

ATTACHMENT B – APPLICATION PROCESS AND ACKNOWLEDGEMENT OF TERMS OF USE

Part I: Application Process

- Application for Facility Use is made through a web-based system, FS Direct. Additional information is provided on the District's web page. From the Home Page, go to "Quicklinks" (upper right of page), then "Use of Facilities." This page provides an applicant with access to the web-based system, to the current Board Policy and Administrative Regulation regarding Access to Facilities, and to the current schedule of fees.
- Prior to initiating a request, requestors should review the Quick Reference Guide: Summary of Facilities Users to determine your eligibility and Category of User. Priority access is given to Level A, B, and C Users, respectively.
- Requestors must provide insurance naming LMSD as an additional insured.
- **Applicants are encouraged to contact Ms. Sue Rodgers in the Operations Department at 610-645-1993 or rodgers@lmsd.org.** Ms Rodgers will assist requestors to use the web-based system, FS Direct, for requesting the use of a facility.

Part II: Acknowledgement

ACKNOWLEDGEMENT OF TERMS OF USE

The School District takes great pride in providing quality, durable facilities to its students and community. With proper care and use, they will provide years of competitive sports, recreation and enjoyment to all those using the facilities. Please help protect these community assets. The following guidelines serve to orient users as to the general rules of conduct for use of our facilities.

GENERAL RULES OF CONDUCT:

Any organization granted permission to use a School District facility is required to follow all rules and regulations posted or otherwise in effect at the facility being occupied/used pursuant to Policy 713. Violations of Board Policy and any accompanying Administrative Regulation, posted rules/regulations, and any applicable law or ordinance shall be grounds for dismissal from the facility without a refund, if applicable. The District reserves the right to notify law enforcement of any such violation and request assistance in handling such violation to the extent necessary.

Facility users must, at a minimum, familiarize themselves with and abide by the key District policies (provide website link) including, but are not limited to:

- Non-Discrimination/Anti-Harassment/Anti-Bullying/Anti-Hazing (Policies and Administrative Regulations No. 235, 246/346/446/546, 249, 261): The Lower Merion School District is an equal opportunity educational institution that prohibits discrimination, harassment, and/or other unfair treatment on the basis of handicap/disability, race, color, age, creed, religion, sex, sexual orientation, gender identity, gender expression, ethnicity or national origin. Behavior that constitutes discrimination, harassment, bullying and/or hazing is strictly prohibited at all times.
- Civility (Policy and Administrative Regulation No. 006): The District strives to establish and enhance an atmosphere where people are encouraged and expected to exhibit language, attitudes, and behavior that foster sound educational practices and allow people to grow socially and academically; process for redress of concerns. It is the District's position that rude, abusive, or intolerant behavior erodes education and that disrespect shall be addressed when it occurs. Therefore, the District expects all Users to role model civility even in the most difficult of circumstances.
- Weapons (Policies and Administrative Regulations No. 235, 904): The Board prohibits the possession of weapons and firearms on all school property at all times.
- Tobacco (Policies and Administrative Regulations No. 815, 904): The Board prohibits the use of tobacco on all school property at all times. This prohibition applies to all forms of tobacco including, but not limited to, cigarettes, cigars, pipes, smokeless tobacco, and electronic smoking products.

- Alcohol / Controlled Substances (Policies and Administrative Regulations No. 235, 904): The Board prohibits the consumption, sale and possession of alcohol, controlled substances, or other intoxicants on all school property at all times. No intoxicated person shall be permitted to enter on school property, and anyone found on school property in an intoxicated state will be asked to leave and be subject to referral to law enforcement for criminal prosecution.
- Service Animals (Policy and Administrative Regulation No. 718): Individuals with disabilities may be accompanied by a service animal while on District property for events that are open to the general public in accordance with Board Policy and state and federal law and regulations.

