

707AR - USE OF SCHOOL BUILDINGS, FACILITIES, AND EQUIPMENT

ADMINISTRATIVE REGULATIONS

A. ELIGIBILITY OF USERS

1. Organizations, clubs, and associations formed for educational, recreational, economic, artistic, or moral purposes are permitted and encouraged to use school facilities.
2. School facilities shall not be used for any purpose that is prohibited by law. Use of school facilities is granted for legitimate and lawful purposes only, and the user shall assume full responsibility for any unlawful act committed during the course of the use.
3. School facilities shall not be used for any purpose which could result in picketing, rioting, disturbance of the peace, damage to school property, or in any manner which would cast a reflection upon the race, color, or creed of any citizen of this State or of the United States.
4. The use of school facilities shall not be granted to any group for any meeting, the purpose of which is to overthrow the government of the United States or this State.
5. Organizations are permitted to use school facilities and will be classified as outlined below. A list of charges by classes of users is included as **Attachment A**. The Director of Operations or his/her Designee will decide final determination of classification.

Class A - School Organizations - are groups whose activities are directly or indirectly sponsored by the School Board and under the direct supervision of the administration. Examples include, but are not limited to, non-curricular and co-curricular events, school clubs, evening instructional activities, meetings with parents/guardians and others, curriculum related groups, student concerts and theater arts productions.

Class B - School-Related Organizations - are groups developed as an outgrowth of an educational program sponsored by the school district. Examples include, but are not limited to, Community Advisory Council, Parent Teacher Organizations, Parent Advisory Groups, booster clubs, etc.

Class C - Recreation Organizations - are local organizations which have been headquartered in the community or recognized by the school district as groups approved to use the school facilities. Examples include, but are not limited to: Northampton Athletic Association, Moore Township Athletic Association, Lehigh Township Athletic Association, and their affiliated groups and sponsored or approved groups. Participants in these organizations must be comprised of, at a minimum, 85% Northampton Area School District students.

Class D - Local Civic and Service Organizations - are organizations headquartered in the community and whose primary function is to provide service to the community at large. Such organizations shall have the majority of membership composed of residents of the school district or have its headquarters located within the school district. Examples include, but are not limited to, girl and boy scout troops, alumni association, nonprofit youth associations and municipal sponsored organizations headquartered within the municipality located within the school district.

Class E - Other Organizations - are any other organizations not defined within any other category and are within or outside the boundaries of the Northampton Area School District.

B. APPLICATION PROCEDURE

1. The Director of Operations or his/her Designee must initially approve all organizations not under the direct jurisdiction of the School District for use of school facilities. Names of approved organizations will be maintained in a current file.
2. Verbal permission will not be given for use of facilities. Each request must be submitted through SchoolDude software. Requests will be considered in the order in which they are received.
3. The District requires time to process each request and to notify key personnel at the requested facility. Therefore, all requests must be received in our office at least thirty (30) days prior to the scheduled date of the event.

The Director of Operations must approve all use and any exceptions. Applications for athletic facilities at HS, MS, Siegfried Elementary and George Wolf will be screened by the Athletic Director.

4. Any new requests or changes in existing requests must originate in the Office of the Director of Operations, not with the principal/supervisor of the facility requested.
5. When applying through SchoolDude, list actual dates of use (each month and day), rather than a broad range of days (every Tuesday from November through March).
6. Permission will not be granted to Class C, D, and E organizations until a current Certificate of Insurance is on file in the Business Office and a copy is sent to the Director of Operations.

Class B organizations will be required to provide a Certificate of Insurance if the organization is using the facility for an event that the public is invited to attend (i.e., fund raising activity). A Certificate of Insurance is not required for meetings.

