

RULES AND REGULATIONS

1. REGULAR DAY SCHOOL ACTIVITIES WILL HAVE FIRST PRIORITY FOR ALL SPACE; ADULT EDUCATION WILL HAVE SECOND PRIORITY; APPROVED NON-SCHOOL GROUPS WILL HAVE THIRD PRIORITY AND WILL BE ASSIGNED SPACE ACCORDING TO THE ORDER OF THE RECEIPT OF THEIR APPLICATION. SCHOOL FACILITIES SHALL NOT BE AVAILABLE ON SUCH OCCASIONS OR DURING SUCH HOURS AS WOULD INTERFERE WITH THE REGULAR OR RELATED SCHOOL PROGRAM.

2. THE SCHOOL CUSTODIAN SHALL OPEN THE BUILDING UPON THE PRESENTATION OF A PERMIT PROPERLY ISSUED.

3. ALL PERMITS SHALL BE ISSUED FOR SPECIFIC FACILITIES AND FOR SPECIFIC HOURS. IT SHALL BE THE RESPONSIBILITY OF THE ORGANIZATION AND THE PERSON IN CHARGE OF THE GROUP USING THE FACILITIES TO HAVE COMPLETE CONTROL OVER ALL PERSONS INVOLVED AND TO SEE THEY ARE RESTRICTED TO THE PORTION OF THE BUILDING REQUESTED FOR THE ACTIVITY. AT LEAST ONE ADULT SHALL REMAIN UNTIL THE PREMISES ARE VACATED AS SCHEDULED. ALL BUILDINGS MUST BE CLEARED NO LATER THAN 12:00 MIDNIGHT OR AT AN EARLIER HOUR AT THE DISCRETION OF THE SCHOOL DISTRICT

4. APPLICATION FOR USE OF SCHOOL FACILITIES SHOULD BE SUBMITTED THIRTY (30) DAYS PRIOR TO THE ANTICIPATED USE. THE APPLICATION MUST BE EXECUTED BY THE PERSONS AND OFFICERS REQUIRED TO CREATE A LEGALLY ENFORCEABLE CONTRACT AND MUST BE ACCOMPANIED BY A FEE(S) REQUIRED ACCORDING TO THE SCHEDULE OF RATES IN THIS POLICY FAILURE TO SUBMIT FEE(S) WILL RESULT IN DENIAL OF THE USE OF THE FACILITY REQUESTED. EARLY APPLICATION FOR USE IS DESIRABLE.

5. ANY ORGANIZATION OR GROUP USING THE SCHOOL FACILITIES SHALL DESIGNATE ONE MEMBER OF THE GROUP AS BEING IN CHARGE AND RESPONSIBLE FOR THE USE OF THE SCHOOL FACILITIES. THIS PERSON SHALL, IN TURN, BE RESPONSIBLE TO THE PRINCIPAL AND CUSTODIAN OF THE BUILDING IN WHICH THE EVENT IS TAKING PLACE.

6. CANCELLATION SHOULD BE MADE BY A USING ORGANIZATION AT LEAST FORTY-EIGHT (48) HOURS IN ADVANCE. IF COSTS ARE INCURRED BY THE UNIONTOWN AREA SCHOOL DISTRICT DUE TO CANCELLATION WITHOUT FORTY-EIGHT (48) HOURS NOTICE, THE ACTUAL COSTS INVOLVED WILL BE DEDUCTED FROM THE FEE(S) SUBMITTED WITH THE APPLICATION. IN THE EVENT OF CANCELLATION BY THE UNIONTOWN AREA SCHOOL DISTRICT, NOTICE OF SUCH CANCELLATION WILL BE GIVEN AS FAR IN ADVANCE OF THE ACTUAL TIME THE PROPERTY WAS TO BE USED BY THE PERMITTEE, AS POSSIBLE. THE UNIONTOWN AREA SCHOOL BOARD RESERVES THE RIGHT TO MAKE SUCH CANCELLATIONS IN CASE OF EMERGENCY AT ANY TIME WITHOUT LIABILITY THEREFORE.

