

General Guidelines

1. For Group B, rental fees shall be assessed only on days when there is no staff regularly scheduled in the building. This includes all Saturdays, Sundays and defined holiday periods.
2. For Group C, rental fees shall be assessed on all occasions.
3. Group B and C activities shall be assigned custodial and/or maintenance workers at the discretion of the Director of Support Services. Any additional labor cost to the district shall be charged to the organization at the prevailing rate for the maintenance worker for outside activities or custodial worker for inside activities for the entire length of the activity. The prevailing rate shall be calculated as two (2) times the average hourly rate of all employees in the classification for activities on Sunday, and one and a half (1.5) times the average hourly rate of all employees in the classification for activities on other days. The prevailing rates shall be published on the district web site.
4. Use of the buildings and/or grounds before 12:00 noon on any Sunday is strongly discouraged. Any activity that has been permitted to start before noon on a Sunday in the past is considered grandfathered and shall be permitted to start before noon in future years. Any request for a new activity to start before noon on a Sunday shall require Board approval.
5. If the use of facilities includes children or students, appropriate adult supervision, as determined by the administration, is required.
6. The organization shall comply with all rules and regulations regarding the use of the facilities.
7. The organization must assume full responsibility for damage or loss to school property in connection with this use.
8. The organization must assume full responsibility for any injuries or liabilities resulting from the use of the school facilities in connection with this use.
9. If the use of facilities includes children or students, the adult sponsor also assumes responsibility for all personal injuries, liabilities, and property damage and must remain on the premises during the entire activity until the last child has departed district property.
10. Activity supervisors for which the use of facilities has been requested must be at least eighteen (18) years of age.
11. School facilities are not proposed to be used, and will not be used, to organize, foster, promote or conduct any activity which would violate any civil or criminal law, ordinance, regulation, order, directive, standard, policy, specification and/or instruction promulgated by any and all governmental units, including the School Board or its Superintendent.
12. Each organization shall be responsible maintaining the cleanliness of area used. All areas shall be left in the same condition in which found.
13. No school equipment (this includes auditorium lights and sound systems) may be used except under the supervision and direction of authorized school personnel. Additional charges may be necessary in order to compensate such personnel.
14. Each organization shall be responsible for the conduct of all persons present in the building and grounds for the organization's activity and, in the event of damage of the building, grounds, or school equipment, the organization shall pay for the correction of such damage.
15. No smoking will be permitted in the building or on school property in accordance with school district policy.
16. When the kitchen is used, arrangements must be made to have a regular cafeteria employee present.
17. Special equipment, scenery, etc. to be used by any group shall not be delivered to the facilities involved without first receiving permission from the building principal as to the date and time such deliveries can be made.
18. The Northern Lehigh School District assumes no responsibility for equipment or supplies brought on the premises by the organization, its participants or spectators.
19. It is the responsibility of Group B and C organizations to hire and remunerate an appropriate number of security/police for events where crowd control or parking supervision is needed. This may include dances, basketball games, stadium activities and other spectator events. Security/police must be present one (1) hour prior and a half (1/2) hour after the activity. The district reserves the right to require security/police services as it deems necessary.
20. All group B and C requests must include a certificate of liability insurance listing the Northern Lehigh School District as a loss payee. The minimum insurance coverage is \$500,000 single occurrence and \$500,000 aggregate.
21. Invoices for rental fees, maintenance and/or custodial fees and security services fees will be issued to Group B and C organizations within thirty (30) days of the completion of the activity. All invoices are due and payable thirty (30) days from the date of billing. Approval of a facility use request may be denied if the organization has outstanding unpaid invoices for prior activities.
22. All activities of all groups are automatically cancelled if schools are closed due to inclement weather. The Superintendent may grant an exception on a case-by-case basis. Weekend and holiday cancellations will be determined by the Director of Support Services and the Athletic Director.
23. All Group B and C activities must end by 10:00 p.m. on days when staff is regularly scheduled and no labor fee is to be assessed the organization.
24. The use of school district grounds for the purpose of practicing golf shots by an individual is not permitted unless an individual or group of individuals is a part of a school-sponsored activity and is under the direct supervision of the designated advisor to such an activity.

