

Lower Merion School District

ADMINISTRATIVE REGULATIONS

Policy No.: 713
Section: PROPERTY
Title: ACCESS TO DISTRICT FACILITIES
Date Last Revised: 9/8/17; 5/5/17, 4/2/08, 9/16/05

R713 ACCESS TO DISTRICT FACILITIES

The purpose of this Administrative Regulation is to provide guidance for potential District facility users and is organized as follows:

- **Section A, CATEGORIES OF USERS:** This section categorizes each type of facility user recognized by the District. This categorization determines prioritization of access as well as fees, insurance, and other conditions of use.
- **Section B, DISTRICT FACILITIES AVAILABLE FOR USE:** This section identifies the types of District facilities available for requested use under this Policy. Please note that permits for some District facilities are issued by the Lower Merion Township Parks and Recreation Department.
- **Section C, PROCESS FOR REQUESTING ACCESS TO FACILITIES:** Within this section, potential users can learn more about the process for requesting access to District facilities.
- **Section D, CONDITIONS OF USE:** This section summarizes conditions of use such as fees/costs, insurance requirements, liability, and general rules of conduct. The general rules of conduct applies to behavior by groups and individuals on District property at all times, regardless of the type of user (authorized, incidental, or other).
- **Section E, LEASING OF DISTRICT FACILITIES:** While these are rare events, the District may from time-to-time enter into leasing arrangements. This section summarizes the factors that are considered when assessing a potential lease.
- **Section F, UNAUTHORIZED USE OF FACILITIES:** As the title suggests, this section defines unauthorized use and describes consequences for such use.

A. CATEGORIES OF DISTRICT FACILITY USERS

All users of School District facilities will fall into one of the following groups, collectively referred to as "Users:"

Level A Users: "Instructional and Co-curricular Activities, Student Organizations, And School District Sponsored Activities" includes school organizations such as classes, clubs, athletic teams, and school-sponsored events whose primary purpose and function is to support the District's programs shall be allowed free use of school facilities during and outside of regular school hours for pre-approved meetings, social functions, and competitions/contests under the conditions and procedures established by the school administration.

Level B Users: "Approved Parent/Staff Organization" means any school-related organization of parents and staff recognized by the District pursuant to Policy No. 915 or Booster Clubs pursuant to Policy No. 916.

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Level C Users: “District Community Group” means a “Community Group”¹ whose participants predominantly (more than 50%) reside in the District.** Within this level, preference is given to non-profit groups that serve or support school-age children. Nonprofit groups are any group with:

1. Verification from the IRS letter showing 501(c)(3) tax exempt status,
2. Articles of Incorporation as a nonprofit approved by the Bureau of Corporations and Charitable Organizations, or
3. Other verification of nonprofit status acceptable to the District.

****NOTE:** Level C Users must establish that more than 50% of its participants are District residents in order to receive a permit for District facilities. In addition to a completed application, Level C Users (including, but not limited to, leagues and athletic organizations) must provide the Operations Department with complete league schedules including all participating teams; names and locations of other facilities, fields, or gyms used by the User; completed rosters, including names, ages, and addresses for all teams in league; and youth athletic organization practice schedules prior to a permit being issued. Residency will be determined on an annual basis for each organization. The District may require residency verification at any time if it has reasonable belief that the organization may have provided incorrect information as to the residency of its participants. If it is discovered that an organization has misrepresented its application in order to meet residency requirements, the permit will be revoked.

Level D Users: “Non-District Community Group” means a “Community Group”² that is not a District Community Group. Within this level, preference is given to non-profit groups that serve or support school-age children. Non-profit Non-District Community Groups are any group with an IRS letter showing 501(c)(3) tax exempt status.

Level E Users: “Others” or “Other Groups” means all other organizations or persons wishing to use school district facilities, including for-profit entities. Within this level, preference is given to non-profit groups that serve or support school-age children. Non-profit Other Groups are any group with an IRS letter showing 501(c)(3) tax exempt status.