7. When District personnel are not on duty, a District employee will be assigned to the requested building, if determined to be necessary by the Director of Operations, and the organization will be billed at the current custodian/security rate.
8. For events requiring custodial/security services per Schedule A, a custodian and security will be assigned and the organization will be billed accordingly.
9. All completed applications, site fees and insurance certificates should be mailed together to: Northampton Area School District, Director of Operations, 100 Held Drive, Northampton PA 18067.
10. Approval for use of any school facility normally will not be granted for more than three months in advance of the proposed activity.
11. The person(s) who sign(s) the application is responsible for assuring that all rules and regulations of the School District will be properly implemented as stated. The use of the facilities shall be limited to the specific hours stated on the approved application. When policy infractions are reported, the use of the school facilities will be immediately denied that organization until a satisfactory understanding can be reached regarding future use.
12. All activities must have adequate adult supervision (over 18 years of age). Sponsors or supervisors of an activity must remain on the premises until all participants have left the facility.

13. The organization must provide a roster of names and phone numbers of all adults responsible for supervision and the total number of participants in that activity at the time of the facility use approval.
14. The organization assumes full responsibility for any and all damages to buildings, facilities, or equipment resulting from its use thereof.
15. District employees not operating in the capacity of a District employee, or not in performance of assigned job responsibilities for an event or activity must adhere to policy regulations and follow the application procedure.
16. After the application has been approved, the applicant may not assign, sublet, or transfer its right or privileges to any other individual, group, or organization.

C. SCHEDULING PROCEDURES

1. Scheduling in Order of Priority

Class A - School Organizations - School activities shall always be considered to have first priority.

Class B - School-Related Organizations - These organizations shall be given priority over non-school-related organizations.

Class C - Recreation Organizations in District - Organizations located within the attendance area of the Northampton Area School District, and comprised of a minimum 85% Northampton residents.

Class D - Local Civic and Service Organizations - Student/youth groups shall be given consideration over adult groups.

Class E - Any other organizations.

2. Period of Use

- a. Organizations may have use of elementary school facilities between the hours of 4:30 p.m. and 10:00 p.m., and secondary campus facilities between the hours of 3:00 p.m. and 10:00 p.m. on days when school is in regular session, unless specific permission is granted by the Director of Operations to extend the time.

- b. On non-school days, organizations may have use of school facilities between the hours of 8:00 a.m. and 9:00 p.m. Custodial/Security fees, when required, will be based on the current overtime rate.

D. MASTER CALENDAR

The Director of Operations or his/her Designee shall maintain an online master calendar indicating the scheduled use of school facilities within the District. The calendar shall include the name of the organization, the building, facility, and equipment used, and the dates and times of usage. A copy of the approved application will be filed in conjunction with the calendar to provide additional information regarding the use of the facility on any given date. The High School Principal and Athletic Director shall place curriculum/sports events on the calendar as they are scheduled.

E. GENERAL CONDITIONS

1. Advertising - When advertising or promoting a use to be held at district facilities, non-school related organizations shall clearly communicate that the use of the school facilities are not being sponsored by the school district. The disclaimer, Policy 913.1, shall be inserted in the body of any advertising:
The Northampton Area School District does not sponsor or sanction this program /event/activity.
2. Opening of Buildings - The building and facility will not be opened until the person responsible for the activity is present. The opening for the public will be no earlier than one-half hour in advance of the scheduled activity.
3. Good order as established in the school Code of Conduct shall be preserved at all times. Disorderly conduct and use of profane, obscene or indecent language is prohibited. Such conduct or lack of good order may be punishable by ejection of persons or the entire organization from the school facilities for the duration of the permitted use. Any damage to the District incurred at an event will be charged to the user.
4. Inclement Weather - Organizations will not be permitted to use school facilities when schools are closed due to inclement weather. This includes closing of school due to early dismissal. Exceptions are at the discretion of the Director of Operations.

