



ADMINISTRATIVE REGULATION

APPROVED: 4-13-2023

REVISED:

707-AR-1. RULES FOR USE OF SCHOOL FACILITIES

The district does not assume responsibility for any loss, damage or personal injury that may occur on district property during the use of facilities by approved organizations or groups.

The following rules must be adhered to by all users of school facilities, in addition to the stipulations established in Board policy:

1. When schools are closed due to inclement weather or building emergencies, all events and activities are cancelled.
2. Changes and cancellations by renters should be made at least twenty-four (24) hours prior to the proposed use.
3. At least one (1) district employee will be on duty at all times when a school building or facility is in use. Payroll costs will be billed to the organization or group if usage is outside the employee's assigned work schedule.
4. A building custodian will open and close the building; be in charge of heat, lights and ventilation; assist in preserving order and preventing damage; and ensure that the facility is left in proper order.
5. Arrival time will be no earlier than the time indicated on the approved application.
6. Adult supervision is required at all times during which district facilities are used by outside youth groups.
7. School premises must be left in the same condition in which they were found. Fees will be charged for the cost of any additional custodial or maintenance services required as a direct result of the activities of the organization or group.
8. The renting organization or group is responsible for the conduct of the individuals whom it admits, keeping participants in the designated area, and for any infraction of the established rules.
9. The renting organization or group is responsible for any damage to property due to its occupancy during the rental period.
10. Possession, use or distribution of **controlled substances prohibited by state or federal law is prohibited.**

11. **Use of tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, as defined in the law is prohibited.**

{ }, except as expressly permitted in designated areas which must be located at least fifty (50) feet from school buildings, stadiums and bleachers.

Products approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, are permitted as long as the product is not inhaled.

12. Possession of weapons is prohibited.
13. **{X} Possession, use or distribution of alcoholic beverages is prohibited.**
14. Food, drinks and refreshments must be consumed only in the cafeterias or multipurpose rooms, unless special permission has been granted. No food or drinks are allowed in classrooms, auditoriums and gymnasiums.
15. All functions and activities must end and buildings must be evacuated by 11:00 p.m.
16. If kitchen facilities are being used, a district food service employee must be present.
17. No alterations/additions will be permitted to the auditorium areas, and all materials belonging to the organization or group must be removed immediately after the final performance.
18. Only authorized, properly trained and pre-approved personnel will have access to the operations of the sound and/or light systems in the auditorium.
19. Parking is restricted to designated parking areas and is prohibited on all grass area and playgrounds.
20. Any person or organization renting school facilities shall be financially responsible for damages to property and equipment beyond reasonable wear. The rentee shall abide by all district regulations and policies.
21. When a particular facility is rented, such as the auditorium, cafeteria, or gymnasium, all use shall be confined to that area and the equipment located therein except as otherwise provided.
22. Use of facilities must be limited to the period for which it is engaged, and must not in any way interfere with instruction or any other phase of the school program (academic or athletic) for which the Board of Education is responsible.
23. Educational activities closely related to the school program sponsored by Group A District Related Groups organizations are also exempt from charges if the activity is occurring during a regular workday. The regular workday and hours are determined by the Superintendent or designee based on employee work schedules so as to permit security and avoid or reduce overtime for staff.

24. During the entire time that any indoor facility or outdoor facility with restrooms are in use, a paid employee designated by the Building administrator shall be physically present. The proper use, care, and protection of the school facility shall be his/her responsibility. This employee shall make certain that all rules, regulations, and safety measures and policies shall be enforced at all times. Failure to perform such duties appropriately may disqualify their eligibility for further supervisory duties. The building administrator or his/her designee will hold primary responsibility for implementing all appropriate regulations and policies and assigning personnel.
25. If a professional or nonprofessional employee of the school district, whose regular duties do not include facility usage supervision for non-school groups shall be required to be on duty at a time other than during his/her regularly assigned hours of work, the district cost will include an hourly compensation wage which is not part of his/her district salary for the extra-duty time worked. Other than the Southmoreland School District administrator or Athletic Director, there may be a need for additional personnel to be employed for facility supervision. The voluntary participation for such duties shall be open to all professional and nonprofessional employees who shall channel their requests through their immediate supervisor to request such employment. Their salary shall be separate from their other district wages and benefits. The final determination of supervision, assistance, custodial and all other employment during facility usage will, and must be, the prerogative of the building administrator and other department supervisors who will ultimately determine how many, and who, the employees will be and for how long they will work.
26. Application for using school facilities shall be made to the Superintendent or his/her designee. S/He shall grant or refuse each request in accordance with these rules and regulations and policies of the School Board.
27. For Group B Community Related Groups, Group C Other Groups renting, a deposit of \$100 is payable in advance to the Southmoreland School District business office. A five (5) day notice of cancellation must be given to the principal, or Athletic Director when appropriate, for return of advance payment.
28. Groups in Group A District Related Groups, Group B Community Related Groups, and Group C Other Groups using school facilities, buildings and grounds shall be required to offer proof of liability insurance coverage, complete the Southmoreland School District Hold Harmless Agreement form and provide an affidavit verifying that the group's members who are doing the sponsoring, supervising, chaperoning or working the event, have not been convicted of a felony or misdemeanor. All paperwork must be returned to the building principal or Athletic Director five (5) days before the event. Applications received less than five (5) days prior to the event may delay the start date of the event or may result in the denial of the application. The school district reserves the right to deny applications submitted less than five (5) days prior to the event if proper supervision/building coverage, security, etc. cannot be arranged.
29. The school district administration will determine the need for security personnel, police protection, parking, and traffic control required based on the anticipated number of attendees and the type of event (e.g., business meeting of an organization with no buses and everyone

