

# NORTHERN LEHIGH SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES  
AND EQUIPMENT

ADOPTED: March 10, 1997

REVISED: March 9, 2009

<p>707. USE OF SCHOOL FACILITIES AND EQUIPMENT</p>	
<p>1. Purpose</p>	<p>The school district has developed and maintains its school facilities primarily for the education of the young people residing in the school area. In addition, it is the desire of the Board to make these facilities available for use by the citizens of the school area when such use by the citizens will not conflict with the normal school program and when such use will assist in general community betterment. This policy will make possible the maximum additional return upon the community investment in the school plants and equipment.</p>
<p>2. Authority</p>	<p>Applications for the use of all buildings and/or grounds must be made to the office of the Director of Support Services. Such applications must be signed by the responsible individual who is the coach or a duly authorized officer of the organization making the application. Before any application, as aforesaid, shall be acted upon by the Director of Support Services or designee, it shall receive the approval of the principal of the particular building and/or grounds appurtenant thereto.</p> <p>Requests not covered by the policy and requests requiring an exception to this policy will be considered on an individual basis by the Board at its regular meeting. Requests should be submitted at least 30 days in advance of the date needed in order for there to be sufficient time for all necessary approvals.</p>
<p>SC 775</p>	<p>As requests for use of school facilities are received from school and community organizations, each organization will be categorized according to the following definitions. Fees will be assessed according to the classification of the organization and type of facilities requested. A schedule of fees is included as part of this policy.</p>
<p>3. Definitions</p>	<p>1. <b>Group A</b> shall be school-sponsored activities and school support organizations. Any organization comprised of students, faculty, and/or support staff of the educational system including the Northern Lehigh Education Foundation, PTO, Booster Club, and Band Boosters. A <b>booster organization</b> is defined as a group of parents of the students in a school-sponsored activity with a stated purpose of providing assistance to the activity. For example, the Band Boosters is comprised of the parents of the current NLSD band members.</p>

