

RULES AND REGULATIONS
INTERPRETING BOARD POLICY OF USE OF SCHOOL FACILITIES (707)

Philosophy

It is strongly recommended by the Board of School Directors of the Upper Perkiomen School District that the school community be encouraged to make use of school facilities. These guidelines are established to create a flexible program of community activities at minimum cost to the individual citizen who is involved with the program and yet not burden the taxpayer who feels that his/her financial responsibility ends with the basic education of our youth. The key words in this statement are school community and taxpayers.

Guidelines

1. The direction of specific programs is under the supervision of the Superintendent of Schools and the building principal involved.
2. To qualify as an “approved user”, a group must be a community-wide educational, cultural, civic, recreational, character development, charitable, or social service agency located within the borders of the District, and operated not for profit, comprised of the majority of residents of the District. 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 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 that violates school policy except where required by law.

The group may not engage in political campaigning as part of its use of the District facility. “Political campaigning” means actively soliciting votes for a candidate for public office whether by the candidate or someone on behalf of the candidate. This can take the form of speech, apparel and distribution or posting of literature, signs or other information. This shall not prohibit:

- a. current and past political figures speaking on issues outside of the campaigning context to preserve the District’s status as non-partisan,
 - b. use of District facilities for partisan political forums sponsored by nonpartisan groups, and
 - c. campaigning on Election Days in the portion of District facilities specifically designated as polling places by the Board of Elections, pursuant to rules established by law.
3. All district residents or groups must apply through the Facilities Use Request System with the established forms and be guided by the instructions and specific requirements of the individual situation as outlined. A copy of the facility use form along with the multiple date

request form (if needed) will be submitted or emailed to the Director of Facilities and Operations when completed.

4. The Director of Facilities and Operations or Athletic Director may assign school personnel and/or contract with a security firm to supervise a community program to insure safety, prevent vandalism, provide for crowd control, or maintain the cleanliness of the building.
5. All costs of additional supervision, instructional and custodial personnel are borne by the individuals or groups using the building at a given time. A current fee schedule is made available to the group at registration. Any normal costs of heat, light, etc. will be assumed by the school district as long as the facility is used by a district resident or an organization whose members reside in the Upper Perkiomen School District.
6. The use of facilities by students precludes all commitments to other groups. School functions, even if scheduled after the approval date, will always supersede outside requests.
7. Non-profit organizations or groups are defined as 501.3.C by Internal Revenue Service rules.
8. The following situations determine the fee schedule and priority of assignment if there is a conflict of dates:

STUDENT ACTIVITIES

CASE A - SOLE BENEFIT TO UPPER PERKIOMEN SCHOOL DISTRICT CITIZENS

If any district organization or group of responsible district citizens requests use of school facilities for an activity of general civic benefits, specific and restricted to citizens of the school district, with no personal or group financial profit directly or indirectly involved, the school district will make available school facilities if no interference or restrictions of school activities will occur. No charge for such use will be made beyond the added cost to the district for custodial or any other school personnel required by such use of the facilities. This applies whether or not a public admission charge is made, since the benefit will return to the citizens of this school district. For-profit organizations or groups or individuals that include district residents, will be charged as a Case "B" unless the money made returns to Upper Perkiomen School District.

CASE A-1 - SOLE BENEFIT TO UPPER PERKIOMEN SCHOOL DISTRICT CITIZENS (WHEN FACILITIES ARE CLOSED including Saturdays and Sundays.

A charge will be made for opening a closed facility and a district employee to be present during the event. If a district employee is not part of the group and present, a charge (based upon current fees) will be made to provide one.

CASE B - GENERAL BENEFIT TO UPPER PERKIOMEN SCHOOL DISTRICT CITIZENS

In the case that an activity is of general civic benefit to a segment of citizens which includes Upper Perkiomen citizens, charges shall be assessed according to Case B on schedule of rental fees.

CASE C – OTHERS

This is a business rental and full rates and charges will apply in accordance with the

CASE D GENERAL BENEFIT TO UPPER PERKIOMEN SCHOOL DISTRICT CITIZENS

Organizations and/or groups that are identified by the District as (1) providing activities that benefit a significant segment of Upper Perkiomen citizens, (2) having an existing, long-term relationship with the District and (3) sharing in the mission of promoting the educational, social and developmental growth of the District's students may be recognized as UPSD Community Partners. Organizations and/or groups that wish to be considered as a Community Partner shall complete and submit a Community Partner Application. Applications shall be reviewed and considered by the Board. No charge for the use of school facilities will be imposed upon UPSD Community Partners with the exception of the added cost to the District for custodial or any other school personnel required by such use of the facilities. This waiver does not include the use of turf fields.