Incidental Users: Means (1) use by four (4) District residents or fewer, or (2) unorganized and sporadic use of, unoccupied or unreserved sports fields, running tracks, tennis courts, or playgrounds during “daylight hours”** as authorized by the District administration when school is not in session, provided such use does not damage the field, surface, or property in any way. Incidental Use does not require the user to follow the permit procedures under Section C, below, to access such unoccupied or unreserved

¹ “Community Group” means any non-profit, community-wide educational, cultural, civic, recreational, character development, charitable, or social service agency whose membership includes any person who is not a student in the District. To the extent permitted by law, in order to be considered a community-wide educational, cultural, civic, recreational, character development, charitable, or social service agency, the activities and services of the organization must be available to all school district residents without restriction to race, creed, national origin, sexual orientation or political affiliation and may not have a charter or admission policy that violates federal or state law or District policy.

² See “Community Group” definition in footnote 1, above.

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sports fields, running tracks, tennis courts, or playgrounds. Incidental Use does not include for-profit activities.

****NOTE:** "Daylight hours" is defined as the time from sunrise until twenty minutes after sunset (dusk).

B. DISTRICT FACILITIES AVAILABLE FOR USE & DATES/HOURS AVAILABLE FOR USE

1. District facilities are primarily intended to provide educational and athletic opportunities for the students who attend District schools in order to implement the District's curriculum and educational philosophy. Therefore, facilities will only be made available if not required for school and school-related activities. In all cases, school and school-related activities (**Level A Users**) shall have priority of use for facilities. In general, requests for use of facilities by **Level D and E** users will be denied.
2. The following are the only types of District facilities available for use pursuant to this regulation:
 - a. Natural grass sports fields and running tracks
 - b. Tennis courts
 - c. Interior spaces of school buildings
 - d. Parking lots
 - e. Artificial turf fields and artificial surface tracks (Level A, B, and C Users only)

****NOTE:** Administration of a facility, including authorizing access, may be by third parties, such as the Lower Merion Township Parks and Recreation Department or a swimming pool management company, who may impose rules and requirements in addition to those set forth herein. When such arrangements occur, the District will direct potential users to the applicable party for submitting requests for access. For example, authorization to permit access to an available Penn Valley Elementary School softball field (availability determined in the first instance by the District) may be granted to the Lower Merion Township Parks and Recreation Department.

3. Use of District facilities is very limited during Summer Break. Please consult with Operations Department.
4. No District facilities may be made available on a date designated as a holiday for full-time custodial staff without the permission of the Director of Operations. A denial of a request by the Director of Operations may be appealed pursuant to Policy/AR No. 906 "Public Complaints."
5. Hours of Availability

Level A Users:	7 a.m. to 11 p.m. – indoor use (regular custodial staffing hours)
	8 a.m. to dusk – outdoor use
Level B Users:	7 a.m. to 11 p.m. – indoor use (regular custodial staffing hours)
	8 a.m. to dusk – outdoor use

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- Exceptions for Level A & B users will be considered on a case-by-case basis by the Building Principal.

Level C/D/E Users: 6 p.m. to 10 p.m. – Monday to Friday – indoor use
6 p.m. to dusk – Monday to Friday – outside use
7 a.m. to 10 p.m. – Saturday and Sunday – indoor use
8 a.m. to dusk – Saturday and Sunday – outside use

Incidental Users: Sunrise to dusk – Daily, provided facilities are not in use for any school-related purpose or by any Level A or Level B User.

6. District facilities may be closed to all users in the case of inclement weather or emergency, as determined by the Superintendent or Director of Operations.

C. PROCESS FOR REQUESTING PERMIT FOR ACCESS TO DISTRICT FACILITIES

1. Whenever any User wishes to hold an activity or event, whether or not open to the general public, in or on any school facility, the user must make written application for permission in accordance with **Attachment A** (Process) and **Attachment B** (Online Request Form and Acknowledgement of Terms of Use). The District has established timetables for requests based upon the proposed facility usage. For example, a use of facilities for a sports league must be submitted within established seasonal time frames. These timetables are referenced in **Attachment A**.
2. In case of conflict, the following priorities for use of facilities shall apply, provided the organization's request is made in a timely manner as determined by the Director of Operations.
 - a. Level A Users
 - b. Level B Users
 - c. Level C Users
 - d. Level D Users
 - e. Level E Users
3. The District (through the School Principal/Director of Operations or designee, as applicable) will review each application and determine whether to grant access to hold the desired activity, based upon the following factors:
 - a. The nature and intended purpose of the requested facility. In no case will access be granted if the proposed activity is inconsistent with the intended purposes of the facility.
 - b. The nature and purpose of the proposed activity or event. The District shall have the final decision as to whether the nature of the intended use of the facility by the User is appropriate for the facility requested. It is possible that Users requiring specific

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electrical current, lighting and audio visual needs cannot be accommodated in the facility requested.

