

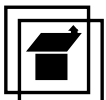
7510 USE OF SCHOOL FACILITIES

An organization or group using any school facilities must assume full responsibility for seeing that all policies, rules and regulations of the Delaware Valley Regional High School District are understood and observed by both participants and patrons. In addition, the following general rules shall apply:

A. Facility Requests:

Request for use of the building must be made to the School Business Administrator under the following rules:

1. The application must include all dates and times the facility is anticipated to be used by the organization, including any set up, take down and rehearsal dates and times. All rules and regulations apply to all dates and times the group (or committees thereof) are on the premises.
2. Requests for use of district equipment must be made at the time of application.
3. Permission for facility use is revocable at any time by school authorities.
4. The Board of Education reserves the right to deny use of the district's equipment for any event.
5. The organization shall be required to furnish public liability and property damage insurance, naming the school district as an added insured, and shall provide a certificate of such insurance prior to the use of the facilities. Required minimums are \$1,000,000 public liability and \$100,000 property damage.
6. Any organization granted use of the facilities shall be responsible for the proper use and care of the facility, equipment and materials, and shall pay for any damages thereto arising out of their use of the facility.
7. The organization agrees to leave the facilities, equipment and materials in the same condition as presented to them.
8. The supervisor in charge of the activity shall be present before the activity is due to start and shall remain with the group until all have left.



9. All organizations and groups requesting usage of multiple rooms shall provide adequate supervision of their group when said group is moving from one area to another.
10. High school student organizations shall have priority in the use of facilities.

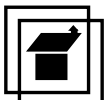
The Board of Education reserves the right to change or amend these rules and regulations whenever necessary.

B. Alcohol and Tobacco:

No alcoholic beverages of any kind are to be brought onto the premises and no smoking or any type of tobacco usage is to take place anywhere on the facilities.

C. Rental Fees:

1. The facilities may be used by an organization directly related to the school district, its sending districts, or athletic “feeder” programs, without incurring rental fees, under the following conditions:
 - a. No admission fees are charged;
 - b. The general public is invited to attend;
 - c. No commercial motive is intended;
 - d. Program is charitable, civic, cultural or education; and,
 - e. Sponsoring organization or group is located within the Delaware Valley Regional High School District geographic region.
2. The facilities may be used by other organizations and rental fees charged under the following conditions:
 - a. Admission fees may or may not be charged;
 - b. The general public may or may not be invited to attend;
 - c. No commercial motive is intended;



- d. Program is charitable, civic, cultural or educational program; and,
- e. Sponsoring organization or group must be located within the Delaware Valley Regional High School District geographic region.

The Board reserves the right to waive rental charges on a case by case basis upon written request of the group using the facility.

D. Fees Incurred:

When custodial, police, stage, or cafeteria fees are incurred, they must be paid directly to the School Business Administrator and not to any personnel providing services. Facility rental fees must be paid in advance. All other fees will be billed.

E. Areas of Usage:

1. Indoors

In general, requests for facilities use within the building should be restricted to Block A (auditorium, gymnasium, cafeteria and related lavatories and corridors). Other areas may be approved upon special request. No classrooms may be used without the specific approval of the School Business Administrator.

2. Cafeteria and Kitchen

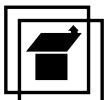
When the cafeteria kitchen is used for the preparation of a meal or other major purposes, at least one member of the kitchen staff must be employed and paid by the group renting the facilities. Hourly rate is determined by the food service management company. The School Business Administrator should be contacted at (908) 996-2727 for arrangements.

3. Auditorium and Stage

When the auditorium is to be used, the high school's stage crew must be hired. The School Business Administrator should be contacted for arrangements.

4. Outdoors

Approval for the use of outdoor facilities shall be specific to the area requested. Such approval shall be contingent upon availability and condition of the area. If special preparation of a field is necessary, the sponsoring organization shall be responsible for associated costs. The Board reserves the right to deny use of outdoor facilities.



F. Footwear:

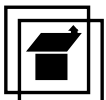
1. Suitable rubber-soled footwear shall be used for all affairs held in the gymnasium.
2. Only proper non-damaging footwear shall be used on the track, tennis courts or playing fields.

G. Police:

Police coverage is required at the discretion of the School Business Administrator.

H. Custodial Services:

1. The head custodian, or designated assistants, must be engaged to do custodial service during the time the facilities are engaged. This service will be as follows:
 - a. Opening and closing buildings;
 - b. Heating;
 - c. Lighting;
 - d. Ventilating; and
 - e. General custodial duties.
2. Custodial fees will be determined annually by the Board of Education.
3. The organization using the facilities shall be responsible for moving its equipment into and out of the facilities. No equipment is to be left after the activity is ended.
4. School authorities must have access to all rooms at all times.
5. No furniture shall be moved except under custodial staff supervision.
6. No school property shall be altered or removed from the premises.
7. Custodial staff shall make all electrical connections.



POLICY

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Use of School Facilities

8. Activity shall be restricted to that area for which permission is granted.
9. The activity shall not extend beyond the hours approved in the request.
10. All programs shall be planned so they do not interfere with the regular school program.
11. All programs shall be planned to allow for set up and take down time.
12. Custodians will not supply any equipment not previously approved on the application.
13. Custodians will not grant access to any rooms not previously approved on the application.

Evening events must conclude by 10:00 PM to avoid incurring overtime charges (to allow for custodial cleaning).

Adopted: 24 August 2009

