

**UPPER MORELAND SCHOOL DISTRICT
WILLOW GROVE, PA 19090**

**PROCEDURES 2014-15
RULES & REGULATIONS FOR USE OF SCHOOL FACILITIES**

Reference: School Board Policy # 707

Effective Date: October 28, 2014

General Procedures

As detailed in School Board Policy 707, "School facilities of this district should be made available for community purposes, provided that such use does not interfere with programs of the schools (exempted from this policy) or the best interest of the school system."

Paperwork for all groups or organizations wishing to make use of school facilities is available at the main office of each school building, and at the Facilities office in the District Central Administration Office.

Groups making application to utilize school facilities are identified by one of five rental classifications. These classifications are detailed below.

Class I facility usage requests which do not incur overtime, weekend, or holiday costs will be approved by the Superintendent, or designee, with copies of all requests kept on file. Class 11-V requests will be presented to the Superintendent or designee, and will be submitted for approval to the Board of School Directors at their monthly meeting.

At the recommendation of the Superintendent, or designee, the Board may act to approve the modification of fees for any rental of school facilities or any individual exception to School Board Policy

707. Any previously approved modification of fees or individual exception will need to be reconsidered and re-approved on an annual basis.

RENTAL CLASSIFICATIONS

CLASS I

Upper Moreland School Organization Meetings
Upper Moreland Alumni Associations Meetings
Upper Moreland Parents' Groups Meetings
Upper Moreland Education Foundation Meetings
Upper Moreland Governmental Agencies

All programs identified by the Superintendent or designee as related to the educational program.

Examples of such programs include but are not limited to student, parent, or staff assemblies related to the educational program, professional development or training for staff (when 25% or more of the attendees are Upper Moreland staff members) related to the educational program, and meetings of organizations when the sole purpose of the meeting is to plan for services to be directly provided to Upper Moreland School District students, parents, or staff and directly linked to the educational program.

FEE: Waiver of ALL fees (except custodians on overtime, weekends & holidays)

EXCEPTION: There will be a \$10 per registrant fee charged for High School Summer Basketball Camp and Summer Arts Camp

Class I Organizations must submit a minimum of 60 days before first requested use date:

- 1) Listing showing names addresses & phone numbers of the organization officers
- 2) District Facilities Rental Form
- 3) Required insurance certificates
- 4) Rental Deposit of 50% of estimated usage fee

CLASS II

Upper Moreland Parks & Recreation Board and Youth Activities

Upper Moreland Parks & Recreation Adult Evening School Activities

Upper Moreland Non-Profit, Youth Organizations

Upper Moreland Organized Charities

Upper Moreland Non-Profit Organizations (each membership consisting of a minimum of 75%

Upper Moreland residents to qualify) including name, address & phone number of the organizations officers

Upper Moreland Student Groups with Responsible Adult

FEE: a \$10 per registrant in lieu of building and field fees

Class II Organizations must submit a minimum of 60 days before first requested use date:

- 1) Listing showing names, addresses & phone numbers of the organization officers
- 2) District Facilities Rental Form (Monday through Saturday)
- 3) Required insurance certificates
- 4) Rental Deposit of 50% of estimated usage fee

CLASS III

All other groups or organizations (including YMCA) not associated with Upper Moreland Township

FEE: For Any Activity – Building Rental Fee, Custodial Fee and Energy Fee will be charged on per usage basis (See Fee schedule on Page 11 and Item 4, Page 10 Custodial Fees)

Class III Organizations must submit a minimum of 60 days before first requested use date:

- 1) Listing showing names, addresses & phone numbers of the organization officers
- 2) District Facilities Rental Form
- 3) Required Insurance Certificates
- 4) Rental deposit of 50% of estimated usage fee

CLASS IV

Use of School District Stadium

Class IV Organizations must submit a minimum of 60 days before first requested use date:

- 1) Listing showing names, addresses & phone numbers of the organization officers
- 2) District Facilities Rental Form
- 3) Required Insurance Certificates
- 4) Organizations Enrollment Registration listing names and addresses of all persons participating in usage activities.
- 5) Rental Deposit of 50% of estimated usage fee

FEE: See page 11 for fees

CLASS V

Use of School District Swimming Facilities

All pool usage requests must be submitted and approved by the Community Pool Coordinator, at which time lifeguards will be scheduled for each request. The Community Pool Coordinator will then submit to the District Office a Facility Rental Form specifying each scheduled program, including lifeguards scheduled, for final approval by the Board of School Directors.