7. ANY ACTIVITY CARRIED ON IN SCHOOL FACILITIES SHALL BE ACCORDING TO THE PENNSYLVANIA LAW AND IN CONFORMITY WITH BOROUGH, CITY, OR TOWNSHIP ORDINANCES AND THE DIGNITY AND MORAL STANDARDS ASSOCIATED WITH PUBLIC SCHOOLS. NO MEETING SHALL BE HELD IN A SCHOOL BUILDING WHICH IS NOT FOR SOCIAL, RECREATIONAL OR OTHER PROPER PURPOSE(S).

8. THE UNIONTOWN AREA BOARD OF SCHOOL DIRECTORS, BECAUSE OF ITS RESPONSIBILITY FOR PROTECTING THE SCHOOL DISTRICTS BUILDING AND PROPERTY THEREIN. MAY RESTRICT RENTAL OR SPACE WITHIN BUILDINGS TO CERTAIN TIMES AND AREAS WHEN SCHOOLS ARE CLOSED BECAUSE OF INCLEMENT WEATHER. ETC., SCHEDULED COMMUNITY USE WILL AUTOMATICALLY BE CANCELLED.

9. ANY RIGHT OR PRIVILEGE GRANTED TO ANY PERSON, PERSONS, OR ORGANIZATIONS TO USE ANY BUILDING OR PROPERTY IS PERSONAL AND SHALL NOT BE TRANSFERRED TO ANY OTHER PERSON. PERSONS, OR ORGANIZATION.

10. THERE SHALL BE AN EMPLOYEE OF THE SCHOOL DISTRICT, ASSIGNED BY THE DIRECTOR OF BUILDINGS/GROUNDS, PRESENT AT ALL ACTIVITIES. IT SHALL BE HIS DUTY TO SEE THESE RULES AND REGULATIONS ARE ENFORCED AND REPORT ANY VIOLATIONS OR ATTEMPTED VIOLATIONS TO THE DIRECTOR OF BUILDINGS/ GROUNDS. THE SCHOOL DISTRICT SHALL HAVE THE RIGHT TO REVOKE ANY CONTRACT AT ANY TIME IT SEES THE NEED.

11. INTOXICANTS, NARCOTICS, PROFANE LANGUAGE, QUARRELING OR GAMBLING SHALL NOT BE PERMITTED ON SCHOOL PROPERTY NO SMOKING WILL BE PERMITTED INSIDE THE SCHOOL BUILDINGS.

12. ORGANIZATIONS RECEIVING PERMISSION TO USE SCHOOL FACILITIES ARE RESPONSIBLE FOR THE CONDUCT OF BOTH PARTICIPANTS AND SPECTATORS. THE BOARD RESERVES THE RIGHT TO REQUIRE POLICE PROTECTION AT THE TIME THE FACILITIES ARE BEING USED. IN THE EVENT THIS IS A REQUIREMENT, IT WILL ALSO BE STIPULATED AT THE TIME OF THE SIGNING OF THE CONTRACT.

13. ADMISSION CHARGES TO ACTIVITIES HELD IN SCHOOL FACILITIES SHALL BE MADE ONLY AS STATED BY THE USER UPON THE APPLICATION. ANY TAXES TO LOCAL, STATE OR FEDERAL GOVERNMENTS ARE TO BE PAID BY THE ORGANIZATION USING THE SCHOOL FACILITIES.

14. ALL ADVERTISING EXCEPT THAT INCIDENTAL TO PROGRAMS, AND ALL SALE OF MERCHANDISE, PRINTED MATTER, OR OTHER MATERIAL ARE FORBIDDEN UNLESS SPECIAL APPROVAL IS GIVEN BY THE SUPERINTENDENT

15. THE GROUP USING THE SCHOOL FACILITIES IS NOT TO SELL ANY ITEMS IN THE SCHOOL WITHOUT SPECIFIC APPROVAL. THIS REFERS TO ICE CREAM, CANDY. CAKE, SODA POP, ETC.