- c. The type (level) of User as well as its nature and purpose.
- d. The degree to which the proposed activity or event conflicts with scheduled school events or other approved facility usage.

****NOTE:** The District reserves the right to deny access to organizations that use the facilities an excessive amount of time or otherwise manage competing users in order to prioritize Level A and B users (respectively) as well as to insure equitable access based on size of the organization and relative benefit to the youth in the community. For example, a Level C User may not use more than 50% of the District-wide assets of a type of facility on a weekly basis. That means that with 14 gyms in the District, over the course of a week there are 98 possible gym use days (14 gyms x 7 days). Level C Users may not use more than 49 of these possible gym days.

4. In general, the District does not issue permits to Users who desire to host private events such as weddings, celebrations, and memorials, unless such event is indelibly tied to the educational mission of the District. Such determination is made by the Superintendent.
5. Decisions on access by the school principal/Director of Operations may be appealed using the same procedure set forth in Policy No. 906 "Public Complaints" or any successor policy, with the appeal being submitted at the Superintendent level. This process is only available to Level A, B, and C Users. For all other users, the decision of the Director of Operations is considered final and not appealable.
6. Any User granted permission to use a School District facility shall comply with all applicable District policies and regulations as set forth in **Attachment B**.
7. At all times during use of the District facility, Users shall have an approved permit in their possession for inspection by District and/or Township representatives. In some instances, a letter detailing the specific use of the facility may be requested.

D. CONDITIONS OF USE OF DISTRICT FACILITIES

1. COSTS & FEES

- a. The schedule of fees (**Attachment C**) for the use of school facilities, including parking lots, which will be updated periodically as approved by the Board. This schedule shall take into consideration:
 - Category of user organization.
 - Nature of facility requested.
 - Whether the activity involves collection of fees, admission, or other payment, inclusive of fundraising activities. If fee, admission, or other payment is collected,

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Level C, D, and E Users will be required to pay the fees and costs set forth in the Fee Schedule in **Attachment C**.

- Whether District will be required to incur additional expense (such as personnel costs) related to the nature of the activity/event and/or the facility used.

****NOTE:** In general, no fees shall be required of **Level A and B Users** using District facilities during regularly scheduled custodial staffing hours. If admission for any event is charged, the proceeds should exclusively benefit the sponsoring **Level A or B User** or the school district; otherwise, fees will be charged for District staff labor, as required for the event.

- b. User organizations are responsible to submit payment within 30 days of invoicing by the District unless the user organization cancels the use in accordance with one of the following:

- For weekend use, by 10:00 a.m. the immediately preceding Thursday;
- For weekday use, 48 hours prior to the meeting, event or activity; or
- If the meeting, event or activity is canceled due to weather.

Any organization that fails to notify the District of a cancellation of an activity within these timeframes shall be charged a minimum of four (4) hours for school district support staff, if that staff was scheduled to cover the activity.

- c. The District reserves the right to impose advance payment requirements for Users that do not pay their invoices within the 30-day limit or with whom the District has not previously worked. The District further reserves the right to deny permit applications based on lack of timely payments.
- d. The District may, at its sole discretion, require a security deposit from any User in order to protect the District for damages in the event of non-compliance with the agreement between the User and the District. Further, the School District may consider reimbursement for liquidated damages, in the event the User using School District property or facilities does not vacate the property on a timely basis or otherwise violates the agreement.

