

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

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. A fee will be billed to the organization if usage is outside 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 preventing damage; and see 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 time 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 organization's activities.
8. The renting organization 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 is responsible for any damage to property due to its occupancy during the rental period.
10. Possession, use or distribution of alcoholic beverages and/or illegal drugs in any form, and smoking or other use of tobacco are strictly prohibited in district buildings and on district property, unless smoking areas are designated.

11. Possession of weapons is prohibited.
12. 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.
13. All functions and activities should end and buildings must be evacuated by 11:00 PM.
14. If kitchen facilities are being used, a district food service employee must be present.
15. No alterations/additions will be permitted to the auditorium areas, and all organizations' materials must be removed immediately after the final performance.
16. Only authorized, properly trained and pre-approved personnel will have access to the operations of the sound and/or light systems in the auditorium.
17. Parking is restricted to designated parking areas and is prohibited on all grass area and playgrounds.