Class V Organizations must submit a minimum of 60 days before first requested use date:

- 1) Listing showing names, addresses & phone numbers of the organization officers
- 2) District Facilities Rental Form
- 3) Required Insurance Certificates
- 4) Rental Deposit for 50% of estimated usage fee

FEE: Building Rental Fee, Custodial Fee and Energy Fee will be charged on per usage basis. Lifeguard Fee or coordination with the Community Pool Coordinator for hire of an appropriate Lifeguard. Contracts for pool, building and field use shall supersede other facility use fees as stated within.

AVAILABILITY OF FACILITIES (Applicable to all Groups)

1. The uses of the facilities of the Upper Moreland School District, subject to restrictions, are available to organizations within the school district. Based upon space utilized organizations will be required to agree to and sign a memorandum of understanding for inside and/or outside building use.
2. For Class II-V Groups/Organizations - No rental activities will be permitted during holiday shut-down.
3. The Upper Moreland School District facilities will not be available for use by management or labor unions during time of strike.
4. All facilities must be vacated by 10: OOPM.
5. The school district reserves the right to assign schools or playing fields at our discretion. For energy savings, the school district may consolidate various activities to certain schools and direct their use.
6. All district-sponsored activities will take preference over all community requests for use of facilities.
7. Any organization or group that does not comply with the rules & regulations of the School District will be banned from continued use of the facility.
8. No Class II-V Groups/Organizations may use School District facilities during normal school hours.
9. The district reserves the right to cancel the use of facilities during state of emergency, brown outs or urgent weather conditions
10. All buildings will be unavailable for use on School District Holidays and winter break by all groups and organizations.

APPLICATIONS

1. All applications for use of school facilities must be on a Facilities Rental form. For Class II-V Groups/Organizations, applications should be made at least 60 days in advance of the scheduled event. If the application is received fewer than 60 days in advance of the scheduled event, applications will be considered only if the submitted request allows for administrative review, review by the Facilities Committee and approval by the School Board prior to the event's occurrence.
2. All applications are subject to the required approval process. For Class II-V Groups/Organizations, the School Board reserves the right to refuse the use of the facilities at any time.
3. All applications will be properly completed and signed by a responsible officer of the rental unit and include a check made payable to the Upper Moreland Township school District for 50% of the estimated fee.
4. The organizations using the school facilities may not sublet or transfer its rights and privilege to any other individual, group or organization.
5. The responsible officials and the applicant are to be a minimum 21 years of age.
6. Use of facilities is determined on a first come, first served basis. Outside programs that run year to year will get first preference over other requests. School programs have preference over all outside programs. The district reserves the right to cancel any outside program at any time due to school activities.
7. Official approval for facility use will be given in letter form once the facility request is approved for use by the principal of said facilities requested and Board Approval is granted during a general Board Meeting (typically the fourth Tuesday of each month) and Certificate of Insurance is received.

RESPONSIBILITIES OF THE APPLICANT

1. When admission is charged, the applicant must pay all taxes required by law; evidence may be required of tax payment.
2. The organization using the school facilities will have control of those admitted to the planned activity. Proper supervision of the activity is required at all times. An agent of the organization must be stationed at entrance, exit, gymnasium doors, bathrooms, and all other appropriate locations to ensure building security.
3. A representative of the organization is responsible for making sure all participants have left the building at the conclusion of the event.
4. Agents of the School Board will not be refused admission.
5. The applicant is fully responsible for any thefts, damages, and/or vandalism to school property.
6. The district reserves the right to cancel on the spot any activity that is not appropriately supervised, out of control or is in violation of any of the rules and regulations in this policy.