5. Fundraising Events - Fundraising efforts are only permitted provided that the funds are utilized for non-profit entities.
6. Food or Drink - Food or drink may not be sold or consumed in classrooms, auditoriums, or gymnasiums. Areas of each building are designated by the principal in which food and drink may be sold and consumed.
7. Use of Alcohol, Drugs, and Tobacco - The consumption and/or possession of alcohol or drugs or any form of smoking apparatus in any form is strictly forbidden on school property. Alcohol may not be auctioned, sold or delivered on school property. Board policy prohibits the use of tobacco, synthetic drugs and e-cigarettes by any person in its school buildings and on any District property.
8. Weapons - no person, with the exception of Police Officers assigned to be on duty by NASD, or acting in an official on-duty capacity, may carry a weapon at any time on District property.
9. Pets - Pets are not permitted at any function while on school grounds unless classified and certified as "working dogs" (i.e., seeing eye dog or therapy dog). Permission must be granted in by the Director of Operations advance for therapy pets to be permitted.
10. Building Capacity - Facilities may not be filled beyond rated capacity.
11. Laws and Ordinances - Organizations must comply with state laws, local ordinances, and rules of the police and fire departments regarding public assemblies. This will include laws regarding gambling, lottery and games of chance.
12. Roller sneakers are prohibited in or on school District property.
13. The Director of Operations may grant, alter, or deny an application or revoke any approval should circumstances warrant.

F. SPECIAL RULES AND REGULATIONS

1. Spectators
 - a. Practices or Rehearsals - Parents or guardians of participants and their children are permitted during practices or rehearsals. No other persons are permitted.

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Board of Education
Adopted: May 21, 1979
Revised: March 15, 2004; January 15, 2007;
December 6, 2010; February 24, 2014; and
May 18, 2015

- b. Meets or Performances - Adults and children under eighteen accompanied by an adult are permitted at meets or performances. Children under eighteen will be permitted without being accompanied by an adult only if the organization using the facility provides adequate supervision. Where school age children are gathering, adequate supervision shall mean one adult per a maximum of thirty students.
- 2. Police/Security Services - Any organization charging admission or expecting attendees in accordance with Schedule A will be responsible for police and/or security protection for the activity as determined and assigned by the Assistant Superintendent. Only the Superintendent can make exceptions to security provisions.
- 3. School Equipment - Organizations requesting use of school equipment shall include the specific equipment desired and details on the application. The organization will be responsible for the compensation of school personnel when necessary for the operation of special equipment.

School equipment and facilities may not be used by District employees for personal reasons, either on or off school property, without explicit authorization or administrative permission in accordance with these regulations.

- 4. Organization's Equipment - All items stored in the gym or on site must be removed at least one week after the last day of the season. Such items may not be brought onto the site prior to the first event. Any exceptions are at the discretion of the Director of Operations. In the event that set up or preparatory work needs to be performed in connection with any use of school facilities, no such work shall be done at times that will cause an interference with the educational program of any student or the work of professional employee staff member, unless special permission is granted by the administration.
- 5. Insurance - Class C, D, E, and F organizations using school facilities will be required to furnish a Certificate of Insurance with minimum coverage providing \$1,000,000 limit per occurrence for bodily injury and/or property damage liability and naming the District as an additional insured. The party making application for the use of any building and/or grounds shall execute an agreement indemnifying the School District and its employees for any and all damage to school or other property by a person or persons attending the event, and likewise to indemnify the School District against all liability for any and all damages to any person or persons for injuries, including death.

6. Reporting Accidents - Accidents involving persons and/or property must be reported to the Director of Operations within 24 hours of the accident.

The supervisor of the activity must ensure that exit doors in the area being used are free from obstruction.

7. Cancellations - Cancellation of scheduled use of school facilities must be reported to the Director of Operations/Designee preferably at least seven (7) days in advance. This advance notification is required for notification of custodians or others designated to supervise the use of the facility and to release the facility for another group that may desire to use it. If the cancellation is not cleared with the Director of Operations/Designee in time to permit proper notification of school personnel engaged for the activity, the organization will be required to pay all costs involved.

8. Athletic Association Requirements - In an effort to ease the cost burden to athletic associations and parents, the use of District facilities for athletic associations will be at no cost to the association, provided the following criteria are agreed upon.

