

NEW HOPE- SOLEBURY SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: March 29, 1993

REVISED: April 29, 2002
October 15, 2003

<p>1. Purpose SC 775</p> <p>2. Authority</p>	<p style="text-align: center;">707. USE OF SCHOOL FACILITIES</p> <p>School facilities of this District should be made available for community purposes, provided that such use does not interfere with the educational and extra-curricular programs of the schools.</p> <p><u>Facilities Use</u></p> <p>The New Hope-Solebury School Board permits the use of facilities by resident students and community groups within the guidelines. School sponsored activities take precedence over other activities.</p> <p>Fee schedules have been established to cover operating expenses and normal "wear and tear" when facilities are used. Facility use is subject to the following rules, regulations and general policies:</p> <p><u>Rules, Regulations and General Policies</u></p> <ol style="list-style-type: none">1. The availability of school facilities for use is dependent upon the needs of the school, as determined by the principal and the Director of Operations, and is subject to the priority use established by school officials. This applies even for any school activity that needs to be rescheduled.2. Community groups shall be required to share larger facilities, i.e., gymnasiums and cafeterias, when their numbers cannot justify the exclusive use of the entire facility.3. Saturday and Sunday rental of school facilities shall be limited by the availability of necessary school district personnel and subject to the priority assignments determined by the administration.
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<p>SC 511, 775 PA Code Title 22 Sec. 12.9</p>	<p><u>Restrictions</u></p> <ol style="list-style-type: none">1. There shall be no installation of equipment or alterations to existing facilities by the user.2. Smoking or use of any tobacco product is not be permitted in school buildings or on school grounds.3. Intoxicants or controlled substances of any kind whatsoever are not permitted on school property at any time.4. Fireworks of any kind are prohibited on school property.5. Weapons of any type are forbidden on school district property.6. Any and all decorations to be used must be fireproof or fire retardant rated and subject to the approval of school officials. No open flame decoration shall be used anywhere in the building. The use of smoke producing equipment is strictly prohibited.7. Skate boarding and in-line roller-skating are not permitted on school property unless it is part of a previously approved activity.8. Pets are not permitted on school grounds without prior approval. Owners or handlers of animals on school grounds, with permission, are required to have them leashed and under control and clean up the animal's excrement. Violators of this policy will be subject to charges for a minimum of one (1) hour at overtime rate for custodial time for clean-up.9. Use of mechanized self-propelled vehicles designed primarily for recreational or sporting purposes such as motor scooters, powered cycles, snowmobiles, and other vehicles of similar nature are not permitted. Also, vehicles transporting people to approved school functions are restricted to paved roadways and parking lots or other areas approved by the school district.10. No motor vehicles are permitted on unpaved areas without the expressed written authorization of the administration.11. The Board does not permit mechanical amusement rides, animal rides e.g. pony rides, helicopter rides, hot air balloons rides, moonwalks or any rides or uses not recommended by the district insurance carrier.
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Responsibilities of Users Of School Facilities

1. All groups using facilities must leave them in the same or better condition than they found them.
2. Any and all decorations, furnishings, and equipment shall be installed and removed by the user under the direction and supervision of the school staff. All such decorations, furnishing, equipment, and debris shall be removed by an agreed upon time.
3. The user agrees to assume all responsibility for theft, damage or liability of any kind whatsoever related to its use of school facilities, and further agrees to hold harmless the School Board from any expense or cost in connection with the use of school facilities.
4. Proper supervision of activities must be provided at all times.
5. Organizations using school facilities shall provide police protection at their own expense if deemed necessary by school officials to maintain order and protect school property.
6. When an admission is charged, the group using the facilities is responsible for the payment of any required admission tax directly to the appropriate taxing agency. Evidence of such payment, together with an itemized attendance report, must be furnished to the school district upon request.
7. Start and stop times must be observed so as not to interfere with any other group or event.
8. The district reserves the right to request refundable security deposit in advance.