INSURANCE REQUIREMENT

General

The organization will submit a certificate of insurance. The certificate must be completed by the organization's insurance carrier(s) and signed by an authorized agent(s) of the insurance company. This certificate will include, in all cases Upper Moreland Township School District property. The event will not be confirmed until the certificate of insurance is received and approved by the Upper Moreland Township School District.

Workers' Compensation Insurance

The organization will carry Workers' Compensation insurance to insure their statutory liability to their employees and a certificate evidencing such coverage will be submitted as above.

Comprehensive General, Liability & Property Damages

The organization shall carry the comprehensive form of general liability insurance and the limits shall be not less than \$1,000,000.00 for each (bodily injury, property damages, and fire). A certificate evidencing such insurance will be submitted as above. Upper Moreland School District must be listed as additional named insured for claims arising out of your activities.

Indemnities Hold Harmless Agreement

The organization agrees to indemnify & save harmless the Upper Moreland Township School District, their agents or employees from and against all loss or expense (including costs and attorneys' fees) by reason of liability imposed by law upon the School District for damages because of bodily injury, including death, at any time, resulting there from, sustained by any person(s) or on account of damage to property including loss of use thereof, arising out of or in consequence of the use of Upper Moreland Township School District's facilities whether such injuries to person(s) or damage to property is due or claimed to be due to the negligence in whole or in part of the organization, their subcontractors, the Upper Moreland Township School District, their agents and employees.

LIMITATIONS

1. In order to use School District owned apparatus, devices, and other equipment, a School District employee must be used as an operator. The cost shall be borne by the applicant. A rental fee will also be charged for the use of all equipment used by Class II and Class III organizations.
2. There will be no installations of equipment or alterations to existing facilities or equipment by the user without prior written approval.
3. Smoking will not be permitted on school property.
4. Gambling, alcoholic beverages, drugs, or other activities detrimental to the public interest will not be permitted.
5. Safety Regulations prohibit chairs or objects being placed in aisles of the auditorium.

6. Security- If, in the opinion of the School District, a large attendance is possible or other conditions may exist or are likely to arise, that requires special security measures, the use of the facility shall be conditioned upon proper security measures being arranged in advance. The scope of the security measures needed shall be determined by the School District. The cost of any security measures are the responsibility of the organization using the facility and must be guaranteed in advance. Any security costs incurred by the School District shall be immediately repaid by the organization using the facility. The School District reserves the right to modify or increase the security measures required at any time.
7. The designated School District employee is required to report all violations of rules and regulations in writing to the Principal.
8. The School District reserves the right to make any rule or regulation which it deems necessary in order to promote and protect the health, safety and welfare of the community and its facilities.
9. All School Board Policies and Administrative Procedures will be adhered to at all times.

DECORATIONS

1. All decorations used within the buildings must be fireproof and are subject to review by school officials. Under no circumstances will open flame decorations be permitted. Decorations cannot be fastened to the walls or ceiling with nails, screws, scotch tape, or other fasteners that will damage the finish of the wall.
2. Decorations in the auditorium, multi-purpose rooms, or foyer are to be limited to floral and flag decorations or those of a free-standing informative display type.
3. All decorations, furnishings, and equipment intended for use by the renter are to be delivered and installed under the supervision of district staff. Debris must be removed at the end of the scheduled event.

FOOD, DRINK & REFRESHMENTS

1. No food, drinks, or refreshments of any kind may be taken into gymnasiums, auditoriums or swimming pool area.
2. Should the kitchen be used, there must be at least one member of the Upper Moreland Food Services staff employed during the time the kitchen is in use. A predetermined fee will be established by the Food Service Director.
3. See detailed Food Service Facility Use Instructions.