In addition to the foregoing, the following activities are strictly prohibited absent prior approval in writing from the Superintendent or designee:

1. Use of District equipment located within/near the facility (e.g., projectors within a classroom, special lighting or sound in auditorium, hurdles or other field event equipment on a track).
2. Moving any furnishings, materials, and/or equipment within/near the facility, including goals or portable bleachers.
3. Any type of construction on School District property or facilities. This includes making modifications to permanently installed electrical wiring or telephone systems, and removing any fixtures or cutting holes in ceilings, walls and partitions, floors, performing any grounds work such as mowing lawns, pruning trees or shrubs, etc.
4. Parking of vehicles on any grass or artificial turf area or sidewalk.
5. Concessions or other items sold in or on School District property or facilities. This restriction does not apply to Level A or B Users.
6. Eating and/or drinking in the interior spaces of school buildings including, but not limited to, auditoriums, gyms, classrooms, and computer labs.
7. Games of chance, unless specifically permitted in accordance with state, federal, and municipal regulations and approved as set forth above.
8. Animals, except for service animals (per Policy/AR 718).
9. Use of spikes, bicycles, scooters, hee-ies, and on any artificial field, running track, tennis court, or interior spaces of school buildings.
10. Use of tape and/or other permanent/temporary markers that may deface, damage, or in any way cause efforts on the part of the District to remove or repair.
11. Launching of model rockets, flying of remote-controlled model aircraft or drones, para-gliding, hang gliding, use of ultra-light aircraft or any other type aircraft.
12. Use of fireworks.
13. Open fires, use of gas or barbeque grills.
14. Indoor soccer, indoor baseball or softball, Rugby, Golfing, archery, javelin, shot put, or discus events.
15. Mini- and motorbikes, motorcycles and go-karts, except that motorcycles are permitted to be driven on authorized roadways and parked in parking lots in accordance with motor vehicle laws and standard usage of parking lots.
16. The use of running tracks, tennis courts, or parking lots by "for profit" businesses to include fitness training, tennis instruction or driving schools.
17. Posting of signs on school district property, other than those promoting school sponsored activities (to include those of Level A and B Users.)
18. Creating unnecessary noise or disturbances after sunset in areas outside of School District buildings, including when groups are entering or exiting a building.
19. Political campaigning except the following permitted activities (any such use must still be pre-approved):
 - a. Current and past political figures to speak on issues outside of campaigning context to preserve the District's status as non-partisan,
 - b. Use of District facilities for bi-partisan political forums, and
 - c. Campaigning on Election Days in District facilities designated as polling places by the Board of Elections.

Failure to abide by all policies, rules, and regulations regarding the use of District facilities property will result in the revocation of an organization's permit and may result in denial of future permit applications by the organization in the future.

SPECIAL RULES PERTAINING TO USE OF ARTIFICIAL SURFACE FIELDS & TRACKS:

The modern artificial field and artificial track facilities at Lower Merion High School and Harriton High School have been installed using the highest quality materials. With proper care and use, they will provide years of competitive sports, recreation and enjoyment to all those using the facility. Please help protect these community assets. The following regulations serve to guide students, athletes, coaches, and spectators as to the "do's and don'ts" for use of artificial field and track surfaces, ensuring they remain in first class condition for years to come.

1. **Artificial Field:** Footwear is restricted to molded cleats (max ½") turf shoes, or should be soled athletic shoes, such as cross trainers or running shoes. Use of metal cleats or spikes is not permitted.

Artificial Track: Footwear is restricted to track shoes, or should be soled athletic shoes, such as cross trainers or running shoes. Spikes should never exceed 6mm in length and should be conical or pyramidal in design. Use of metal cleats or spikes greater than this is not permitted.

- No high heel shoes are permitted on the artificial field or track.
- Teams must access the artificial field surface using rubber matting placed on top of the track surface.
- Shoes and athletic footwear on the artificial turf and track must be free of mud and debris.