2. INSURANCE & LIABILITY

- a. **Level C, D, and E Users** must agree to pay for and assume full liability for any loss or damage to person or property or claims resulting or arising from the use of District property or facilities and those granted access to the facility whether from an occurrence at the property or facility itself during such use. Accidents that occur in or about available parking areas or otherwise are included. Users must reimburse and hold harmless the District and all required parties from any such loss, damage or claim,

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including, but not limited to attorney's fees and costs paid or incurred by the District to enforce any obligations imposed in this paragraph or otherwise.

- b. The District requires **Level C, D, and E** Users to have \$1,000,000 personal liability and property damage insurance combined. These users must provide a certificate of insurance in these amounts with the permit application or have a current certificate on file prior to use of the District facility.
- c. In addition, each certificate must name the District as the additional insured and written notifications of cancellation must be given no less than 30 days prior to cancellation.
- d. Waivers in lieu of insurance are not permitted.
- e. Approved facility usage by **Level A and B** Users is covered under LMSD's insurance policy.

3. RULES OF CONDUCT

- a. All Users – including Incidental Users – granted permission to use a School District facility shall comply with all applicable District policies and regulations.
- b. Users are not permitted to use fields in inclement weather (rain/snow) or when “Field Closed” signs are posted. Users are not permitted to shovel snow from any District tennis court, natural and/or synthetic running track, playground, or athletic field
- c. Use of facilities are restricted to hours of use as referred to in AR713, Part B.
- d. Unless otherwise permitted by Policy No. 920 “Communications,” Users may not publish or allow the publishing of advertisements mentioning or referring to a District entity without the written consent of the Superintendent or designee. Further, advertisements may not be posted or exhibited on District property.
- e. Users shall ensure the properties and facilities are left in as good condition as when such use began. Unless prior arrangements have been made for cleanup, the property and facilities will be left in a thoroughly clean condition. Users shall comply with the District's recycling program, placing refuse and appropriate recyclables in designated collection containers inside and outside of school facilities. Performance of cleanup by the District will not diminish any liability for User damages. The District reserves the right to deny future access to School District facilities to any User that fails to satisfactorily comply with this provision.
- f. Users shall ensure those participants, visitors, and spectators who are of a young age are supervised at all times. A parent/guardian or responsible adult shall accompany young children on District property. Young children are not permitted to play on District playground equipment without adult supervision.

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- g. The District will allow the use of kitchen equipment on occasion. However, in the event that kitchen equipment is used, a District trained Food Service employee must be on duty at the expense of the user organization.

Level C and D Users will be allowed to sell food and other items during the use of the facility with the following restrictions:

- When using a high school, Level C and D Users must coordinate with the School Principal to determine if an existing Level A or B group associated with the high school desires to operate a concession during the event. If the school indicates there is no such group, the Level C or D User may operate their own concession stand.
- Concession stands operated by Level C and D Users will not be allowed to use any school kitchen, serving area, cafeteria or established concession area. Instead, groups may set up tables in the nearest common area to the space being used.
- Level C and D Users must provide all specialized equipment related to the concession stand. The school will provide up to two tables and 4 chairs.
- Level C and D Users must comply with all other Rules of Conduct listed in this Administrative Regulation to include providing proper disposal of trash.

Level C and D Users who do not comply with these provision will be denied the ability to operate concession stands.

- h. Individual schools may have site specific conditions governing the use of auditoriums, gymnasiums, or otherwise. The User shall comply with any and all such conditions or regulations.
- i. Users may not make any changes to sound systems to include, but not limited to, changing wiring, or modifying/adding controls to the systems. A User may operate the systems only after receiving approval and proper instruction directly from a representative of the Operations Department. The User may not relocate or add any lighting without prior approval from the Operations Department, which may require that a District electrician perform the modifications at the expense of the User. In some cases the Operations Department may determine that the audio equipment in a facility is complex enough to require a District electrician be present during its use. In such case the User will be responsible for the cost of having the electrician on duty.
- j. The District shall have the right to remove from the premises and store personal property left behind by the User or User's patrons and may provide for a charge per day for payment for removing the effects out of the building or off of the grounds. For safety reasons, athletic goals and equipment belonging to, and used by organizations on District properties must be appropriately stored out of the way of other groups, secured

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and locked up after each use. Failure to secure equipment will result in removal of such equipment from District property.

