



SECTION 800  
TITLE: USE OF FACILITIES

# NESHAMINY SCHOOL DISTRICT

Policy #800 - USE OF FACILITIES

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2	<b>I. PURPOSE</b>		2
3		Subject to the provisions of the Public School Code, the Neshaminy School	3
4		District permits the use of its facilities on a temporary basis for educational,	4
5		social, and recreational purposes by groups or organizations primarily located	5
6		within the Neshaminy School District.	6
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8		The use of the District's facilities will be subject to the rules and regulations	8
9		hereinafter set forth, the availability of the facilities being requested, and the	9
10		order of priority established under this Policy.	10
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12	<b>II. PRIORITY OF</b>		12
13	<b>USE AND FEES</b>		13
14		A. To ensure that its facilities are used primarily to serve the educational	14
15		function of the Neshaminy School District, the District adopts the following	15
16		order of priority in scheduling the use of its facilities or in resolving any	16
17		conflicts in such use. Initially, the use of the District's facilities will be	17
18		scheduled on a first come, first served basis in the following order of	18
19		priority.	19
20			20
21		1. K-12 educational program	21
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23		2. K-12 school organizations on an assigned educational project.	23
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25		3. School activities and organizations	25
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27		4. Home and school and/or parent-teacher organizations, booster	27
28		organizations associated with activities of student groups of the	28
29		Neshaminy School District.	29
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31		5. Non-profit community organizations supporting the educational	31
32		programs of the Neshaminy School District.	32
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34		6. Staff groups.	34

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- 7. Non-profit community organizations.
  
- 8. Civic, cultural, and service organizations located within the Neshaminy School District or having a majority of members who are residents of the Neshaminy School District.
  
- 9. Community youth groups with proper supervision.
  
- 10. Service clubs or churches
  
- 11. Civic and cultural organizations
  
- 12. Commercial profit-making groups or organizations
  
- B. The Business Administrator or his designee shall establish a fee schedule on an annual basis setting forth the rental charges, if any, and the fees to cover operating expenses and normal "wear and tear."

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**III. RULES AND REGULATIONS**

- A. All applications for use of the facilities of the Neshaminy School District shall be made to the Business Administrator on forms prepared for that purpose. The application shall be made at least ten (10) working days prior to the date of use so as to allow time for review of said application and for completion of any other arrangements which must be made prior to the use.
  
- B. All applications are subject to approval of the Business Administrator, in consultation with the building administrator, with regard to general conditions, special facilities, or services desired. The Business Administrator will deny all requests which are not done in conformity with this Policy or applications, which do not contain all information required by this Policy.

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2 C. All applications will be signed by a responsible officer of the organization 2  
3 making the application. In the event youth activities constitute a part of the 3  
4 use to be made, a statement concerning the type of supervision which the 4  
5 organization will provide will be attached to the application. 5  
6

7 D. The availability of the District's facilities is dependent upon the needs of 7  
8 the District as determined by the Business Administrator, in consultation 8  
9 with the building administrator, and is subject to the order of priority 9  
10 established by this Policy. 10  
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12 E. All rental and custodial charges, if any, for the use of the District's facilities 12  
13 shall be paid prior to the event by presenting a remittance, payable to the 13  
14 Neshaminy School District, 2001 Old Lincoln Highway, Langhorne, 14  
15 Pennsylvania. 15  
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17 F. Should an organization or group be granted permission to use a District 17  
18 facility, the organization and group may not sublet or transfer its right and 18  
19 privileges to any other individual, group, or organization. 19  
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21 G. Organizations or groups using the District's facilities shall provide police 21  
22 protection at their own expense, if deemed necessary by the School District, 22  
23 to maintain order and protect school property. Further, an employee, 23  
24 designated by the School District to be in charge during the facility use by 24  
25 the group or organization may call the police, if, in the employee's sole 25  
26 judgement, it becomes necessary. 26  
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28 H. Organizations or groups using facilities shall be responsible for any theft 28  
29 or damage to school property which occurs during such use and shall 29  
30 reimburse the School District for any such theft or damage. Should the 30  
31 the group or organization require the use of the apparatus, equipment, or 31  
32 devices owned by the School District then such apparatus, equipment, or 32  
33 devices shall be operated by District employees at the group's expense or 33  
34 by specifically trained student personnel unless special arrangements are 34

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made otherwise.

- I. Should the group or organization use decorations, then such decorations shall be fireproof, fire-retardant rated and subject to the approval of the School District prior to their installation. Further, no open flame decorations shall be used anywhere in the District's buildings. All decorations, furnishings, and equipment not the property of the School District, will be installed and removed by the user under the direction and supervision of District personnel. Further, all such decorations, furnishings and equipment, and debris will be removed immediately after the use of the facilities and in sufficient time for use for school purposes.
- J. All organizations and groups using the District's facilities must have Certificates of insurance in the amount and in the form acceptable to the Business Administrator of the Neshaminy School District. No application for use of the District's facilities shall be considered prior to presentation by the organization or group of such Certificates of liability insurance.
- K. The organization or groups will execute a document under which it will assume all responsibility for damage or liability of any kind whatsoever and will agree to indemnify and hold the District harmless from any damage, liability, expense, or cost in connection with the use of the District facilities.
- L. When a group or organization charges an admission associated with use of the District's facilities, the organization or group using the facility shall pay any admission tax required directly to the appropriate taxing authority levying such admission tax. Upon request, the organization or group will provide evidence of such payment, together with an itemized attendance report to the District.

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M. No smoking will be permitted in school buildings at any time during their use.

N. No intoxicants, alcohol or other drugs will be permitted in the school buildings or on school property at any time during their use.

O. The Board of School Directors reserves the right, through the Business Administrator, to waive the requirements of this Policy, including the payment of rental charges and custodial costs, if a written application for the facility use is submitted and a request is made for such waiver no later than thirty (30) days prior to the requested use. However, no such waiver will be available for groups or organizations who intend to charge an admission or request donations.

P. Should a request be made which does not fall within the provisions of this Policy or comply with the procedures established herein, then such request shall be referred to the Superintendent or his designee for determination.

Q. The Neshaminy Board of School Directors reserves the right to refuse the use of its facilities in the event that such use would cause a disruption to the educational process of the Neshaminy School District or create a danger to the public health, safety and welfare of residents within the District. The Neshaminy School District reserves the right to impose any other reasonable restrictions upon the use of its facilities so as to protect the general public from injury and to reduce the risk of liability to the District.

**IV.  
SCHEDULING**

A. Facilities may not be scheduled on Sunday by any group. The only exception is by the District and our K-12 educational program with permission the Business Administrator and appropriate cabinet members.

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B. In the event that any particular group or organization's use of the facility as reserved on the calendar be canceled and the facility becomes available, the use of such facility shall be permitted to those groups and organizations in order of priority as set forth in Section II.

C. The District reserves the right to supersede any request to ensure fairness or meet its priorities.

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Approved: 9/26/67

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