16. ANY DECORATIONS SHALL BE ERECTED IN A MANNER THAT WILL NOT BE DESTRUCTIVE TO SCHOOL PROPERTY, AND SUCH ERECTION SHALL BE APPROVED BY THE CUSTODIAN ON DUTY ALL DECORATIONS SHALL BE REMOVED FROM THE BUILDING BEFORE EIGHT O'CLOCK A.M. ON THE NEXT DAY AFTER THE BUILDING HAS BEEN USED. THE USE OF ANY MATERIALS ON FLOOR OR OTHER PARTS OF THE BUILDING WITHOUT SPECIFIC APPROVAL OF THE CUSTODIAN ON DUTY IS STRICTLY PROHIBITED. ALL DECORATIONS USED MUST BE OF A FIREPROOF NATURE.

17. SPECIAL ROOM EQUIPMENT, OR REQUESTS FOR INSTALLATION OR MOVEMENT OF FURNITURE OR EQUIPMENT IN CONJUNCTION WITH AN ORGANIZATION'S USE OF A SCHOOL FACILITY SHOULD BE REQUESTED A THE TIME THE SPACE IS RESERVED. SUCH PERMISSION MUST BE SO STATED ON THE PERMIT SCHOOL EQUIPMENT SUCH AS PROJECTORS, PUBLIC ADDRESS SYSTEM AND STAGE EQUIPMENT MAY NOT BE USED BY OUTSIDE ORGANIZATIONS WITHOUT THE SERVICE OF SCHOOL OPERATORS. PHYSICAL EDUCATION, SCIENCE, BUSINESS, OR ANY OTHER EQUIPMENT OR SUPPLIES WILL NOT BE USED BY ANY GROUP EXCEPT SCHOOL ORGANIZATIONS.

18. ORGANIZATIONS SHALL BE RESPONSIBLE FOR ANY DAMAGE TO THE BUILDINGS AND GROUNDS AND SHALL LEAVE THEM IN THE CONDITION THEY FOUND THEM. DAMAGES TO SCHOOL PROPERTY ARE TO BE PAID FOR BY THE ORGANIZATION USING THE SCHOOL FACILITIES.

19. ALL JUVENILE ORGANIZATIONS OR GROUPS SEEKING USE OF SCHOOL PREMISES MUST HAVE ADULT SPONSORSHIP

20. THE BOARD RESERVES THE RIGHT TO REQUIRE ANY GROUP TO PURCHASE LIABILITY INSURANCE UP TO \$300,000. IN THE EVENT THE BOARD SO STIPULATES, IT WILL BE CALLED TO THE ATTENTION OF THE USER AT THE TIME OF THE SIGNING OF THE CONTRACT

21. WHEN THE SCHOOL GYMNASIUM AND/OR AUDITORIUM ARE USED. THE HEAD CUSTODIAN, OR OTHER DESIGNATED SCHOOL EMPLOYEE MUST BE PRESENT AND HAVE GENERAL SUPERVISION OF SCHOOL EQUIPMENT THE FEE FOR THIS SERVICE MUST BE PAID IN ADVANCE BY THE ORGANIZATION USING THE AUDITORIUM OR GYMNASIUM FACILITIES ACCORDING TO ESTABLISHED RATES. THE DIRECTOR OF BUILDINGS/GROUNDS SHALL DETERMINE THE NUMBER OF CUSTODIAN EMPLOYEES AND DESIGNATE THE PERSONNEL TO WORK. NECESSARY FOR COMMUNITY USE OF THE SCHOOL AUDITORIUM OR GYMNASIUM.

22. SECONDARY GYMNASIUMS-ANY CROWD OVER 300 WILL REQUIRE AT LEAST ONE POLICEMAN.

23. WHEN AN 80% CAPACITY CROWD IS EXPECTED AT ANY OF THE SECONDARY AUDITORIUMS, AT LEAST ONE POLICEMAN WILL BE REQUIRED FOR INSIDE THE BUILDING.

