

**NORTHAMPTON
AREA
SCHOOL DISTRICT**

SECTION: PROPERTY

**TITLE: USE OF SCHOOL BUILDINGS,
FACILITIES AND EQUIPMENT**

ADOPTED: May 21, 1979

**REVISED: March 15, 2004; January 15, 2007;
December 6, 2010; February 24, 2014**

	<p align="center">707 - USE OF SCHOOL BUILDINGS, FACILITIES, AND EQUIPMENT</p> <p>1. Purpose The Board recognizes that although the primary purpose of school buildings, equipment, and property (herein called "School Facilities) is to provide students with an appropriate learning environment, the Board may make School Facilities available in accordance with this policy, provided the use does not interfere with the educational program of the schools.</p> <p>2. Authority The Board directs that use of School Facilities may be granted for the following types of uses:</p> <ol style="list-style-type: none"> 1. Instruction in any branch of education, learning and the arts, consistent with the School District's mission. 2. Social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the community; but such use shall be non-exclusive and open to the public without charge. 3. Recreation, physical training and athletics, including competitive athletic contests for children and adults for groups comprised of a majority (85 %) of Northampton residents as defined in this policy. 4. Emergency/rescue shelter facilities in the event of a local or regional emergency, in accordance with state and federal guidelines. <p>SC 775 The Board shall establish a schedule of fees for the use of School Facilities.</p> <p>The Board reserves the right to amend, change or cancel the provisions of this policy and any rules and regulations (herein called procedures) promulgated for implementation of the policy.</p> <p>3. Delegation of Responsibility The Superintendent or his/her designee shall implement this policy and procedures for requesting and granting permission for use of School Facilities.</p>
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<p>4. Definitions</p>	<p>Administration - Superintendent or designee or as specifically provided for herein.</p> <p>User - any organizations defined herein or any other person or legal entity granted permission by the Superintendent or designee to use School Facilities.</p> <p>School Organizations - are groups whose uses 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 uses, school clubs, evening instructional uses, meetings with parents/guardians and others, curriculum related groups, student concerts and theater arts productions.</p> <p>School-Related Organizations - are groups developed as an outgrowth of an educational program (including curricular, co-curricular, non-curricular and athletics) sponsored by the School District. Examples include, but are not limited to, Community Advisory Council, Parent Teacher Organizations, Parent Advisory Groups, Northampton Educational Foundation, NASD sanctioned booster clubs.</p> <p>Recreation Organizations - are local non-profit youth organizations which are based in the School District. Examples include, but are not limited to, Northampton Athletic Association, Moore Township Athletic Association, Allen Township Youth Association, Bath/East Allen Athletic Association, and Lehigh Township Athletic Association. Participants in uses sponsored by a Recreation Organization shall be comprised of at least 85% School District students or residents. If the organization charges gate fees for uses open to the public or its member participants and the organization is not comprised of 85% of School District students or residents, to remain an eligible organization under the definition of Recreation Organization, the organization will need to pay the School District booster club affiliated with the sport an amount equal to 50% of the gate fees.</p> <p>Local Civic and Service Organizations - are organizations based in the School District and whose primary function is to provide community service. Community service is defined as a service that is performed for the benefit of the public or its institutions. To qualify as a Local Civic or Service Organization for purposes of this policy, the majority of the organization's membership shall be composed of residents of the School District or have its base of operations within the School District. Examples include, but are not limited to, girl and boy scout troops, alumni association, non-profit youth associations and municipal sponsored organizations based within a political subdivision located within the School District.</p>
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<p>5. Guidelines</p>	<p>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.</p> <p>Unless exempted by the Superintendent, all organizations or persons granted the use of School Facilities shall be charged a rental fee and other fees based on which School Facilities are used and the nature of the use in accordance with Attachment A.</p> <p>All Users of School Facilities shall be required to comply with the provisions of the Fire and Panic Act of Pennsylvania including those provisions relating to flammable decorations and the overcrowding of aisles and corridors. In order to conserve and preserve the school property and promote sanitation and observance of the safety provisions of the Fire and Panic Act, all types of entertainment, including cooking and serving food of any kind, which may lead to the overcrowding of aisles and corridors shall be held in the buildings where auditoriums and necessary equipment are provided. Under no circumstances shall the use of school facilities result in the numbers of persons exceeding the capacity of the school facilities. For example, the sale of tickets, or admissions at the door, shall not exceed the legal seating limits of an auditorium, cafeteria, etc.