- a. Three members (per sport) of each Association will be issued picture ID cards to be used to open and close the facility.
- b. Candidates for ID cards must obtain Act 151 and Act 34 clearances and submit to a Raptor ID scan before being issued a card. Candidates who have lived outside the state of Pennsylvania in the last ten (10) years will submit to fingerprinting clearances. Associations are responsible for all related costs. District employees will use their District access cards, and employee clearances are sufficient.
- c. A cardholder will be responsible for opening and closing the facility on days of authorized Association use.
- d. Cardholders have the ultimate responsibility regarding security, clean up, and proper care and use of facilities to ensure that facilities are ready for regular educational purposes.
- e. To further provide for responsible facilities usage, at least one ID card holder must be "on call" and available to report to said facility when needed at any point during any day that the Association is using the facility.

- f. School District personnel may make random checks to assure compliance. If facilities policies are not being followed, the District may restrict or terminate further usage.
 - g. The Association President will be instructed by the Director of Operations/Designee regarding proper facility supervision and use, emergency plans, and building security system functions. The Association President shall insure that the cardholders and coaches utilizing the building have received onsite instruction in these areas of facility use, emergency plans, and building security.
 - h. When an organization's cardholder violates the Use of School Building, Facilities, and Equipment policy or administrative regulations, the Association President will receive written notice through a violation form, which must be signed and returned to the Director of Operations. The organization's access card/s will be revoked when the third violation occurs and has been verified. In the event the District is billed for a police call, the organization will be billed for that amount.
 - i. The Director of Operations will conduct an annual evaluation of all cardholders in order to monitor the appropriate use of facilities. ID cards will be re-claimed from cardholders who do not comply with District policy and regulations.
 - j. Card access shall be deactivated for each organization at the end of the particular sport season and shall be reactivated at the beginning of each season if the organization is in good standing.
9. Custodial Coverage – A custodian must be on duty when school-sponsored activities are held in which the student body, parents, and public are invited (i.e., Open House, Meet Your Teacher Night).
10. Card Access by Police - Card access shall be provided to the District, township and borough police departments for access to District buildings for security purposes.

G. RULES AND REGULATIONS RELATING TO SPECIFIC FACILITIES

- 1. Auditorium or Multi-Purpose Rooms - Organizations using auditoriums are responsible for any damage to seating or other equipment.

Requests for use of stage facilities, lighting, and installation of scenery shall be clearly indicated on the application for use of facilities.

2. Gymnasiums - For non-school related athletic use reservations, District gymnasiums can be used for a period beginning and ending with the normal sport season of the proposed activity. The gymnasiums are available from November 1 through February 29 only of each year for the youth activities of Basketball and Wrestling. Any exception will be made at the discretion of the Superintendent whose decision shall be final. Physical education and athletic equipment desired by Class A or B groups must be requested in advance on the application form. Organizations using gymnasiums are responsible for any damage to school District property.

Approved Athletic Associations may request the use of wrestling mats. Physical education supplies and/or other school supplies are not available to any other organization using school facilities.

Proper footwear must be worn and street shoes are not permitted on gymnasium floors. Sock-hops are permissible at any time, but dances requiring street shoes may not be held in the High School and Middle School gymnasiums.

Seating facilities will be made available for spectators in gymnasiums where permanent bleachers have been provided.

Non-school sponsored organizations (classes C, D, E) may not use gymnasiums for outdoor sport games or practices. Only school-sponsored organizations or activities that are under the supervision of the School District may utilize a gymnasium for such activities.

3. Regular Classrooms - The use of a classroom (or classrooms) is permitted. Specific rooms must be indicated on the application form.
4. Cafeteria Dining and Serving Areas - The cafeteria dining area may be used under the same conditions as a classroom when the kitchen is not a part of the agreement.