- k. Users are solely responsible for their equipment used on District property. Users shall be responsible for using their equipment safely and for its intended use. All Users' equipment brought onto District property shall comply with appropriate safety design and use guidelines regulating such equipment.
- l. 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. This includes the use of indoor batting cages.
 - 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. Eating and/or drinking (except water) on any artificial field, running track, tennis court, or in the interior spaces of school buildings including, but not limited to, auditoriums, gyms, classrooms, and computer labs.
 - 6. Games of chance, unless specifically permitted in accordance with state, federal, and municipal regulations and approved as set forth above.
 - 7. Animals, except for service animals (per Policy/AR 718).
 - 8. Use of spikes, bicycles, scooters, heeies, and on any artificial field, running track, tennis court, or interior spaces of school buildings.
 - 9. Use of rollerblades/skates or skateboards on any portion of any school district property.
 - 10. Use of tape, paint, and/or other permanent/temporary markers or marking substances that may deface, damage, or in any way cause efforts on the part of the District to remove or repair.

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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. The use of running tracks, tennis courts, or parking lots by “for profit” businesses to include fitness training, or tennis instruction.
 16. 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.
 17. Posting of signs on school district property, other than those promoting school sponsored activities and pre-approved activities 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.
- m. **Special Rules Pertaining to Use of Artificial Surface Fields & Tracks.** 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.

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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.

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4. 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.
 5. 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 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.
 6. 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.
 7. 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.
 8. 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.
 9. During athletic competitions, all spectators shall remain off of the artificial turf or track surface
 10. During periods of inclement weather, or during periods when the artificial turf field may be covered with snow, the Operations Department will make the final determination of whether a field may be used.
- n. 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/or access

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(if an Incidental User) and may result in denial of future access and/or permit applications by the organization/individual in the future.

E. LEASING OF DISTRICT FACILITIES

From time-to-time the School District may elect, at its sole discretion, to enter a longer-term relationship with a User in the form of a lease. In determining whether to recommend to the Board of School Directors a lease of school facilities by a third party, the administration will apply the following criteria:

1. Preference for non-for-profit organizations over for-profit organizations.
2. Whether the lease will generate revenue for the lessee.
3. Impact on the District community.
4. Whether lessee resides or has a principal place of business in the District.
5. Whether the lease requires the District to incur more than incidental costs.
6. The availability of the facility sought to be leased.
7. The potential for wear and tear of the leased facility
8. Whether the intended use of the facility is consistent with the mission and policies of the District.

Notwithstanding these criteria, the Board retains sole discretion as to whether and to whom it leases District facilities as well as the charges for such leases.

F. UNAUTHORIZED USE OF DISTRICT FACILITIES

1. "Unauthorized Use" means the use of school facilities by a group that (1) has not registered and filed an application for the specific date and time of the use of the facility and (2) has not obtained prior, actual approval for the use.
2. The unauthorized use of school facilities will be prosecuted to the fullest extent allowed by Pennsylvania law. Under Pennsylvania law, entering and/or remaining on posted school property without authorization is a misdemeanor of the third degree. Refusing to leave school property after being asked to do so by a school employee, agent or official or a law enforcement official is a misdemeanor of the first degree. 18 Pa. C.S.A. §3503.
3. Individuals or groups engaging in the unauthorized use of school facilities will be responsible for any and all damage that results from the unauthorized use, including all replacement and repair costs, and will be responsible for any applicable fines. Such individuals or groups may also have their user privileges suspended or permanently revoked.
4. Any unauthorized use of natural turf athletic fields during periods when they are closed for use (as in closed for the off season, closed for repairs and renovations, or closed due to weather conditions) will result in a minimum charge of \$150.00 to cover the costs of anticipated field repairs. A second offense will result in additional charges and may also result in loss of a group's

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permit (if applicable). The School District routinely monitors athletic fields to ensure they are used properly and to preclude unnecessary and potentially dangerous damage to the school grounds.

ATTACHMENT A – PROCESS FOR APPLICATION

ATTACHMENT B – APPLICATION AND ACKNOWLEDGMENT OF TERMS OF USE (Includes Special Rules for Use of Artificial Surface Fields and Tracks)

ATTACHMENT C – COSTS AND FEE SCHEDULE

