, or the approval is terminated by the district. The district shall provide a thirty (30) day notice in the event of approval termination.

References:

School Code – 24 P.S. Sec. 510