

Regulations for After-Hours Use of School Buildings and Grounds

I. Availability

- A. All applications for fields, grounds and facilities are dependent upon the availability of the facilities. The school program and its organizations have prior right to use all facilities. The school maintenance programs shall also enjoy priority.
- B. Approved non-school groups will be assigned space according to the order of receipt of application. School facilities normally will not be available on Sundays or holidays.

II. Limitations of Use

- A. Since the Board of School Directors is charged by law with the responsibility for providing, maintaining and protecting school fields, grounds and facilities, the right to deny the use of school fields, grounds and facilities must be reserved when deemed necessary in the public interest. The following guidelines will be used interpreting "the public interest":
 - 1. The sponsoring organizations will conduct orderly meetings and further, such gatherings will not be of a nature to incite others to disorder.
 - 2. The sponsoring organizations will conduct meetings that are not abusive of other groups by reason of race, cited, color, gender, or ethnic origin.
- B. All school fields, grounds and facilities may be used for educational, civic, social, recreational and similar activities by approved nonprofit groups of Quaker Valley citizens or organizations that exist within the boundaries of the school district.

VIII. Parking of Automobiles on School Property

The applicant shall assume responsibility for providing necessary personnel to assure the proper parking of automobiles surrounding the school. An open traffic lane must be maintained around the building at all times to provide adequate police and fire protection. For special events, this requirement shall be assigned to the police officer(s) on duty. When determined by the superintendent or his designee that police protection is warranted, the cost for such services must be assumed by the applicant's sponsoring organization.

IX. Assignment of Responsible Person

The applicant will assign one person to direct and to be responsible for the use of the fields, grounds and facilities during occupancy.

The assigned person is to be present during the time the fields, grounds and facilities are being used.

X. Operation of Apparatus and Specialized Equipment, Etc.

All apparatus, equipment, technology, and devices owned by the school shall be operated by school employees at the expense of the applicant.

XI. Clean-up

- A. All decorations and furnishings provided by the applicant shall be installed and removed by the applicant under the direction and supervision of the school staff. Debris and equipment must be removed before the facilities are again required for school purposes. Custodial services that may be necessary shall be paid by the sponsoring organization.
- B. There shall be no installations of equipment or alterations to existing facilities or equipment by the applicant without prior approval by the Superintendent or his designee.

XII. Bond Insurance

Applicant agrees to assume all responsibility for damage claims or liability of any kind arising out of or by reason of applicant's use of the school fields, grounds and facilities and further agrees to save and hold the school district harmless from any claims, liability, expense or costs in connection with use of the school fields, grounds and facilities including the cost of defending any such claims. If the Superintendent or his designee deems the circumstances so warrant, he may require the applicant to obtain and furnish evidence of liability insurance covering property damage liability to the school district under Section VI above, as well as assuring performance of this assumption of

The need for a custodian dedicated to the special event or use of fields, grounds and facilities shall be determined by the Superintendent or his designee and shall be noted on the facility request form.

These services include unlocking the building; turning on hall, house, exit outside lights, etc.; unlocking exit doors for the area being used and making certain that they are free of obstructions and that police and fire regulations are met; setting up chairs; and, after the meeting, normal cleaning and arranging the room(s) for regular school use. Groups are required to assist the custodian in cleaning/arranging beyond the normal cleaning and arranging of room(s) when returning the area to its original state.

3. Official Stage Crew

A properly trained crew is required to operate the stage and house lights, stage curtain, sound equipment, projectors and school--owned props. Expenses for these services shall be assessed by the district.

D. Cafeterias

1. Kitchen facilities, equipment, supplies and services are not available for applicants. .
2. Only school cafeteria employees properly trained in the use of cafeteria equipment will be permitted to operate the kitchens.

VI. Damages, Theft, Destruction

The applicant will be responsible for all thefts of school property, damage thereto or destruction thereof, and shall upon demand, reimburse the school district for such thefts, damage or destruction. Reimbursements will be based on replacement cost.

VII. Police Protection

Applicants receiving permission to use school fields, grounds and facilities shall be held responsible for ensuring the safe and proper conduct of participants and spectators. Special events in the stadiums, gymnasiums or auditoriums must have adequate provision to properly handle anticipated crowds. Police protection is a requirement for certain kinds of events. The district reserves the right to stipulate police presence as a condition of facility use permission. When determined by the Superintendent or his designee that police protection is warranted, the cost for such services must be assumed by the applicant's sponsoring organization.