<p>4. Guidelines</p>	<p>2. <b>Group B</b> shall be individuals, businesses and other organizations with a primary address within the boundaries of the Northern Lehigh School District.</p> <p>3. <b>Group C</b> shall be individuals, businesses and other organizations with a primary address outside the boundaries of the Northern Lehigh School District.</p> <p>The Director of Support Services is responsible for maintaining a list of organizations with the applicable group designation. The list shall be presented annually, in the month of June, to the School Board for approval and shall be published on the district web site.</p> <p><u>General Guidelines</u></p> <p>1. For Group B, rental fees shall be assessed only on days when there is no staff regularly scheduled in the building. This includes all Saturdays, Sundays and defined holiday periods.</p> <p>2. For Group C, rental fees shall be assessed on all occasions.</p> <p>3. Group B and C activities shall be assigned custodial and/or maintenance workers at the discretion of the Director of Support Services. Any additional labor cost to the district shall be charged to the organization at the prevailing rate for the maintenance worker for outside activities or custodial worker for inside activities for the entire length of the activity. The prevailing rate shall be calculated as two (2) times the average hourly rate of all employees in the classification for activities on Sunday, and one and a half (1.5) times the average hourly rate of all employees in the classification for activities on other days. The prevailing rates shall be published on the district web site.</p> <p>4. Use of the buildings and/or grounds before 12:00 noon on any Sunday is strongly discouraged. Any activity that has been permitted to start before noon on a Sunday in the past is considered grandfathered and shall be permitted to start before noon in future years. Any request for a new activity to start before noon on a Sunday shall require Board approval.</p> <p>5. If the use of facilities includes children or students, appropriate adult supervision, as determined by the administration, is required.</p> <p>6. The organization shall comply with all rules and regulations regarding the use of the facilities.</p> <p>7. The organization must assume full responsibility for damage or loss to school property in connection with this use.</p>
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<p>35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7182, 7183</p>	<ol style="list-style-type: none"><li>8. 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>9. If the use of facilities includes children or students, the adult sponsor also assumes responsibility for all personal injuries, liabilities, and property damage and must remain on the premises during the entire activity until the last child has departed district property.</li><li>10. Activity supervisors for which the use of facilities has been requested must be at least eighteen (18) years of age.</li><li>11. School facilities are not proposed to be used, and will not be used, to organize, foster, promote or conduct any activity which would violate any civil or criminal law, ordinance, regulation, order, directive, standard, policy, specification and/or instruction promulgated by any and all governmental units, including the School Board or its Superintendent.</li><li>12. Each organization shall be responsible maintaining the cleanliness of area used. All areas shall be left in the same condition in which found.</li><li>13. No school equipment (this includes auditorium lights and sound systems) may be used except under the supervision and direction of authorized school personnel. Additional charges may be necessary in order to compensate such personnel.</li><li>14. Each organization shall be responsible for the conduct of all persons present in the building and grounds for the organization's activity and, in the event of damage of the building, grounds, or school equipment, the organization shall pay for the correction of such damage.</li><li>15. No smoking will be permitted in the building or on school property in accordance with school district policy.</li><li>16. When the kitchen is used, arrangements must be made to have a regular cafeteria employee present.</li><li>17. Special equipment, scenery, etc. to be used by any group shall not be delivered to the facilities involved without first receiving permission from the building principal as to the date and time such deliveries can be made.</li><li>18. The Northern Lehigh School District assumes no responsibility for equipment or supplies brought on the premises by the organization, its participants or spectators.</li></ol>
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19. It is the responsibility of Group B and C organizations to hire and remunerate an appropriate number of security/police for events where crowd control or parking supervision is needed. This may include dances, basketball games, stadium activities and other spectator events. Security/police must be present one (1) hour prior and a half (1/2) hour after the activity. The district reserves the right to require security/police services as it deems necessary.
20. All group B and C requests must include a certificate of liability insurance listing the Northern Lehigh School District as a loss payee. The minimum insurance coverage is \$500,000 single occurrence and \$500,000 aggregate.
21. Invoices for rental fees, maintenance and/or custodial fees and security services fees will be issued to Group B and C organizations within thirty (30) days of the completion of the activity. All invoices are due and payable thirty (30) days from the date of billing. Approval of a facility use request may be denied if the organization has outstanding unpaid invoices for prior activities.
22. All activities of all groups are automatically cancelled if schools are closed due to inclement weather. The Superintendent may grant an exception on a case-by-case basis. Weekend and holiday cancellations will be determined by the Director of Support Services and the Athletic Director.
23. All Group B and C activities must end by 10:00 p.m. on days when staff is regularly scheduled and no labor fee is to be assessed the organization.
24. The use of school district grounds for the purpose of practicing golf shots by an individual is not permitted unless an individual or group of individuals is a part of a school-sponsored activity and is under the direct supervision of the designated advisor to such an activity.

Fee Schedule

	Group A	Group B	Group C
Auditorium – High School, Middle School	N/C	\$20	\$150
Dining Room – High School, Middle School, Slatington (1)	N/C	\$20	\$40
Gymnasium (2) – High School	N/C	\$20	\$130
Gymnasium (2) – Middle School	N/C	\$20	\$100
Classroom – High School, Middle School, Slatington and Peters Elementary	N/C	\$10	\$20

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Multi-purpose/Gym Room – Slatington	N/C	\$20	\$50
Multi-purpose/Gym Room – Peters	N/C	\$20	\$100
Stadium Football Field/Track	N/C	\$75	\$200
Use of lights for up to 4 hours	N/C	\$100	\$100

No kitchen facilities shall be for use of an organization unless authorized cafeteria personnel of the school district are on duty. A charge for such services shall be as set by the Collective Bargaining Unit Agreement.

If any gymnasium equipment (time clocks, mats, etc.) is required, arrangements must be made with the Athletic Director prior to the event.

Use Of Refreshment Stand

The refreshment stand is operated under the authority of the school district. All funds raised in the operations will be deposited in a district-controlled enterprise account. The Athletic Director will be responsible for supervising the refreshment stand and enterprise account.

The Athletic Director will also be responsible for the following:

1. Assigning individuals or groups to use the refreshment stand.
2. Assigning the person or persons in charge of collecting and accounting for proceeds from each event.
3. Developing a formula for which refreshment stand funds can be designated for use by individual Northern Lehigh athletic programs.

