

# DERRY TOWNSHIP SCHOOL DISTRICT

## Administrative Regulations

ADMINISTRATIVE REGULATION

APPROVED: June 10, 2019

REVISED:

### 707-AR-1. RULES FOR USE OF SCHOOL FACILITIES

The district does not assume responsibility for any loss, damage or personal injury that may occur on district property during the use of facilities by approved organizations or groups.

The following rules must be adhered to by all users of school facilities, in addition to the stipulations established in Board policy:

#### **General Rules for Use of School Facilities**

1. When schools are closed due to inclement weather or building emergencies, all events and activities are cancelled.
2. Unless weather related, changes and cancellations by renters should be made at least twenty-four (24) hours prior to the proposed use. Any change or variation must be approved by the Director of Buildings and Grounds, after review and discussion with the building principal and Director of Athletics. Organizations and/or groups that fail to follow this rule three (3) or more times shall forfeit their right to submit future written requests to use school district property, unless otherwise decided by the Board.
3. At least one (1) district employee will be on duty at all times when a school building or facility is in use. Payroll costs will be billed to the organization or group if usage is outside the employee's assigned work schedule.
4. If applicable, a building custodian will open and close the building; be in charge of heat, lights and ventilation; assist in preserving order and preventing damage; and ensure that the facility is left in proper order.
5. Arrival time will be no earlier than the time indicated on the approved application.
6. All activities by any and all organizations or groups in all classifications must be under competent adult supervision at all times.
7. Organizations and groups using school facilities must designate one (1) adult member of its group to be in charge of and responsible for the program or activity at the time application for use of the facilities is made. This person shall in turn be responsible to the principal of the building in which the event is taking place.

8. School premises must be left in the same condition in which they were found. Fees will be charged for the cost of any additional custodial or maintenance services required as a direct result of the activities of the organization or group.
9. The renting organization or group is responsible for the conduct of the individuals whom it admits, keeping participants in the designated area, and for any infraction of the established rules.
10. The renting organization or group is responsible for any damage to property due to its occupancy during the rental period.
11. Possession, use or distribution of alcoholic beverages and/or illegal drugs in any form, and smoking or other use of tobacco, nicotine or nicotine delivery products are strictly prohibited in district buildings and on district property, unless smoking areas are designated. These rules do not prohibit the possession or use of a nicotine patch, gum, or lozenge as a smoking cessation product by adults using school facilities.
12. Possession of weapons is prohibited.
13. Food, drinks and refreshments must be consumed only in the cafeterias or multipurpose rooms, unless special permission has been granted. No food or drinks are allowed in classrooms, auditoriums and gymnasiums.
14. Parking is restricted to designated parking areas and is prohibited on all grass area and playgrounds.
15. Tape is not permitted on walls and/or floors.
16. Putting up decorations or scenery, moving pianos or other furniture is prohibited unless special permission is granted by the building principal.
17. The District assumes no responsibility for properties left on the premises by the applicant.
18. The District or its representatives must have free access to all school facilities at all times.
19. The renting organization is responsible at all times for the adherence to all fire and safety regulations.
20. Any breakage, loss or damage to property is payable by the group or organization in all classifications using the facilities within fifteen (15) days of notification by the District. If not so paid, the group or organization shall also be responsible for any and all collection costs and fees incurred by the District.
21. The District reserves the right to request an organization to arrange for police to be present in the case of large group meetings and/or events. Such arrangements must be made with the proper officials in the police department. The exact number of police required and rates to be paid will be determined by the police department. Fees shall be paid by the organization directly to the police/security department.

### **Rules for Use of Cafeteria/Kitchen**

1. Organizations or groups in all classifications receiving approval for use of facilities for banquets, dinners or other catered events must make arrangements for all food and beverage service through the District food services department.
2. Organizations or groups in all classifications must use the vending products as per any contract the Derry Township School District maintains with a vending company.
3. Any organization that desires to use a cafeteria and/or kitchen for the preparation and serving of food must have food service employees present. Personnel required will be determined by the director of food services, depending upon the particular needs and requested use of the facility.
4. The organization may be subject to a charge to reimburse the District for costs actually incurred in connection with the particular request.
5. Cafeteria workers for catering shall be paid at the established wage scale consistent with the Collective Bargaining Agreement and applicable state and federal wage and hour regulations.

### **Rules for Use of Auditorium**

1. Organizations or groups in all classifications receiving approval for use of the auditorium(s) must have an “auditorium manager” present at all times during the approved event. The “auditorium manager” must be scheduled through the office of the buildings and grounds director.
2. Only authorized, properly trained and pre-approved personnel will have access to the operations of the sound and/or light systems in the auditorium.
3. No alterations/additions will be permitted to the auditorium areas, and all materials belonging to the organization or group must be removed immediately after the final performance.
4. There shall be no eating or drinking in the auditorium.
5. Scenery or other property will not be stored in any auditorium or school building without special permission from the building principal.

### **Rules for use of Synthetic Turf Fields and Track Facility**

1. The all-weather track facility will be open from dawn to dusk, seven (7) days per week. While events are taking place on the synthetic turf field inside the track, track utilization is prohibited.
2. Items that may cause damage to the synthetic turf fields or track surface are not permitted inside the track or on the synthetic turf playing fields. Although not an inclusive list, some examples include: food, gum, seeds, sports drinks, plastic bottles, or pets.

3. District personnel have the right to limit access to the facility if public access is found to be causing abnormal or excessive wear or damage.

**Rules for Use of School Equipment**

1. School equipment may be requested and used by any organization having secured approval to utilize school facilities (i.e., movie projectors, microphones, podiums, etc.). However, when the use of the scoreboard and/or public address system in the school office, auditorium, gymnasium, cafeteria, or athletic stadium is requested, the sponsoring organization must have an approved person(s) available at the established wage scale.