SCHEDULE OF RENTALFEES

Available Facilities

	Hourly Rates	
	<u>CASE B</u>	<u>CASE C</u>
Classroom or LGI Room (each)	\$ 25.00ea.	\$50.00 ea.
Gymnasium, Auxiliary, or Ed Center Gym	\$ \$40.00	\$200.00
Auditorium	\$ \$40.00	\$200.00
Stage, only (rehearsals)	\$ 25.00	\$ 50.00
Cafeteria-Kitchen, non-cooking	\$ 25.00	\$100.00
Cafeteria-Kitchen, cooking	\$ 40.00	\$200.00
Pool \$ 50.00/hour		
Maximum Capacity of Pool	75	
Bleacher Capacity.....	(280)	
Pool Area Maximum Capacity.....	(350)	

Hourly Rates

	<u>Case A/B/C</u>
Stage Sound & Light Tech. (each person)	\$30.00
Cafeteria Staff (each person)	\$25.00
Custodian (each person)	\$25.00
Event Security	Rates per current agreement

Outdoor Fields

High School Synthetic Turf Fields -
 \$150.00 - First Hour
 \$ 50.00 - Each hour thereafter
 Site Manager \$20.00/hr. (required)
 Use of Clock \$10.00.hr. (optional)
 Clock operator \$20.00/game (if provided by the district)
 Field Announcer \$20.00/game (optional)
 Lights - additional \$25.00/hr. if requested

Facilities Security Deposit

The Upper Perkiomen School District, in its sole discretion may require a facility rental security deposit from a group requesting to use the district's facilities. The security deposit shall not exceed 50% of the projected rental cost for the group's requested usage. The security deposit must be paid in full a minimum of two weeks prior to the scheduled date of the requested rental. All staff labor charges have a minimum two (2) hour charge.

Notice of cancellation must be given to the Upper Perkiomen School district at least seven (7) business days prior to the scheduled date of activity. Failure to comply may result in forfeiture of any security deposit payments made. The security deposit will be returned within 30 days of the approved cancellation.

Payment of Charges

Payment of all event charges must be received within thirty (30) calendar days or any current or future facility use will be suspended until any outstanding charges are paid.

Rates for District Programs (NON-SEASON)

Approve discounted rate of 60% off existing 707-AR "Schedule of Rental Fees" for district programs requesting to use synthetic turf fields for events/contests out of season (excluding practices). Site Managers will not be required for those events in which a current district approved coach is supervising the event and use of facility.

Rates for League, District and PIAA Events

The use of the district's facilities and any fees associated with the use of the district's facilities for interscholastic; league, district or state competitions will be determined by the Athletic Director, Facilities Director and/or Business Manager.

Facility Use by Emergency Responders

Emergency Medical, Fire and other First Responders located within the school district borders will have Facilities use fees waived for training classes, as long as a district employee is present.

School Cancellation/Early Dismissal: In the event of school cancellation or early dismissal for any reason, all scheduled building use will be cancelled unless the event is specifically approved by the superintendent.

FACILITY USE REGULATIONS

THE FOLLOWING REGULATIONS ARE IN EFFECT FOR COMMUNITY USE OF ALL SCHOOL FACILITIES
FORMS **MUST** BE SUBMITTED A MINIMUM OF TWO (2) WEEKS BEFORE THE EVENT,
BUT WILL **NOT** BE CONSIDERED BEFORE AUGUST 1 OF EACH SCHOOL YEAR.