</p> <p><u>Application Process</u></p> <p>All Users requesting permission to use School Facilities must submit a written request on the prescribed application form at least thirty (30) days in advance of the proposed date to the Director of Operations. All requests for athletic events at High School, Middle School, Siegfried Elementary and George Wolf Elementary will be screened by the Athletic Director.</p> <p>The application must specify the portion of the School Facilities requested for use; a description of the use; the number of persons attending to include workers/ volunteers, participants, guests; and the date, time and duration of the use.</p> <p>Along with the completed application, within ten (10) days of the booking, the individual or group must submit the following:</p> <ol style="list-style-type: none"> 1. Payment of the applicable rental fee. (Other fees will be invoiced after the use.)
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<p>Policy 708</p>	<ol style="list-style-type: none">2. A Certificate of Insurance showing general liability insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate. The general liability insurance shall be provided on a per location basis and be primary to all other insurance. The general liability insurance shall include an endorsement that the School District is named as an additional insured. The general liability insurance company shall provide the School District with at least thirty (30) days advance written notice of the cancellation or other change of the policy or as much notice as permitted under the terms of the policy.3. User shall sign an indemnification agreement which shall indemnify the School District and its employees for any and all damage to school or other property or for damages to any person for injuries, including death caused solely or in part by a person(s) attending the use. <p><u>Application Evaluation</u></p> <p>The Superintendent or his/her designee may disapprove any application for use of School Facilities because of non-compliance with School District policy and procedures.</p> <p>No application to use School Facilities shall be approved if the use would result in any of the following:</p> <ol style="list-style-type: none">1. Conflict with any school-sponsored use. The School District reserves the right to cancel any use due to unforeseen or unplanned school functions requiring the use of School Facilities.2. School Facilities are closed due to renovations, maintenance, cleaning, the school calendar, or Board action.3. Access to School Facilities containing equipment or furnishings being operated or handled by an unqualified person.4. The use would prevent or interfere with School District personnel from preparing School Facilities for their primary purpose.5. Any use of School Facilities in excess of five (5) times during any calendar year for the same purpose. This limitation shall not apply to individual athletic contests for children or adults that are part of an overall athletic season schedule, and the use is approved by the Superintendent.
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<p>35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7182, 7183</p> <p>10 P.S. Sec. 328.101 et seq Title 61 Sec. 901.701</p> <p>SC 511</p>	<p><u>Limitations</u></p> <p>All uses shall be conditioned upon strict compliance with the following:</p> <ol style="list-style-type: none"> 1. Individuals shall not use, access or enter upon any portions of the School Facilities or their contents not specified in the approved written application form or authorized by the Coordinator of the use. 2. Under no circumstances are animals allowed on School Facilities without Service/Therapy Animal certification. Certification must be provided to the Director of Operations prior to the use. 3. Users shall not engage in conduct or uses that are inconsistent with the description of use identified in the approved written application form or as represented to the Coordinator of the use. 4. All non-school uses must begin after 3:00 p.m. on the secondary campus and after 4:00 p.m. at the elementary schools on days when school is in session. 5. All Users must terminate their use and must exit the school premises by 10:00 p.m. unless a time extension is granted by the Superintendent or his/her designee. 6. When advertising or promoting uses held at School Facilities, all Users other than school and school related organizations shall clearly communicate that the uses are not being sponsored by the School District. 7. Any School District equipment needed in conjunction with the requested use of School Facilities shall be identified when the application is submitted. Users of School District equipment must accept liability for any damage to or loss of such equipment. When School District equipment requires a qualified operator, the School District will set forth specific rules of use which must be followed by the User. Under no circumstances shall School District equipment be removed from School Facilities. 8. All functions held on School District property must be properly supervised at all times by the Users. The Users must provide to the School District a list of names and phone numbers of all of the User's supervisors and the dates and times of their supervision. The School District shall determine the number and composition of School District employees required to be on duty during any use. School District employees shall have the responsibility and authority to enforce all School District safety, health, and security rules, the student code of conduct, regulations and procedures.
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9. With the exception of scheduled games, all uses held on School District athletic fields must end by 10:00 p.m. when lights are scheduled to be turned off.