5. Cafeteria Kitchen - The cafeteria kitchen may be used for preparing meals for Class A, B and C organizations, provided only District employees are utilized in the kitchen. At least one regular food service employee must be on duty if the kitchen is used by Class A through C organizations for preparing foods or meals. Dishes, silverware, pots, pans, supplies, or other equipment are not available for use by caterers. If needed, a District food service employee will be assigned, and the organization will be billed accordingly for events requiring food services. Any exception is at the discretion of the Director of Operations.
6. Outdoor Facilities - Outdoor facilities can be reserved for a period no longer than the normal sport season of the proposed activity in accordance with PIAA Regulations.

No equipment other than that required for conducting the sport can be moved on fields without special permission. Cars or trucks shall not be run over sodded or artificial turf portions of outdoor areas.

Baseball fields may be used only for baseball and not for sports that require any change in the length or placement of bases, pitcher's mound, etc. The field must be maintained in satisfactory condition. This includes leveling and dragging under the supervision of District personnel, if required. The deliberate throwing or hitting of balls into screens during batting practice is prohibited.

Supervision for groups using playground facilities shall be adequate until all children leave the premises. Where school age children are gathering, adequate supervision shall mean one adult per a maximum of thirty students.

Many outdoor facilities are open from dawn to dusk for public use. Individuals may use these facilities but must defer to school and/or scheduled activities.

In case of inclement weather, the practice or event may not be moved indoors.

7. Al Erdosy Stadium - A School District employee will be assigned custodial duties at the stadium when it is being utilized by an organization. The organization will be billed accordingly for the event.

8. Natorium - The Natatorium is available for use by the public through arrangements made directly with the Director of Operations. Currently certified Red Cross Lifeguard/s with proper clearances must be on duty at the time of usage. Other considerations for fees can be found on the Fee Schedule.
9. Field House/Weight Rooms - The Weight Room must have District personnel supervising whenever the facility is in use.
10. Only that part of the school facility specifically requested on the application shall be used.
11. The Board acknowledges that non-profit organizations located within the Northampton Area School District and serving the residents of this District may be confronted with natural disasters (true flood, etc.) causing their own facilities to be unusable.
Notwithstanding the prohibitions in this facilities policy, the superintendent may bring to the Board an application by such an organization for temporary use of a Northampton Area School District facility.

The Superintendent shall determine the need of the organization, the time limit for which the facility shall be used, and the purpose for use.

If in the opinion of the superintendent such request serves the people of the community in time of extreme need, the superintendent shall present such group to the Board.

If the Board approves the application, the applicant shall pay such costs for use as deemed appropriated by the Board, maintain the facility in good condition, and return the facility in the same condition as when they occupied it.

H. TRAFFIC RULES

1. Parking - Organizations using school facilities are required to provide adequate supervision to assure that automobiles are not parked on grass, play areas, no parking zones, or restricted areas which could constitute a hazard in case of an emergency. Local law enforcement agencies may be requested to assist in the enforcement of facility parking.
2. Traffic Regulations - The organization assumes responsibility for seeing that all traffic regulations are observed.

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I. FEE SCHEDULE AND HANDLING OF CHARGES

The "Fee Schedule for Use of School Buildings, Facilities, and Equipment" is included with the Administrative Regulations as Attachment A.

Charges are due immediately upon receipt of appropriate billing by the Director of Operations or his/her Designee. All fees and charges herein set forth shall be paid by check payable to the Northampton Area School District and mailed or delivered to the Director of Operations, 100 Held Drive, Northampton PA 18067.

Payment for use of district facilities is due within thirty (30) calendar days from the date of invoice. At the discretion of the district, payment or deposit may be required in advance of the event. Failure to pay invoices within thirty (30) calendar days will result in the denial of future use of district facilities to the delinquent user. No reimbursement directly to an employee is permitted. Tips also are not permitted.

J. VIOLATION OF POLICY

In the event an individual or community group violates this policy or terms under which permission was granted to use school facilities, that individual or community group forfeits the right to submit future written requests to use School District property, unless otherwise decided by the Director of Operations.