

SCHOOL DISTRICT OF HAVERFORD TOWNSHIP GUIDELINES AND PROCEDURES FOR USE OF SCHOOL FACILITIES

Although use of school facilities may be permitted by the School District, it is with the understanding that such use will not be unduly burdensome upon District operations or the local community and will not detract from the facility's usefulness as a viable component of the educational system. The Board reserves to the District the right to deny use of facilities administratively for legitimate permissible reasons including but not limited to prior use which caused damage or expense or other disruption to the District's operations or to the community. Use of District facilities is a privilege which may be extended to individuals and groups under the limitations and considerations set forth in District Policy and guidelines implementing Policy. Use of Facilities under Policy 707 is intended to address uses for student and local community purposes which are limited in number, scope and duration. It is not intended to open District facilities as an alternative to commercially available facilities for lease or purchase. Requests of that nature and for uses of multiple rooms or facilities and/or for recurring and/or extended periods of time may be subject to rental or leasing arrangements in the District's discretion, subject to Board approval and District contracting policies and requirements. The following rules and regulations also apply to facilities use:

I. APPLICATIONS FOR PERMITS

Requests for the use of school facilities are governed by Board Policy, subject to these guidelines and applicable law.

- A. Applications for use of buildings or grounds must be made in writing and signed by an authorized representative of the group applying.

Because the schools are closed on weekends and certain vacation periods, usage during those times shall be limited in District's discretion to minimize disruption to the community and allow for proper security, maintenance and cleaning of the schools for operational and educational purposes of the District. Other than school activities and fields, the facilities are not available for regular use on Sundays.

- B. Applicants for permits will be held responsible for any use or activity to which a building is put under the permit granted. Boisterous conduct, profane or improper language, smoking, use or possession of intoxicating liquor or drugs on the premises is not permitted. The user(s) of any school facility shall be held responsible for injuries and/or property damage which may occur as a result of such use and/or the activities conducted by the user(s).

The user(s) are required to provide a certificate of insurance naming the District as additional insured for general liability coverage in the amount of \$1,000,000. The certificate of insurance must be provided to the District prior to use of District facilities.

Applicants must understand that any School District activities may preempt previously scheduled use authorization without recourse by the applicants and the District is not obligated to reschedule the cancelled use.

Every effort will be made by the District to notify scheduled users of any possible cancellations or changes prior to scheduled use; however, this may not always be possible and the District is not obligated for any consequential damages or expenses resulting from the cancellation.

- C. Permits will not be granted for any event, meeting, contest, or other use which in the sole judgment of the District may be in any way prejudicial or detrimental to the facilities or operations of the School District, its students and staff and/or the local community. Every application for the use of a school building shall state the specific nature and purpose of the event and other information requested by the District. It will be the responsibility of the applicant to provide and pay for security and emergency services coverage deemed necessary. All uses must be consistent with all state and local ordinances and regulations.
- D. Use of facilities without a permit will result in forfeiture of other reservations made for the school year and any other such action deemed necessary by the District. Users' permits shall be available for inspection by District staff at time of event.

II. APPLICATION DEADLINES

- A. In order to provide community groups equal opportunity to reserve certain school facilities, the following application deadlines are established:

Facilities use permit requests must be received by:

September 15 (for use between November 1 and April 30)

March 1 (for use between April 15 and August 14)

July 1 (for use between August 15 and December 14)

Please be advised – the use of tape for marking areas of the gymnasiums is prohibited. Only indoor balls are to be used for softball/baseball practices and/or drills. Users shall comply with directions from District staff with respect to proper use of facilities.

GYM A/B Bleachers – Requests must be made directly to the Facilities Office, when bleacher use is needed. Only District custodians are allowed to open/close bleachers.

In order to perform necessary play field maintenance and upkeep, field areas will not be assigned between December 15 and April 1.

- B. The School District designee will determine which facility is available for use, the frequency of use, and any restrictions related to use.

III. USER FEES

Costs incurred by the District by permitting non-school groups use of facilities will be recovered through assignment of user fees. User fees shall include charges for light, heat, personnel costs, supervision, maintenance and other related costs as calculated by the District.

IV. SCHOOL CLOSINGS – SCHOOL HOLIDAYS/INCLEMENT WEATHER

When schools are closed due to a Holiday Weekend or School Holiday, no activities will be assigned. Requests for exceptions will be considered and should be directed to the Facilities Use Coordinator.

Should school be dismissed early or closed due to inclement weather or any emergency situation, after-school activities will be considered cancelled. All efforts to reach the activity leader will be made. Cooperation by all organizations and groups is expected.

V. CANCELLATIONS

User groups must provide the district 24 hour notice of any use cancellations.