USE OF SCHOOL DISTRICT FIELDS Class IV (except Stadium)

1. No group may use a field unless official permission has been granted. Unauthorized use of a field is prohibited; the group will be required to leave.

2. All groups must provide proof of liability insurance coverage. A copy must be on file with the School District office.
3. Display the group approved permit in a conspicuous place.
4. Park only in designated areas as outlined by the School District. No vehicles are allowed on the grass.
5. No alcoholic beverages are permitted on school grounds. We expect the group to police this regulation.
6. In the event of heavy rain and muddy conditions, permission for use is rescinded.
7. Do not leave debris or glass bottles or cans. Debris must be removed from the premises (bring trash bags).
8. If these rules are violated, the School District will rescind the group field permit. This means the group will not be permitted to use school playing fields.
9. The group is entirely responsible for leaving the field in proper playing condition and is responsible for costs incurred for repairs.
10. The School District reserves the right to assign playing fields at our discretion.
11. All groups without exception will pay a field usage fee as indicated on page 11.

Qualifications & Exceptions

The Board of School Directors reserves the right to operate the checkroom and the refreshment stand. The user agrees to operate no concession on the school property without written consent.

USE OF SCHOOL DISTRICT SWIMMING FACILITIES (Class V)

Pool Preparation & Lifeguard Responsibilities

1. Insure emergency phone is operative.
2. Rope separating diving well from the shallow end must be in place at the times (only exception is when swim meet lane lines are in place).
3. All safety equipment must be checked for being in proper place and working order.
4. Oxygen tanks must be checked to insure proper pressure.
5. Insure that no electrical cords or any other hazardous devices are in the pool area.
6. The turtle is removed from the pool and properly stored away.
7. All doors housing equipment are properly secured.
8. Diving boards must be down and in proper position.

Pool Rules & Regulations

1. School District scheduled certified lifeguards are required. Upper Moreland School District reserves the right to appropriately assign the lifeguards based on the number of participants using the facility.
2. Shower before entering the pool.
3. Children with diapers are not permitted in the pool.
4. Obey the lifeguard.
5. Do not distract the lifeguard.
6. No diving in shallow end, sides, from lifeguard stand, or from starting blocks. Diving only on diving board or deep end of pool.
7. No shoes on deck and no swimwear in lobby.
8. Spectators must sit on bleachers or stand along the wall. No one may be near the pool edge.
9. Only swimsuits may be worn in the pool.
10. No smoking, food or drink permitted in pool area or locker rooms.
11. Persons who are ill or have open wounds, head lice, select skin disorders, communicable diseases, etc. are not permitted in pool.
12. Spitting is prohibited.
13. For safety purposes, the weakest swimmers must be placed in lane one, closest to lifeguard.
14. No horseplay, running, dunking, pushing, or splashing of others.
15. No playing with rescue equipment.
16. No hanging on ropes.
17. Use of kick boards, floats, and miscellaneous equipment with permission of lifeguard only.
18. Showers and sinks must not be left running. This is both dangerous (hot water) and expensive.
19. An adult must attend to small children always.
20. Place trash in receptacles, not on locker room floor or pool deck.
21. Locker rooms to be monitored before and after practices.

22. At the conclusion of the event or swim program, all participants must leave the building in a timely manner to allow proper securing of the exits.

USE OF STADIUM FACILITIES

The high school principal or his or her designee must approve the use of the stadium facilities.

Equipment

1. Equipment belonging to the school may not be used without the approval of the Superintendent or his/her designee.
2. Additional equipment needed by the organization cannot be installed without the approval of the Superintendent or his or her designee.
3. Equipment that may damage the facility in any way will not be permitted.
4. All equipment belonging to the organization must be removed no later than the day following the use of the facility. Equipment will not be set up or removed at any time that would interfere with the educational program of the school.
5. Arrangements for use of the refreshment stand are to be made through the High School Principal.
6. Score Board and Press Box are to be run by School District personnel.
7. See Fee Schedule for Rates

USE OF STADIUM TRACK

Rules

1. Absolutely no motor vehicles, bikes, rollerblades, scooters, skateboards, etc. are allowed on the track.
2. Footwear will be appropriate running shoes with no spikes.
3. All equipment items for the band and athletic teams will cross the track at a designated area on to the field. No vehicle will run on the track for any reason. The crossover area will be designated by signage.