District Rights

1. A periodic check may be conducted on community groups to determine whether they are fully utilizing a school facility. The purpose of this check is to determine that sufficient participants are involved in the activity to justify use of the facility. In the event that there are not sufficient participants, the district reserves the right to terminate the activity use.
2. All apparatus, equipment, and devices owned by the school shall be operated by school employees or specifically trained student personnel unless special arrangements are made otherwise.

3. The Board reserves the right for the student council or other appropriate school organizations to operate the coat check room, refreshment stand, parking lot, etc, for the organization's own profit.
4. The parking lot is operated as a revenue source for the school district on weekends and holidays. Any group wishing to use the parking lot must reimburse the school district for lost revenue as determined by the Director of Business and Finance.
5. The school employee in charge during the facility use may call the police if, in the employee's judgment, it becomes necessary.
6. Based upon the considerations of this policy, the Board reserves the right to refuse the use of the building to any group at any time.

Application for Facility Use

1. All applications for use of the facilities of the New Hope-Solebury School District shall be made to the principal of the building where the requested facilities are desired. Applications shall be on forms prepared for this purpose. (see attachment "B" application).
2. The building principal shall notify the Director of Operations of all use of school buildings by forwarding a copy of the Application for Use of Facilities which shall set the appropriate charges in accordance with this policy.
3. All applications must be signed by a responsible officer of the group making the application.
4. All applications are subject to approval of school officials with regard to general conditions, special facilities, or services desired.
5. Organizations using a school facility may not sublet or transfer their rights and privileges to any other individual, group, or organization.
6. All organizations and groups using school facilities must have certificate of liability insurance for at least \$1,000,000/\$3,000,000 on file in the Business Office before final approval will be given for an activity. Questions concerning insurance can be referred to the New Hope-Solebury School District Business Office by calling (215) 862-5372. New Hope-Solebury School District must be named as an additional insured on the certificate of liability insurance.

Facility Use Scheduling

For the period September 1 to January 31:

No request for Non-District use of facilities will be acted on before the preceding June 1.

For the period February 1 to August 31:

No request for Non-District use of facilities will be acted on before the preceding December 1.

Facility Use Fee Schedule

See Attachment "A" for Facilities Use Fee Schedule

All fee schedules shall be reviewed by administration on an annual basis. Fee schedules, if updated, will be submitted to the Board for approval prior to July 1.

Facility Use Fee Payment

1. All rental charges for the use of school facilities must be paid at least two (2) weeks prior to the event by presenting remittance payable to the New Hope-Solebury School District, 180 West Bridge Street, New Hope, PA 18938.
2. Payment provisions other than those listed on the fee schedule may be arranged at the discretion of the administration, provided that there is a net benefit to the school district and that Board approval is attained.

Exceptions

Situations not covered in the above statements must be referred to the Superintendent or designee with the initial application. The Superintendent will notify the Board of all exceptions requested.

District Passenger Elevators

1. The New Hope-Solebury School Board limits the use of the elevators to disabled persons. Pupils requesting use of the elevator shall present written parental requests to the school principal.

<p>School Code 511, 775</p> <p>PA Code Title 22 Sec. 12.9</p>	<ol style="list-style-type: none">2. A log shall be kept by the Principal's Office of all elevator users stating the permissible dates of use and the condition necessitating the need.3. A key to operate the elevators shall be assigned eligible users. Such keys shall be secured from the school principal. A log of key issues shall be maintained by the principal.4. Only disabled persons issued a key and if needed, possibly one (1) person assigned by the principal to assist the handicapped persons, are permitted in the elevator.5. Students temporarily handicapped will be permitted to use the elevator if the request is initiated by a licensed physician including dates for use and endorsed by the student's parents.6. The elevator is not to be used during a building disaster such as fire, explosion, severe weather condition, etc. Emergency procedures for evaluating the handicapped during a disaster are to be formulated and published by the building principal. The elevator emergency alarm systems are to be tested monthly and logged by the Director of Operations. Emergency procedures shall be posted in each elevator.7. All elevators are to be maintained to pass license inspections.
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