At the discretion of the Athletic Director, the refreshment stands may be used by Group B organizations. In the event of such usage, the organization is responsible for bringing their own goods for sale and for cleaning the stand upon completion of the activity.

Northern Lehigh School District Grounds For All Schools

Grounds must be left in a clean and neat condition conforming to such inspection as school authorities may care to make. No vehicles shall be parked on the grass surfaces at any time or under any circumstances unless by permission of School Board.

Requests to use any baseball diamonds located at the various schools shall be made to the Director of Support Services and must include a schedule and roster of

<p>SC 511</p>	<p>players. The Director of Support Services shall be empowered to resolve any conflict in schedule. No charge shall be made for use of ball diamonds.</p> <p><u>Student Usage Of Weight Room Facility Bulldog Stadium</u></p> <p>Usage of the Field House Weight Room Facility is for students in grades 7 through 12 who are involved in the current athletic program, and students in grades 9 through 12 who are members of the seasonal weightlifting intramurals.</p> <p>The Field House Weight Room Facility is reserved exclusively for district students Monday through Friday, from 2:30 p.m. to 6:30 p.m. and Saturday from 9:00 a.m. to 12:00 noon, during the school year.</p> <p>All athletic teams (i.e. football, track, basketball, etc.) utilizing the weight room facility must be supervised by a district coach. The coach will be responsible for all activities of the team from start to completion of scheduled time. <b>No students may occupy the weight room facility unattended.</b></p> <p>The weightlifting intramural program will be open to all boys and girls in grades 9 through 12. Each seasonal weightlifting intramural (Fall, Winter and Spring) will include an orientation period prior to the start of that activity. The minimum time to be spent in each activity is forty (40) hours, which will include advisor preparation time for scheduling and program organization.</p> <p>The advisor in charge of each activity will be responsible for the supervision of that activity; taking attendance; keeping record, control and organization of the activity, care and accountability of equipment; and overall safety of all students.</p> <p>Scheduling for the facility must be coordinated through the Athletic Director. Activities for the weight room facility are limited to weightlifting fitness only. Security and key holders will be coordinated through the Athletic Director and Director of Support Services.</p> <p>All nonschool district employees (coaches and advisors outside the school) must first be approved by the Board before they will be permitted to supervise students in the weight room facility. Recommendation for approval will be made to the Superintendent and Board by the Athletic Director.</p> <p><u>Prohibited Activities</u></p> <p>The following activities are strictly prohibited in school facilities/grounds when</p>
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<p>35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7182, 7183</p> <p>SC 511</p>	<p>individuals and community groups are granted written permission to use said school facilities:</p> <ol style="list-style-type: none"> <li>1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.</li> <li>2. Possession of weapons.</li> <li>3. Conduct that would alter, damage or be injurious to any district property, equipment or furnishings.</li> <li>4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.</li> <li>5. Use of tobacco products.</li> </ol> <p><u>Limitations</u></p> <p>When individuals and community groups receive written permission to use school facilities under this policy, such use shall be conditioned upon strict compliance with the following:</p> <ol style="list-style-type: none"> <li>1. Individuals shall not use, access or enter upon any portions of the school facilities or their contents not specified in the approved written request form.</li> <li>2. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.</li> <li>3. All activities must terminate and all individuals and community group members must exit the school premises thirty (30) minutes after the end of the activity.</li> <li>4. When advertising or promoting activities held at school facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the school district.</li> </ol> <p><u>Violations</u></p> <p>The school district reserves the right to remove from school district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.</p> <p>In the event an individual or community group violates this policy or the terms under</p>
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which permission was granted to use school facilities, that individual or community group forfeits the right to submit future written requests to use school district property, unless otherwise decided by the Board

References:

School Code – 24 P.S. Sec. 511, 775, 779

State Board of Education Regulations – 22 PA Code Sec. 403.1

Department of Revenue Regulations – 61 PA Code Sec. 901.1, 901.701

Local Option Small Games of Chance Act – 10 P.S. Sec. 311 et seq.

School Tobacco Control – 35 P.S. Sec. 1223.5

Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.

Boy Scouts of America Equal Access Act – 20 U.S.C. Sec. 7905

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