Prohibitions

The following conduct is strictly prohibited on all School District property:

1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.
2. Use of tobacco or synthetic tobacco products, e-cigarettes or other smoking products or apparatus.
3. Possession of weapons.
4. Conduct that would alter, damage or be injurious to any School District property, equipment or furnishings.
5. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.
6. Gambling, games of chance, lotteries, raffles or other uses requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Board or administration. A User requesting permission to sell raffle tickets and conduct a lottery or drawing in or upon any School Facility shall comply with and secure a license with the Local Option Small Games of Chance Act of PA and present a copy of the approved license to the School Services office.

Violations

The School District reserves the right to remove from School District premises, without refund of any payment received or credit for any payment yet to be paid, a User of School Facilities who fails to comply with the terms and conditions of the policy and procedures.

In the event a User violates this policy, the procedures or the specific terms of use that were approved, that User shall forfeit the right to future use of School Facilities, unless otherwise decided by the Board.

Fee Schedule

Fee Schedule is published as Attachment A.

<p>References</p>	<p>School Code - 24 P.S. Sec. 511, 775, 779</p> <p>State Board of Education Regulations - 22 PA Code Sec. 403.1</p> <p>Department of Revenue Regulations - 61 PA Code Sec. 901.1, 901.701</p> <p>Local Option Small Games of Chance Act - 10 P.S. Sec. 328.101 et seq.</p> <p>School Tobacco Control - 35 P.S. Sec. 1223.5</p> <p>Pro-Children Act of 2001 - 20 U.S.C. Sec. 7181 et seq.</p> <p>Boy Scouts of America Equal Access Act - 20 U.S.C. Sec. 7905</p> <p>Board Policy - 000, 708, 222, 717, 810.6, 904</p> <p>NOTES: SC 777 Defacing, damaging school property</p>
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Facility	Class A School Organization	Class B School Related	Class C Recreation Organization	Class D Local Civic and Service Organization	Class E All Other Groups
Auditorium					
Presentation	N/C	N/C	\$150.00	\$150.00	\$1,000.00
Rehearsal	N/C	N/C	\$75.00	\$75.00	\$750.00
Cafeteria	ARAMARK EMPLOYEE MUST BE ON DUTY FOR SERVING				
Dining	N/C	N/C	N/C	Aramark Rate	Aramark Rate
Serving/Kitchen	N/C	N/C	N/C	Aramark Rate	Aramark Rate
Gymnasium (*)					
Pete Schneider Gymnasium H S	N/C	N/C	N/C	\$50.00	\$600.00
HS Adaptive Gym	N/C	N/C	N/C	\$50.00	\$600.00
HS Aux Gym	N/C	N/C	N/C	\$50.00	\$600.00
Middle School	N/C	N/C	N/C	\$50.00	\$600.00
MS Aux Gym	N/C	N/C	N/C	\$50.00	\$600.00
Elementary	N/C	N/C	N/C	N/C	\$400.00
Classrooms	N/C	N/C	N/C	N/C	\$200.00
Multi-Purpose Room	N/C	N/C	N/C	N/A	N/A
Conference Rooms					
Administration Bldg.	N/C	N/C	N/C	\$300 event/\$50 hr	\$400 event \$75 hr
AJ Erdosy Stadium (*)					
Field	N/C	N/C	\$1,500.00	\$1,500.00	\$2,500.00
Field House	N/C	N/C	\$125.00	\$125.00	\$400.00
All Weather Track					\$600.00
Wolf Field (*)					
Football/Soccer	N/C	N/C	N/C	\$300.00	\$400.00
Mike Lisetski Baseball Field (*)	N/C	N/C	N/C	\$300.00	\$400.00
Joan Kremus Field Hockey Field	N/C	N/C	N/C	\$300.00	\$400.00
Eileen Carbone Tennis Courts (*)	N/C	N/C	N/C	\$50.00	\$100.00
Natatorium (*)	N/C	N/C	N/C	\$500.00	\$1,000.00

N/C - No Charge

(*) - Requests Screened by Athletic Director

