

## USE OF SCHOOL FACILITIES

### General Guidelines for Rentals

1. The lessee, unless specifically excused in writing by the Board, must provide evidence of general liability insurance, minimum coverage of \$300,000 per occurrence, bodily injury, and property damage insurance in the amount of \$25,000 per occurrence when renting Tulpehocken Area School District's facilities.
2. Any lessee shall be responsible for maintaining and/or returning rented facilities to their existing condition at time of the rental.
3. The lessee shall provide its own equipment such as balls, nets, stage props, etc. unless specific alternative arrangements are made with the administration.
4. The lessee shall be responsible for the activities and actions of the participants and spectators. The applicant further agrees to assume responsibility for confining spectators and participants to the rooms or parts of the building specifically included in the agreement.
5. The lessee is responsible to limit participation to those eligible under the group designation for which the facility was secured and for the purpose for which the facility was secured. Any variance must be approved at least one (1) week in advance by the administration.
6. Motorized vehicles are not allowed on the grassy areas.
7. Controlled substances (drugs) are not allowed on school property. (Anyone possessing or using these substances on school property shall be subject to prosecution.)
8. Alcohol is not allowed on school property. (Anyone possessing or using alcohol on school property shall be subject to prosecution.)
9. The applicant is responsible for preventing the use of tobacco products by any person involved in this activity anywhere on school property, including in the building, on the parking lot, and on the grounds. All buildings and grounds of the Tulpehocken Area School District have been declared as "Tobacco Free".
10. The group using the facilities shall reimburse the school district for any and all damage which is caused by the participants and/or sponsors.
11. School activities have precedence over non-school activities. If a conflict in scheduling occurs, the school-sponsored activity shall have priority to the facilities.

12. If school is closed, all activities held within the buildings of the District under this policy are also cancelled.
13. All organizations are requested to end their activities by 10 p.m.
14. When kitchen facilities are used, arrangements are required to have present one of the regular cafeteria employees.
15. Outside Playing Fields:
  - Use will be denied during periods of excessive rain/drought at which time the fields could be damaged.
  - Use will be subject to limitation to avoid excessive use and to allow for adequate restoration procedures.
  - Lining and marking of field are the responsibility of the lessee unless stipulated otherwise in the agreement.
  - Lawns immediately adjacent to buildings are not available for public use for activities such as lawn sales and athletic activities. Group 1 may be exempted from this limitation.
  - Extended use of athletic fields may be limited in order to give access to more community groups.
  - Tennis courts and outside basketball courts are available for individual use on a first come first serve basis. Use is limited to (1) hour when others are waiting. Appropriate shoes must be worn on all district tennis and basketball courts.
16. All agreements are subject to modification or cancellation by the District because of non-compliance with the terms of the agreement by the lessees or because of an emergency situation within the District as determined by the Superintendent's Office.