Track Protection

Inside lanes will be blocked when track is used for recreational needs. It is the responsibility of the facilities department to ensure the proper set up after every event. Cost associated with setting up track protection is the responsibility of the renting organization.

Gymnasium

Gym shoes must be worn on all gymnasium floors, with the exception of dances.

CHARGES FOR FACILITIES & SERVICES

1. All checks must be made payable to "Upper Moreland Township School District."
2. The balance of participant fees for the use of Facilities by Class II, Class IV, Class V organizations is due two (2) weeks in advance of the start date of the activity. The balance of building rental, custodial and energy fees for Class III organizations is due two (2) weeks in advance of the first date of the activity.

Class I organizations fees are waived except for custodial overtime and Holiday hourly charges. Failure to comply will cancel the approval and the event will not be scheduled. The balance of participant fees for the use of Facilities by non-exempt Class I organizations is due two (2) weeks in advance of the first date of the activity.
3. Forty-eight (48) hour's written notice of cancellation is required. The applicant will remain liable for the payment of any regular fees and custodial costs without such written notice.
4. Class III organizations will be charged a custodial fee for custodians on duty. Fees will be charged based on the fees indicated for a minimum of four (4) hours. No custodial fees will be waived. Organizations will be billed for all custodial time including one (1) hour prior to the event and one (1) hour after the event in order to clean up after the activity. No payments will be made directly to the custodians, including tips and gratuities.
 - a. Custodial Fees are calculated at a rate of \$3500 per hour regular time
 - b. Custodial Fees for Saturday will be billed at \$53.00 per hour.
 - c. Custodial Fees for Sunday will be billed at \$70.00 per hour.
5. School officials have the authority to engage security personnel and call police when, in their judgment, it becomes necessary. The applicant will be charged the prevailing rate for those services.
6. A designated School District employee must be present at all times when a facility is used.
7. Cafeteria worker fees (Certified Food Handler), will be paid at the per hour overtime rate for each cafeteria worker, with a minimum of 4 hours. Fees will be billed directly by the Food Service Department based on current employee rates and active time worked. Renters will be held responsible for damage to any equipment or supply damage or loss to the Food Service Department. (See Food Service Facility Use Instructions)
8. Air Conditioning is an optional utility. Air conditioning must be started one hour prior to the activity. See Fee Schedule.
9. Lifeguard Fees will be established in writing by the Community Pool Coordinator and approved by the School Board or his or her designee based on the rate established for lifeguards.
10. See the Fee Schedule for Rental rates.
11. In order to request Pre-Approval of services to the District to reduce or eliminate the required fees see the "Request Procedures" detailed on page 12.

