

FACILITY USE GUIDELINES FOR COMMUNITY USERS

1. Employees of Upper Moreland School District shall be treated with respect at all times.
2. All school related activities/events take first priority over the use of all school facilities.
3. Individuals/agencies may not rent, sublet, transfer, or assign their interest in, or umbrella the use of school facilities.
4. Class II & Class III groups may not use school district facilities during normal school hours. Use during holiday breaks is only permitted with prior approval by the building Principal.
5. Any time administration closes the school due to inclement weather or other emergencies, the buildings will be closed to all community groups and either a refund of rental fees or a mutually agreeable reschedule date will be approved.
6. When students/children are the primary group using the facility, an adult supervisor (age 21 or older) must be in attendance at all times to accept responsibility for:
 - a. The care of the facility and equipment
 - b. The conduct of the group using the facility
 - c. Confining the group's activities to the area
 - d. Vacating premises and equipment assigned at arranged times.
7. The sponsoring organization is responsible for seeing that vehicles use prescribed parking areas only. In the event of damages to buildings, turf, or other equipment, the sponsoring organization shall be held liable and will be billed for repairs and/or replacement.
8. Gym shoes must be worn on all gym floors with the exception of dances.
9. Animals, other than service animals, are not permitted in the buildings or on school grounds without prior approval of the Superintendent.
10. The school district reserves the right to operate the concession stand and any functions at its discretion unless other arrangements are approved in advance.
11. The use of open fire or flames is not permitted.
12. Smoking or use of any tobacco product is prohibited in accordance with Board Policy #711.
13. School facilities will not be structurally or cosmetically altered by the lessee.
14. Firearms and facsimiles thereof are prohibited on school property per state and federal statute.

15. Alcoholic beverages, narcotics, controlled substances, and drug paraphernalia shall not be permitted on school premises. If it is discovered that any of the above mentioned items are being used or evidence of use is discovered after the organization has left the premises, the police will be contacted.
16. Should the school district determine special security measures are needed, the cost of the security measures will be the responsibility of the organization renting the facility.
17. Mechanical equipment malfunction at the school will not automatically result in refunds to the user.
18. The Superintendent and the Business Manager have the right to require that a custodial supervisor, custodian(s), food service, technology and/or media personnel be assigned during or after a function for clean-up, operating equipment, and closing of the building. The cost for these specialized personnel will be billed to the organization requesting the facility.
19. The approved start and end times will be strictly enforced by district personnel. Facilities will not be rented later than 10:00 p.m. unless special arrangements have been approved in advance.

READ AND SIGN BELOW:

I agree to remit to Upper Moreland Township School District the fees outlined in the invoice and assume all responsibility for liabilities arising from school facility use; agree to save and hold harmless the UMTSD; and to provide a current Certificate of Insurance naming UMTSD as additional insured.

I, AS THE RESPONSIBLE PARTY FOR THE USER GROUP HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE ABOVE GUIDELINES FOR COMMUNITY USERS:

USER GROUP NAME	RESPONSIBLE PARTY SIGNATURE	DATE
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PLEASE SUBMIT THE [APPLICATION](#) AND THIS *GUIDELINES FOR USE FORMS* TOGETHER