- A. Building or field requests will be processed, and facilities assigned, when all forms are completed.
- B. Food and beverages are permitted in designated areas only. If unsure, the applicant should consult with custodian. Smoking, use of tobacco, drugs, beer or alcohol is absolutely prohibited in all school facilities. Violation will cause an immediate withdrawal of all facility-use privileges.
- C. If the event is intended to raise funds for student activities, school district fundraising procedures must be followed and forms filed.
- D. Nothing shall be sold, given, exhibited or displayed without permission from building principal.
- E. The applicant is held responsible for the preservation of order and crowd control.
- F. The school district has provided stage and fixed equipment, but does not provide the use of school furniture or other accessories, unless specifically requested by the applicant. Decorations or moving furniture is prohibited unless special permission is granted. Under no circumstances, shall property be stored in the building. The district assumes no responsibility for properties brought into the building or left on the premises by the applicant.
- G. All electrical equipment and arrangements shall be in charge and control of the school employees.
- H. School officials must have free access to all rooms and facilities at all times.
- I. The auditorium, gymnasium, or any other facility used by the applicant will be examined carefully after use. The applicant agrees to: **1** survey facility for previous damage and report it to custodian-in-charge prior to use, **2** report damage occurring during use to custodian prior to leaving facility **3** promptly reimburse the school district for any loss or damage which occurred during applicant's use of said facilities. Failure to pay the district for damages will result in loss of use privileges until fully paid.
- J. Supervisor of event/applicant is responsible for clean-up.
- K. If the applicant does not have homeowners or other insurance that protects the individual and group using school district property, a certificate of insurance is necessary to protect the school district. Primary liability is assumed by the applicant signing the building use form. A certificate of insurance indicating a minimum of \$500,000 liability insurance per occurrence, is required from each group requesting use of district facilities. It is the group's responsibility to provide a current insurance certificate.
- L. Tipping of custodians or other school personnel is not permitted. Only the school district may pay employees for services involving the use of school facilities.
- M. Student Activities and CASE "A" requests will be given scheduling priority.
- N. Activities in the elementary schools must end at 9:30pm and at the middle and high schools prior to 10:00pm.
- O. Buildings are not available for use on designated holidays. Buildings shall be available for public use on Sundays from 12:00 p.m. until 7:00 p.m. All public and community use must have a district employee on site. If a district employee is not available a site manager will be assigned and billed at the current fee schedule hourly rate. School building usage on Sundays will have a minimum two (2) hour custodial charge (\$50.00) for cleaning after the use in preparation for school the following day. The two (2) hour custodial charge will not apply to the Education Center "gym" since the space is not used the following day.
- P. In fairness to all district residents, groups that request and receive approval for long term facility usage may have their dates interrupted to facilitate other requests that are immediate and limited to one or two nights.
- Q. In the event after school activities are canceled due to emergency, all use of school facilities is canceled as well.
- R. Lights will be controlled by the school custodians during the school year. During the summer, the applicant will be responsible for the use of the lights. In the event the applicant is not present during the use of the lights, he/she remains responsible for the use. In an effort to conserve energy, the lights should be illuminated only when needed.

Lights will be turned out at 10:00 p.m. No inning should begin after 9:15 p.m.

Keys to the door of the maintenance building which houses the light panel will be issued by the athletic director to the applicant upon approval of the application. A list of those needing keys must be given to the athletic director prior to the issuance of keys. (All keys issued must be returned to the athletic director by one week after the conclusion of their use.) Keys are numbered and may not be duplicated. Use of a duplicated key will result in loss of light privileges for the group using them. Lost/duplicated keys will require a "re-keying" of the lock to the maintenance building door, and the applicant will be assessed \$100.00 to defray the costs.

- S. All users of the turf fields must read, comply and sign the Upper Perkiomen High School Indian Stadium and Tribe Stadium Track and Field Rules for each application use.
- T. "Games of chance" such as Pull-Tab games, punchboards, raffles, daily and weekly drawings, fifty-fifty (50-50) drawings, race game nights and pools for fund raising are not permitted without obtaining a permit from Montgomery County.
- U. Any exceptions to these regulations must be approved by the Board of Directors.