UPPER MORELAND SCHOOL DISTRICT
Facilities Rental
Fee Schedule
2014-2015

	Building Rental Fees		Energy Fees	
	Class II	Class III	AJC	Heating
<u>High School</u>				
Stadium	\$750.00	\$ 1,000.00		
Parking Lot	\$ 450.00	\$ 500.00	\$ 50.00 /hr	\$ 22.00 /hr
Field Lighting	\$160.00 /hr	\$ 160.00 /hr		
Score Board	\$60.00 /hr	\$ 75.00 /hr		
Press Box	\$60.00 /hr	\$ 75.00 /hr		/hr
Auditorium	\$600.00	\$ 750.00		/hr
Gymnasium	\$450.00	\$ 550.00	\$ 70.00 /hr	\$ 33.00 /hr
Cafeteria*	\$175.00	\$ 250.00		\$ 33.00 /hr
Classroom	\$40.00	\$ 50.00	\$ 70.00 /hr	\$ 22.00 /hr
Meeting Room	\$40.00	\$ 50.00	\$ 18.00 /hr	\$ 6.00 /hr
Meeting Room	Per Diem Basis		\$ 24.00 /hr	\$ 7.00 /hr
Technical Support	\$ 10.00/registrant			/hr
Field Usage				/hr
				/hr
<u>Middle School</u>			\$ 50.00 /hr	\$ 22.00 /hr
Auditorium	\$ 500.00	\$ 600.00	\$ 50.00 /hr	\$ 22.00 /hr
Parking lot	\$ 450.00	\$ 500.00	\$ 50.00 /hr	\$ 22.00 /hr
Gymnasium	\$ 400.00	\$ 400.00	\$ 44.00 /hr	\$ 22.00 /hr
Cafeteria*	\$ 150.00	\$ 180.00	\$ 17.00 /hr	\$ 7.00 /hr
Classroom	\$ 40.00	\$ 45.00	\$ 22.00 /hr	\$ 7.00 /hr
Meeting Room	\$ 40.00	\$ 45.00		\$ 28.00
Swimming Pool **	\$ 500.00	\$ 600.00	\$ 38.00 /hr	\$ 17.00
Teaching Learning Center	\$ 700.00	\$ 700.00	\$ 28.00 /hr	\$ 9.00
Breakout Rooms	\$ 150.00	\$ 150.00		
Technical Support	Per Diem Basis		\$ 50.00 /hr	\$ 22.00 /hr
Field Usage	\$ 10.00/registrant\$		\$ 50.00 /hr	\$ 22.00 /hr
	250.00	\$ 375.00	\$ 17.00 /hr	\$ 8.00 /hr
	\$ 300.00	\$ 375.00	\$ 22.00 /hr	\$ 8.00 /hr
<u>Intermediate School</u>			\$ 38.00 /hr	\$ 17.00 /hr
Gymnasium (Lg)	\$ 40.00	\$ 45.00	\$ 33.00 /hr	\$ 22.00 /hr
Auditorium/Cafeteria*	\$ 40.00	\$ 45.00		
Classroom	\$ 1,000.00	\$1,000.00		
Meeting Room	\$ 300.00	\$ 300.00		
Teaching Learning	Per Diem Basis			/hr
Center Breakout Rooms	\$ 10.00/registrant			/hr
Technical Support			\$ 44.00 /hr	\$ 22.00 /hr
Field Usage			\$ 17.00 /hr	\$ 8.00 /hr
	\$ 190.00	\$ 280.00	\$ 17.00 /hr	\$ 8.00
<u>Primary School</u>	\$ 40.00	\$ 45.00		
Gymnasium (Sm)	\$ 40.00	\$ 45.00		
Classroom	\$10.00/registrant			
Meeting Room				
Field Usage				

All fees listed above are per day rates, or per hour as noted.

* **Cafeteria Worker Fees:** An Upper Moreland Township certified food handler from the food service staff that is certified by Montgomery County, is required to be present at all times during the course of any event using any food service area. The minimum "call in time" for a staff member is four hours, and all staff will be paid at a rate per their agreement.

** **Class V Groups** - Life Guard Fees will be established in writing by the Community Pool Coordinator and approved by the School Board or his or her designee based on the market rate established for lifeguards

Track Protection: It is the responsibility of the facilities department to ensure the proper set up after every event. Cost associated with setting up track protection is the responsibility of the renting organization.

**Upper Moreland Township School District
Facilities Department
Request for Pre-Approved Services
to Reduce or Eliminate Activity Fees**

The following was approved by the Board of School Directors on 3/23/2010:

For Upper Moreland non-profit and community organizations, a ten dollar per participant fee will be assessed.

This fee will be collected one time per activity season or year by the

Organization, with collected funds provided to the school district. Pre-approved services to the District may be utilized to reduce or eliminate the ten dollar activity fee. This fee is being collected in accordance with Board Policy 707.