arriving and departing at approximately the same time vs. performance with large number of attendees vs. athletic tournament with attendees coming and going at various periods of time, buses, etc.)

30. Availability and hourly rates that a group will be assessed will be determined by whether the group falls under each category or classification as defined and listed hereafter.
31. If facility usage is longer than the original time allotted, hours will be rounded up to the next whole hour.
32. In accordance with federal and state statutes, the Board prohibits tobacco, alcohol, or any controlled substances use by any persons in its school buildings and any property, including outdoor venues that are owned, leased, or controlled by the school district. In further accordance, the Board prohibits the presence of firearms or other weapons on school property. Activities that violate safety codes or health standards shall be prohibited.
33. All trash and debris generated by the activity is to be placed in the appropriate containers or removed from the premises by the lessee immediately upon completion of the activity.
34. The areas of public facilities subject to public use by this policy and any supplementary regulations approved by the School Board shall be only the following:
 - a. Indoor facilities only as follows:
 - 1) Southmoreland Elementary School/Southmoreland Middle School: gymnasium, cafeteria, library, and hallways.
 - 2) Southmoreland Primary Center: gymnasium/cafeteria only for Group A District Related Groups business meetings.
 - 3) Southmoreland High School: auditorium, gymnasium, and cafeteria. Classroom and band area shall only be available to groups and persons in Group A and A-1 District Related Groups and only for business meetings and when under the supervision of the coach or band director if s/he is a district teacher assigned to that classroom or band room. Otherwise, all other classrooms shall not be available because of concerns for district equipment and difficulty of monitoring the same.
 - b. Gymnasiums, cafeterias, auditoriums and indoor facilities as permitted above are further restricted or permitted as the case may be to the following times and days:
 - 1) Southmoreland Elementary School/Southmoreland Middle School facilities shall be available on weekday workdays between 4:00 p.m. and 9:30 p.m. and on Saturdays all day according to a schedule to be posted by the principal.
 - 2) Southmoreland Primary Center shall be available only on weekday workdays between 4:00 p.m. and 9:30 p.m. according to a schedule to be posted by the principal.

- 3) Southmoreland High School facilities shall be available after 3:0 p.m. on weekdays and Saturday all day, and a group may have up to three (3) days for an athletic tournament that extends into Sunday once per school year, according to a schedule to be posted by the principal with the advice of the Athletic Director (if athletic facilities).
- c. Outdoor athletic venues will be available during daylight hours (unless permission is granted otherwise) according to a schedule to be posted by the principal of the school for that venue with the advice of the Athletic Director.

The high school football field is not available except as follows:

- 1) For a midget football team during football season, field availability permitting.
 - 2) For a Music Event sponsored by a Group A District Related Group.
 - 3) For other groups outside football season according to the schedule of charges.
 - 4) For a fireworks display sponsored by a Group B Community Related Groups on or about Independence Day, Memorial Day or Labor Day with any display to conclude by 11:00 p.m.
- d. In order to protect students, staff, and physical property the policy for use of the facilities of the Southmoreland School District shall prohibit individuals with criminal records from sponsoring, supervising, chaperoning, or working events that are held on school property.
 - e. While the Board may, at its discretion, lawfully determine the category of the applying group, the purpose of the activity and fees to be charged, every effort will be made to make fair and equitable decisions, and not to engage in either favoritism or bias in relation to any particular group.

Any person or organization renting school facilities should provide notice Ten (10) days in advance of the date the facility is to be utilized. Use of the facilities will be on a first-come, first-served basis, Gymnasium, cafeteria or auditorium use as permitted in number 1 of page 1 will not be guaranteed beyond one (1) request for use at a time.