2. No food, candy, or beverages (except water), including any soft drinks, power drinks, sunflower seeds, chewing gum, or other foreign food substances are permitted on the artificial field or track. No glass containers are permitted on either the field or track.
3. Only freestanding field markers and sports equipment may be used on the artificial field and track. No sharp objects may be used. Sharp or pointed edges of objects or other equipment placed on the field or track may damage the surface. No tent pegs, stakes, poles, field marking stakes, in ground corner markers, etc. shall be used or driven into the artificial surface.
 - Metal chair or table legs must be protected by rubber end tips.
 - Only District approved field equipment shall be permitted on the artificial field and track. Outside groups wishing to use their equipment/goals may or may not receive permission based on an evaluation (by District personnel) of the actual equipment. Goals may not be staked down for safety on the artificial field; rather they must be secured with approved sand bags.
 - Other than School District goals, there will be no storage of materials or equipment on the artificial field or track. Player benches, tables, chairs, hurdles, judging stands, refuse and recycling containers, etc. will be removed (and properly stored) off the artificial field and track surface after every day's event/s.
 - Any stage material to be set out on the artificial field or track (that must be prior approved by the District Operations Department) must be set on top of ¾ inch, 4x8 foot sheets of plywood to protect the artificial turf or track surfaces from possible damage.
4. No smoking or tobacco products are permitted (on or in any School District property)
5. No open flames, BBQ grills, or fireworks or rockets are permitted.
6. No golfing, archery, javelin, shot put, or discuss events may be played on the artificial field or track.
7. Only School District personnel are permitted to apply approved paints (for marking lines). Under no circumstances are users to apply any kind of paint or other marking substances to the artificial field or track.
8. Pets or other animals are not permitted on School District property, and as such are not permitted on the artificial field and track as well, unless as Service Animals (see Policy/AR 718) .
9. Only School District personnel are permitted to perform maintenance to the artificial field and track. This includes actual field grooming or large area sweeping and adding additional resilient material to the artificial playing surface. This also includes snow removal from the artificial field or track. Under no circumstances shall users add materials (such as field dry, kitty litter, etc) to the artificial playing surface or attempt to remove snow and ice from the field or track.
10. Only approved equipment shall be used to maintain the artificial surface field and track. Only specific brushes, plastic rakes, and blowers may be used for cleaning purposes. Except for litter, only School District personnel will clean and maintain the artificial field and track. Users are however, responsible to remove all litter before leaving the site. The School District will provide refuse and recycling cans on site for use by all users. The artificial field and track will be routinely inspected by District personnel. Individual user groups will jeopardize use privileges if site inspections find that the artificial field or track is being left littered or improperly used.
11. Except for specific equipment used in the maintenance and care (such as small gator type utility vehicles with rubber tires), all motorized vehicles are not permitted on the artificial field or track. If an emergency vehicle, such as an ambulance, must traverse the artificial field or track, extreme caution must be taken in starting, stopping, and turning as failure to do so may damage the artificial surface. No bicycles, skate boards, roller blades, hee-lies, mini bikes, scooters, or go-karts are permitted on the artificial field or track surface.
12. Spills or other foreign substances (vomit, blood) must be removed as quickly as possible, using approved cleaning/sanitizing solutions designed for the artificial field and track. District personnel shall have emergency "grab" bags that will contain clean up kit materials ready for vomit or blood spills.
13. Artificial Track use – Walkers and joggers are expected to use outer most lanes of the track to help with even wear of the overall artificial surface.
14. During athletic competitions, all spectators shall remain off of the artificial turf and track surface.

A group representative must acknowledge in writing that he or she has read, understands, and will enforce the rules of use for the artificial surface field and track. He or she understands that group privileges may be revoked in the event it is determined that users are not adhering to the safe and proper care of the artificial surface field and track. He or she will ensure all group members be fully aware of and adhere to these regulations.

User Group: _____

Authorized Group
Representative Signature:

Name (printed): _____ Signature: _____

Telephone Contact Numbers: Day: _____ Evening: _____

Cell Phone: _____ Email address: _____