In order to request Pre-approved services to the District to reduce or eliminate the fee, the following criteria must be met:

- 1) A plan or outline of your proposed improvement, purchase, or service along with your suggested timeline.
 - a. Donation may be in the form of a purchased item for the school district (i.e. the purchase of equipment such as soccer nets, bleachers, playground equipment, fencing, wrestling mats, etc.)
 - b. Donation may be in the form of service, including materials and labor to renovate or improve existing fields or facilities on district property
 - c. All donations must be accompanied with actual or estimated costs associated with the donation.
 - d. Past history of donations may not be utilized for requests for future fee waivers.
- 2) An estimate of the number of participants per activity season in your organization who qualify for the ten dollar activity fees. Past history of registrations / participants should be included.
- 3) The waiver of fees will only apply to normal ongoing use of the facilities by Upper Moreland non-profit and community organization groups using our fields or facilities and have registered participants in attendance.
- 4) Building Rental fees will not be waived for tournaments or special events held on district property.
- 5) All requests must be submitted to Matthew J. Malinowski, Business Manager / Board Secretary at the Upper Moreland Township School District, 2900 Terwood Road, Willow Grove, PA 19090
- 6) Requests must be submitted by May 15 for fall sports and December 1 for spring sports.
- 7) The school board will review each request to determine the amount of the reduced or eliminated fees. After Board action, notice will be returned to your group. A copy of that letter should be included with every request for facility use

FOOD SERVICE FACILITY USE

FACILITY USE IN FOOD SERVICE AREAS

An Upper Moreland Township certified food handler from the food service staff that is certified by Montgomery County, is required to be present at all times during the course of any event using any food service area. The minimum "call in time" for a staff member is four hours, and all staff will be paid at a rate per their agreement. All requests for kitchen and equipment use must be in writing to the Director of Food Services at least six weeks in advance, to allow for staffing needs.

The volunteer organization must provide staff for restraints serving, prep, and clean-up. They also must provide their own hair, serving gloves, buckets, cleaning clothes, and mild soap. The intended volunteer organization will be shown how to wash their hands, restrain their hair, and the proper use of gloves.

The food service staff member will act in a supervisory capacity and will not have access to locked food areas. The volunteer organization cannot request the use of any school meal program foods or supplies.

The intended volunteer organization must act in a reasonable manner; a minimum of 4-6 adults must be present for a small event. The food services staff will work with the volunteer organization in planning of staffing needs, if requested.

SCHOOL COOLER USE

All requests for placing cold food in the pass-thru must be in writing to the Director of Food Services two weeks in advance.

1. Foods must arrive at UMHS at 1:00 PM, and be removed by 6:00 AM the following day, or by 6:00 AM after a weekend event.
2. Foods must arrive at UMMS 1:30 PM., and be removed by 6:00 AM the following day or by 6:00 AM after a weekend event.
3. Foods must arrive at UM Elementary Center 2:00 PM, and be removed by 6:30 AM the following day, or by 6:30 AM after a weekend event.

PORTABLE WARMER OR SMALL FOOD SERVICE EQUIPMENT USE AT SCHOOL

1. The portable warming equipment cannot leave the foodservices area.
2. All small foodservice kitchen equipment will be inspected for damage, misuse, and theft following use.
3. All groups will be held responsible for the repayment of damaged/lost items.
4. All requests for warmer or small equipment use must be in writing to the Director of Food services four weeks in advance of an event.
5. The final decision regarding a request will be made based on the menu, but could be revoked pending departmental needs.

LOSS OF PRIVILEGE WILL RESULT IF THE FOLLOWING SITUATIONS OCCUR

1. Inadequate clean-up, damage, misuse or failure to return equipment.
2. Improper safety and care during service and preparation.
3. Failure to pay invoice for prior facility event or for damages within 30 days.
4. Permitting students of any age in the preparation areas.
5. Refusal to act in a reasonable manner.

Direct all Food Service questions to Melissa Froehlich at 215-830-1522 or via e-mail mfroehlich@umtsd.org.