24. WHEN AN EVENT WILL FILL ANY OF THE SECONDARY SCHOOL PARKING LOTS, AT LEAST ONE POLICEMAN WILL BE REQUIRED FOR OUTDOORS. EXCEPTION: THIS REQUIREMENT MAY BE WAIVED WHEN IT IS FEASIBLE FOR THE SCHOOL TO PROVIDE THIS SERVICE.

25. PERSONS USING SCHOOL STAGES SHALL NOT MOVE OR CHANGE FURNITURE OR EQUIPMENT INCLUDING LIGHTS, CURTAINS, CEILING PIECES OR CYCLORAMAS EXCEPT UNDER THE DIRECTION AND SUPERVISION OF THE CUSTODIAN IN CHARGE NOR SHALL THEY CHANGE THE COUNTERWEIGHT SYSTEM OR SWITCHBOARD HOOKUP.

26. WHERE A STAGE IS TO BE USED, FULL DETAILS OF PERSONNEL AND EQUIPMENT NEEDED MUST BE FURNISHED IN ADVANCE. THE LIST SHALL INCLUDE LIGHTS. CURTAINS NEEDED, NUMBER OF DRESSING ROOMS, STAGE HANDS, ETC., AND ALL OTHER FACILITIES USED, OR NEEDED. NO SERVICE OTHER THAN THOSE PROVIDED BY THE CUSTODIAN IN CHARGE SHALL BE FURNISHED BY THE SCHOOL BOARD.

27. IN THE CASE OF TICKET SALES, THERE SHALL BE NO TICKETS SOLD BEYOND THE CAPACITY OF A ROOM, AUDITORIUM. OR GYMNASIUM.

28. THE USE OF THE SWIMMING POOL WILL BE SUBJECT NOT ONLY TO THE AVAILABILITY OF THE POOL BUT ALSO THE AVAILABILITY OF THE LOCKER ROOM FACILITIES AND LIFEGUARDS.

29. WHEN SCHOOL CAFETERIA IS USED, THE SCHOOL CAFETERIA SUPERVISOR, OR OTHER DESIGNATED SCHOOL EMPLOYEE, MUST BE PRESENT AND HAVE GENERAL SUPERVISION OF SCHOOL EQUIPMENT THE FEE FOR THIS SERVICE MUST BE PAID BY THE ORGANIZATION USING CAFETERIA FACILITIES ACCORDING TO ESTABLISHED RATES. THE SCHOOL CAFETERIA SUPERVISOR SHALL DETERMINE THE NUMBER OF CAFETERIA EMPLOYEES AND DESIGNATE THE PERSONNEL TO WORK. NECESSARY FOR COMMUNITY USE OF THE SCHOOL CAFETERIA.

30. NO FACILITY OTHER THAN OUTSIDE ATHLETIC FIELDS WILL BE USED ON SUNDAY FOR SOCIAL OR RECREATIONAL PURPOSES.

31. ALL PERMITS EXPIRE AS OF JUNE 30 OF EACH YEAR.

32. RENTAL FEES CHARGED BY THE BOARD SHALL BE IN ACCORDANCE WITH THE SCHEDULE ADOPTED BY THE SCHOOL BOARD. ALL FEES ARE TO BE PAID IN ADVANCE.

33. CHECKS SHOULD BE MAILED TO THE BUSINESS MANAGER AT THE FOLLOWING ADDRESS: 23 EAST CHURCH STREET, UNIONTOWN. PENNSYLVANIA 15401 AND MADE OUT TO THE UNIONTOWN AREA SCHOOL DISTRICT. THESE CHECKS SHOULD SHOW THE BUILDING AND DATE USED.

34. THE BOARD RESERVES THE RIGHT TO CHANGE THESE RULES AND REGULATIONS AT ANY TIME. AS THEY SEE THE NEED.