Fee Schedule	Group A	Group B	Group C
Auditorium - High School, Middle School	N/C	\$20	\$150
Dining Room - High School, Middle School, Slatington (1)	N/C	\$20	\$ 40
Gymnasium (2) - High School	N/C	\$20	\$130
Gymnasium (2) - Middle School	N/C	\$20	\$100
Classroom - High School, Middle School, Slatington and Peters Elementary	N/C	\$10	\$ 20
Multi-purpose/Gym Room - Slatington	N/C	\$20	\$ 50
Multi-purpose/Gym Room - Peters	N/C	\$20	\$100
Stadium Football Field/Track	N/C	\$75	\$ 80.00/hr (Field Only)
Use of lights for up to 4 hours	N/C	\$100	\$125.00/hr (Field & Lights)

No kitchen facilities shall be for use of an organization unless authorized cafeteria personnel of the school district are on duty. A charge for such services shall be as set by the Collective Bargaining Unit Agreement.

If any gymnasium equipment (time clocks, mats, etc.) is required, arrangements must be made with the Athletic Director prior to the event.

Use of Refreshment Stand

At the discretion of the Athletic Director, the refreshment stands may be used by Group B organizations. In the event of such usage, the organization is responsible for bringing their own goods for sale and for cleaning the stand upon completion of the activity.

Northern Lehigh School District Grounds for All Schools

Grounds must be left in a clean and neat condition conforming to such inspection as school authorities may care to make. No vehicles shall be parked on the grass surfaces at any time or under any circumstances unless by permission of School Board. Requests to use any baseball diamonds located at the various schools shall be made to the Director of Support Services and must include a schedule and roster of players. The Director of Support Services shall be empowered to resolve any conflict in schedule. No charge shall be made for use of ball diamonds.

Prohibited Activities

The following activities are strictly prohibited in school facilities/grounds when individuals and community groups are granted written permission to use said school facilities:

1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.
2. Possession of weapons.
3. Conduct that would alter, damage or be injurious to any district property, equipment or furnishings.
4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.
5. Use of tobacco products.

Limitations

When individuals and community groups receive written permission to use school facilities under this policy, such use shall be conditioned upon strict compliance with the following:

1. Individuals shall not use, access or enter upon any portions of the school facilities or their contents not specified in the approved written request form.
2. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.
3. All activities must terminate and all individuals and community group members must exit the school premises thirty (30) minutes after the end of the activity.
4. When advertising or promoting activities held at school facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the school district.

Violations

The school district reserves the right to remove from school district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures. In the event an individual or community group violates this policy or the 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 Board.

**NORTHERN LEHIGH SCHOOL DISTRICT
APPLICATION FOR THE USE OF FACILITIES**

Permit No. _____

Name of Sponsoring Organization _____ Group Code _____
 Name of Responsible Person _____ (see NLSD BP 707)
 Position within Organization _____
 Organization's Mailing Address _____
 Telephone Number (s) _____
 Contact E-mail Address _____

Purpose of Activity _____
 Estimated Attendance: Participants _____ Spectators _____

Dates Needed	Day of Week	Start Time (Include adequate set-up and clean-up time when setting times)	End Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Building Needed: _____ High School _____ Middle School _____ Peters Elem. _____ Slatington Elem.
**** If more than one building is used, you need signatures from all buildings.*

Areas Needed: _____ Auditorium _____ Gymnasium _____ Cafeteria _____ Kitchen
 _____ Classroom _____ Athletic Field _____ Refreshment Stand _____ Parking Lot
 _____ Other _____ Other _____

Equipment Needed:

I certify that I have read, understand and agree to adhere to Policy # 707 of Northern Lehigh School District concerning Use of School Facilities. Further, my organization forever releases the Northern Lehigh School District, their agents and employees from all claims, actions and charges whatsoever arising out of the event(s) conducted on the above mentioned date(s) for which this application is submitted. My organization will defend all actions, suits, complaints, or legal proceedings of any kind brought against the Board of Education and any of its agents, employees and further will hold harmless and indemnify the said School Directors and School District from any expenses and judgments or decrees recovered against them as a result of said facilities.

Signature _____ Date _____
******* ATTACH CERTIFICATE OF LIABILITY INSURANCE*******

Building Level Approval _____ Date _____
 Building Level Approval _____ Date _____
 Athletic Director Approval _____ Date _____
 Director of Support Services Approval _____ Date _____
 Estimate of Costs: Rental _____ Labor _____