



<p>4. Guidelines</p>	<p>Such requests should be approved by the Board. Such requests may be honored by the Superintendent if they do not interfere with the school program and time does not permit the Superintendent to present the request to the Board for official Board action.</p> <p><u>Application Process</u></p> <p>An individual or community group requesting permission to use school buildings, facilities or school property must submit a written request on the prescribed application in advance of the proposed date to the Superintendent.</p> <p>The application must specify the portion of the school facilities requested for use; proposed activities; number of individuals participating; and the date, time and duration of the proposed event.</p> <p><b>Groups must secure liability insurance coverage in the maximum amount of one million dollars \$1,000,000 per incident and in the aggregate for purposes of protecting the district from liability for personal injury, property damage to the facilities or equipment, or property damage to third parties. The district shall be named as additional insured on policy for purposes of the event(s).</b></p> <p><b>Proof of such coverage in the form of a certificate of liability insurance must be on file in the District Business Office prior to use of the facilities. The Board reserves the right to waive insurance.</b></p> <p>Along with the completed application, the individual or group must submit the following:</p> <ol style="list-style-type: none"><li>1. Payment of the specified rental fee.</li><li>2. Evidence of organizational liability to limits required by district guidelines.</li><li>3. Documentation evidencing the school district shall be held harmless by the user for any liability that arises from use of school facilities by the individual or group.</li></ol> <p><u>Application Evaluation</u></p> <p>No application to use school facilities shall be approved if the proposed activity would result in any of the following:</p> <ol style="list-style-type: none"><li>1. Conflict with any school-sponsored activity.</li><li>2. Access to school facilities closed due to renovations, maintenance, cleaning, the</li></ol>
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school calendar, or Board action.

3. Access to school facilities containing equipment or furnishings which would be detrimental to the operation of a district program if damaged or operated by an unqualified operator.
4. The proposed use would prevent or encumber district personnel from preparing school facilities for their primary purpose, because of the nature or duration of the activity.

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 by 11:00 p.m., except for school-related activities.
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.
5. School equipment used in conjunction with requested facilities shall be identified when the application is submitted. Users of school equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator, provided by the school **at \$50.00/day per person.**

Prohibited Activities

The following activities are strictly prohibited in school facilities 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.

SC 511



35 P.S. 1223.5

20 U.S.C.  
Sec. 7181 et seq

20 U.S.C.  
Sec. 7905