

**RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES  
UPPER MORELAND TOWNSHIP SCHOOL DISTRICT  
2018-2019**

***USE OF SCHOOL FACILITIES***

The Upper Moreland Board of School Directors may permit use of the buildings and grounds of Upper Moreland Township School District (UMTSD), and may make such school property available for public use for civic or public purposes as the Board deems reasonable and in accordance with Board policy. Such use shall not interfere with the primary use of such school property for school purposes or take place during normal school hours without prior approval of the Superintendent. The District shall reserve the right to cancel the use of any school property at any time.

The Superintendent or his/her designee shall see that appropriate procedures and fee schedules are established and maintained.

***RENTAL CLASSIFICATIONS***

**CLASS I** – Upper Moreland School Organizations; UM Alumni Association; UM Education Foundation; UM Parent Groups; UM Music Patrons; UM Booster Club; Eastern Center for Arts & Technology; UM Governmental Agencies; and Programs and/or Assemblies identified by the Superintendent as related to education or professional development/training (when 25% or more of the attendees are UMSD staff members)

FEE: Waiver of all fees (except security/traffic control and custodial/food service fees for overtime, weekends & holidays)

NOTE: Class I organizations must comply and annually agree that their organizations have written procedures for internal controls as recommended by the Upper Moreland School District. Failure to comply with District policies, procedures, guidelines and recommendations may result in the loss of an organization being considered Class I.

**CLASS II** – UMHS Summer Basketball Camp; Summer Arts Camp; UM Township Parks & Recreation Youth Activities and Adult Evening programs; UM Non-Profit Youth Organizations; UM Non-Profit Adult Organizations (with 75% of participants being UM residents); UM Organized Charities; and UM Student Groups (with responsible adult).

FEE: **\$15** Participant Fee in lieu of building and field use fees

**CLASS III** – All other Organizations (including YMCA) not associated with UM Township.

FEE: See attached Fee Schedule

***RENTAL GUIDELINES***

All applications are subject to the required approval process. Class II, Class III, Pool and Stadium requests are subject to Board approval.

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Applications for use of the facilities should be made at least sixty (60) days in advance and applications made less than thirty (30) days in advance may not be accepted. Cancellations must be made 48 hours in advance or the permit holder may be held responsible for all charges.

The permit holder agrees to save and hold harmless Upper Moreland Township School District and agrees to assume responsibility for all liabilities arising incident to school facility use.

UMTSD and its employees shall not be responsible for damage to or loss of property upon school premises sustained by applicant, participant in a program, or patron of any program held on school property.

All programs shall be in strict accordance with the building rules and Board policy of UMTSD, and not in violation of the laws of Pennsylvania or of the United States. The Superintendent or his/her designee shall be in full authority.

All facility use requests are subject to cancellation with or without due notice for emergency situations or for violation of the terms of the Rules and Regulations for Use of School Facilities as determined by the Superintendent or his/her designee.

Smoking, gambling, and use of intoxicants within the premises of the building are strictly prohibited. Raffles, small games of chance and Bingo may be approved with the proper small games of chance and/or bingo permits. It is the responsibility of the applicant to secure the proper permits and pay all required fees.

School facilities will not be rented if there is a probability of damage to the school facility by the lessee's use.

**The use of drones by individuals or groups using school district facilities is prohibited.**

The use of certain school equipment is permitted only through special requests and approval and when operated by a school employee or other persons authorized by UMTSD or its representatives.

The use of the building will be strictly confined to areas and activities approved at the time of the request unless other arrangements have been made in advance and with proper approval. The applicant and his/her organization will be responsible for the compliance of these rules by all persons participating in or pertaining to the activity. In case of doubt, the school custodian or other representative of the school system on duty shall have immediate authority to stop the activity. Failure to comply with the rules and regulations will be sufficient reason to cancel

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future privileges. Tournaments or competitive meets with outside parties require security on-site, whose costs will be assessed to the lessee.

State and local occupancy limits shall be enforced and shall not exceed fire code capacity. Should it be necessary to secure a monitor to oversee capacity, the cost will be incurred by the lessee.

No furniture or equipment shall be used or moved without express approval or consent of the Superintendent or his/her designee.

No signs, displays, or materials may be attached to or nailed against the wall, window glass, woodwork, draperies, blinds, curtains, grounds, drives, etc., without expressed approval or consent of the Superintendent or his/her designee. See "Procedures for Posting Signs for Advertising" on the school district website.

When event is over, dismantle and remove everything from the premises and leave the facility in a presentable condition. Any damage sustained during the event should be immediately reported to the custodian on duty or other district representative.

The UMTSD reserves the right to operate concession stands and other functions at its sole discretion, unless other arrangements have been made in advance.

Media and computer equipment may not be used by the lessee unless expressly permitted by prior approval of the Superintendent or his/her designee. If granted, there must be a UMTSD technology and/or media staff member on-site for the entire time (There is an hourly fee for this service – see fee schedule).

When use of the kitchen or food service has been requested, at least one UMTSD food service staff member is to be on duty. The size and nature of the event will determine the number of food service staff members required. The organization using the facilities will be billed for all costs incurred. No food, drinks or snacks will be permitted to be stored on school district property by outside groups without prior approval of the Superintendent or designee.

All requests for use of school facilities by Class II and Class III groups must stipulate that custodial or school employee services will be provided by UMTSD and must be paid by the lessee. Custodial services will be charged by the hour with a two (2) hour minimum. Lessee must pay the rental fee, two (2) hour minimum custodial, any charges for employees who operate equipment, and any other charges deemed necessary.

The payment for rental of the facility, employees to operate equipment and custodial fees will be billed following Board approval and sent by mail along with a letter of confirmation.

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Any right or privilege granted to an organization shall not be transferred to any other organization or individual.

***CERTIFICATE OF INSURANCE***

The person or group must provide a Certificate of Insurance listing the Upper Moreland Township School District as an additional insured. The amount of coverage must be a minimum limit of \$1,000,000 combined single limit bodily injury/property damage.

SEE ATTACHED: FACILITY USE GUIDELINES FOR COMMUNITY USERS; APPLICATION PROCESS; APPLICATION FOR USE OF FACILITIES; 2018-2019 FEE SCHEDULE; PROCEDURES FOR POSTING SIGNS FOR ADVERTISING; RULES FOR USE OF STADIUM AND TRACK; USE OF SCHOOL DISTRICT SWIMMING FACILITIES.

PLEASE READ AND SIGN THE ATTACHED GUIDELINES FOR FACILITY USE.