- C. Individuals as well as other groups or organizations may use the school fields, grounds and facilities where the primary emphasis is the educational improvement of residents of the school district.
- D. Fields, grounds and facilities shall not be used for any purpose that is unlawful.
- E. Field users shall have their permits available when using district fields. All fields that require a permit for usage shall be appropriately posted in order that local police have the ability to evict unauthorized users.
- F. The use of alcoholic beverages and smoking in school buildings or on school grounds is prohibited.
- G. School buildings shall not be used for parties or celebrations that are essentially private in nature. This exclusion includes birthday, anniversary and other similar parties. School furniture must be covered when doing craftwork. No permanent markers are permitted.
- H. Auditoriums or classrooms may be leased, at a rate established by the Board, for lessons, recitals, or exhibitions by private teachers of music, dance or other artistic endeavors.
- I. There shall be no signs, banners, pennants, etc. placed in or on school buildings or on school grounds by any group except those associated with activities sponsored by the school or school connected organizations. Activities carried on in the schools by the Allegheny County Department of Elections and Registration Commission shall be free of this restriction on Election Day.
- J. Arrangements for the sale or serving of refreshments within a building must be made at the time of application for facility usage.
- K. All fire regulations must be adhered to without exception.
- L. All applications must be signed by a responsible Quaker Valley School District resident who is at least 18 years of age.
- M. The District or its agents reserve the right to cancel any fields, grounds and facilities usage permit when the interests of the district require cancellation.
- N. Each applicant for fields, grounds and facilities usage shall receive a copy of these rules at the time of application.

III. Application for Use

- A. Written applications for the use of school field, grounds and facilities must be completed on forms provided for that purpose and submitted to the Superintendent or his designee at least 10 days prior to the date of the requested use. If the fields, grounds or facilities are to be used by a group or organization, the application shall be made in the name of the organization and signed by an officer or authorized representative thereof. All applications must be signed by a district resident and shall include, where determined by the Superintendent or his designee, a security deposit, in addition to bonding for damages and/or liability insurance.
- B. Applicants holding regular meetings throughout the year need file only one application at the beginning of each school year. Special events for the purpose of raising funds by such applicants, however, must be covered by separate applications whenever they occur.
- C. The permission extended to any applicant to use the school fields, grounds and facilities within any school year shall expire automatically at the end of that school year (June 30). Requests will be honored no more than 180 days prior to the event.
- D. The Superintendent or his designee has the authority to withhold or revoke permission if, in their judgment, proper use is not being made of school fields, grounds and/or facilities.
- E. The Quaker Valley School District reserves the right to retain the deposit fee in the event of a cancellation.

IV. Time of Use

- A. When school is in session, school buildings ordinarily will be available only between the hours of 4:00 pm and 10:00 pm Monday through Friday. Other times must be approved by special arrangement with the Superintendent or his designee.
- B. Buildings will be opened 30 minutes before the scheduled time of the program and closed 30 minutes after the scheduled end of the program unless other prior arrangements have been made, subject to the established fees.

V. Fees and Services Rendered

A. General

1. Generally, no charges will be made for the use of school fields, grounds and facilities or equipment when they are used for educational, civic, social and recreational activities by nonprofit groups of Quaker Valley residents or organizations. All others shall be assessed charges according to the established district rate schedule.
2. Custodial or other responsible personnel MUST be on duty to care for the fields, grounds or facilities or those using them. Charges shall be assessed based upon the cost of the custodian's service to the district. The required presence of a custodian shall be determined by the Superintendent or his designee and shall be noted on the application for fields, grounds and facilities permit.
3. Engagement of the auditorium includes one dress rehearsal during a weekday evening that does not conflict with school activities. All charges for custodial service or stage crew service shall be assessed to the applicant or individual organization.

B. Classrooms

No charges will be made for the use of classrooms or equipment when they are used for educational, civic, social and/or recreational activities by nonprofit groups of Quaker Valley residents or organizations. All others shall be assessed charges according to the established district rate schedule.

C. Fields, Gymnasiums and Auditoriums

1. No charges will be assessed for the use of fields, gymnasiums and/or auditoriums or equipment when they are used for educational, civic, social and/or recreational activities by nonprofit groups of Quaker Valley residents or organizations. They are, however, required to pay for the services of the high school stage manager and crew who will be responsible for operation of all auditorium equipment. All others shall be assessed for all charges according to the established district rate schedule.
2. Custodian. A custodial fee will be charged to all applicants whether or not the facility used is for a profit or nonprofit making project. Charges shall be assessed based upon the cost of the custodian's service to the district. By contract, weekend events require a minimum of three (3) hours for custodial services.