FAILURE TO ADHERE TO THE REGULATIONS WILL FORFEIT USE

UPPER PERKIOMEN HIGH SCHOOL

INDIAN STADIUM & TRIBE STADIUM TRACK & FIELD RULES

- Indian Stadium and Tribe Stadium located on the campus of Upper Perkiomen High School have synthetic field turf surfaces (Shaw Sportex) and are both lighted facilities.
- The seating capacity for Indian Stadium is 1750, the seating capacity for Tribe Stadium is 750.
- Both stadiums have permanent field marking with the following dimensions:

INDIAN STADIUM

Football: 120 yds. (360 ft.) x 53.3 yds. (160 ft.) – white lines

Field Hockey: 100 yds. (300 ft.) x 60 yds. (180 ft.) – gold lines

Soccer: 115 yds. (345 ft.) x 63 yds. (190 ft.) – red lines

Girl's Lacrosse (Painted in the spring) 110 yds. (330 ft.) x 60 yds. (180 ft.) – blue lines

TRIBE STADIUM

Football: 120 yds. (360 ft.) x 53.3 yds. (160 ft.) – white lines

Field Hockey: 100 yds. (300 ft.) x 60 yds. (180 ft.) – gold lines

Soccer: 120 yds. (360 ft.) x 72 yds. (215 ft.) – red lines

Girl's Lacrosse (Painted in the spring) 110 yds. (330 ft.) x 60 yds. (180 ft.) – blue lines

- To insure the proper care of the synthetic surface, ABSOLUTELY NO gum, tobacco, soft drinks, sport drinks, food or seeds of any kind are permitted on the turf.
- Water is the only beverage allowed inside the playing area.
- Please do not dump ice or beverage containers / coolers onto the track surface or the turf surface at any time.
- All appropriate types of athletic shoes may be worn by all teams (Detachable cleat WITHOUT STEEL TIPS, molded cleats, turf shoes or sneakers). Metal cleats, high heeled shoes and track spikes are not permitted on the turf surface.
- Access to the turf fields are limited to players, coaches, officials, field personnel and athletic trainers while organized activity is in progress.
- Please advise parents, fans and spectators that they are NOT PERMITTED on the fields or track prior to, during or after athletic contest.
- No spikes of any kind are permitted on the track surface...with the exception of track and field events.
- All teams must enter the turf playing area utilizing the rubber walk on matting across the allweather track.
- Stadium restrooms are located outside the entrance of Indian Stadium
- No smoking or tobacco products on permitted on school grounds
- A concession stand is located at the north end of Indian Stadium.
- Absolutely no chemical ice bags allowed on the turf fields and all-weather track surfaces at any time.
- NO PETS (except certified guide dogs) of any kind are permitted inside the stadium facilities.

- Team benches will be designated by Athletic Director or Game Manager.
- Locker rooms are not available in the stadiums.
- No skateboards, scooters, roller blades, roller skates, bicycles, strollers or motorized vehicles allowed on the turf field or all-weather track.
- No open flames or fireworks allowed on the turf fields
- No golfing is permitted on the turf fields
- No throwing of discus, javelin or shot put is permitted on the turf fields
- No stakes, post, poles or markers of any kind may be driven into the turf fields
- If there is any blood spillage on the turf, Safetec Sanizide Plus disinfectant is to be used to clean and decontaminate the area. Users are responsible for this, the product can be purchased from Medco Sports Medicine, and their phone number is-1-800-556-3326.
- Groups are allowed to arrive no earlier than 15 minutes before their scheduled use of the turf facilities.
- Appropriate litter and recycling receptacles are placed in all the turf stadiums and must be used at all times.
- The field cannot be used in weather conditions involving the threat of lightning. The presence of even distant thunder warrants leaving the field and field should be clear for 30 minutes after a lightning strike.
- All vehicles with non-pneumatic tires are prohibited from the track and synthetic turf field surface. Golf carts, utility vehicles (gators) and lawn tractors with pneumatic tires are permitted on the track and synthetic field surfaces.
- Tents must be free standing structures with the legs supported by ¾ inch plywood.
- No chairs other than those supplied by the school are permitted on the synthetic field.

Finally, we ask your cooperation in keeping the Upper Perkiomen synthetic turf fields and all-weather track clean and in the manner in which they were found. This means the removal or replacing of equipment that your group brought or moved onto the turf fields. Ignoring rules or abusing the facilities could result in fines and/or loss of access to all of the Upper Perkiomen School District facilities. Please report any damage to the facilities immediately by contacting the Athletic Office at 215-679-5936 x (7124).

I acknowledged that I have read the above rules and guidelines pertaining to the use of the all-weather track and synthetic turf fields and understand in accordance to the Upper Perkiomen School District Policy AR-707 that I will be responsible for any damage incurred to the All-weather track and synthetic fields while under my use.

Signature _____ Print Name _____ Date _____