

**Wyomissing Area School District**  
Administrative Procedure  
Use of School Facilities (Policy 707)

Realizing the broad aspect of education, and that education in reality is related to all ages, it is the desire of the Wyomissing Area School Board to make school facilities available for use by the citizens of the Wyomissing Area when such use will not conflict with the regular school program and when such use will result in general benefit to the community. This policy makes possible the maximum educational return upon the vast community investment in school buildings and equipment.

**Requesting Use of the Facilities**

Individuals, community group or other organizations desiring to use any school facilities shall complete the APPLICATION FOR TEMPORARY USE OF SCHOOL FACILITIES form at least 30 days prior to the event and deliver it to the Office of the Director of Building and Grounds, 630 Evans Avenue, Wyomissing, PA 19610-2636.

Prioritization of requests for approval of the facilities shall be determined based on the following:

- School functions for students enrolled at Wyomissing Area School District
- Non-profit activities sponsored by school-related organizations within the District
- Community group programs/activities
- Civic organizations
- All other individuals and community organizations/persons meeting the criteria of the policies and procedures of the District
- Organizations located outside the District
- District administrators may cancel/limit any event based on weather/field conditions.

Any organization granted use of school facilities must comply with the following conditions:

- a. Completed official application form secured from any building main office.
- b. Comply with rules and regulations regarding the use of the building and abide by the agreement regarding use of spaces and equipment and approved calendar dates agreed upon prior to the event.
- c. Assume full responsibility for damage to or loss of school property in connection with the use.
- d. Assume full responsibility for any injury or liability resulting from the use of school facilities in connection with this approval.
- e. A liability insurance policy, \$1,000,000 minimum, shall be required. The user of a school district facility shall furnish to the Director of Business Affairs evidence of insurance listing the school district as named insured.
- f. All organizations are requested to end their activities in the buildings by 11:00 p.m. Any outside group or organization extending its activities beyond 11:00 p.m. may be required to pay an additional building charge of \$50.00 per hour over and above the applicable charge.

Administrative Procedure  
Use of School Facilities (Policy 707)

- g. A minimum of at least one District employee must be on duty during the entire length of the event or activity. The District reserves the right to assign necessary employees to staff the facilities at the expense of the individual, organization or community group using the facility.
1. On weekends, holidays, and after regular hours, the charge for needed personnel will be at the District's cost for the required employee.
  2. Groups using the facility will be responsible for general cleanups following the event. The area to be cleaned will be under the supervision of the assigned personnel.
  3. No school equipment will be used except under the supervision and/or direction of school personnel.

By signing The Application for Use of Facilities form, each organization agrees:

- To be responsible for the conduct of all persons present in the building for the organization's activities,
- To see that the buildings are not misused,
- To have proper adult supervision,
- To have the required security personnel, and
- Ensure that buildings and grounds are used in conformity with the rules and regulations of the Board of Education.

No group will be permitted use of school facilities if it interferes with school programs. The District may cancel approvals for use of the facilities should a conflict with a school program develop or the activity be deemed to be potentially dangerous to the school district property or has the potential to be injurious to participants or attendees. Notification will be given as far in advance of a cancellation as possible.

The Superintendent may restrict the use of school facilities in the interest of the District, including prohibiting the use of any areas adjacent to or nearby District events.

Conduct that would constitute a violation of federal, state, and local laws or District Policies, Procedures, and Regulations is prohibited.

Smoking and/or the use of tobacco products is prohibited on all school property.

Weapons are prohibited on all school property.

Gambling, games of chance, lotteries, raffles, or other activities requiring a license under the Local Option Small Games of Chance Act are prohibited unless expressly authorized.

The sale, use, position or distribution of illegal drugs and/or alcoholic beverages is strictly forbidden. If this ruling is violated, the renting organization may be denied the privilege of any further rentals.

Administrative Procedure  
Use of School Facilities (Policy 707)

No loitering, during or after school hours is permitted.

Prohibited from all school property, including lawns and sports fields, are unauthorized motor vehicles, golfing activities, pets or other domestic animals, motorized airplane models, rockets, and any other harmful or potentially dangerous equipment or activities.

Any activity that may alter, damage, or be injurious to any facilities or grounds is prohibited.

Use of school district facilities is at all times subject to the provisions of the Public School Code and any other related laws or regulations.

### **Buildings and Equipment**

There will be no eating or dinking in the gym or in any room not reserved for that purpose.

When food preparation is required, arrangements may be necessary to have one or more District cafeteria employees present. The number of cafeteria employees required will be determined by the Food Service Director and be based on the intended use of the kitchen and equipment.

When concession stands are requested, there may be a deposit required to cover the expense of cleaning the area. If the area is left as it was found, the deposit will be refunded.

Those using the auditorium are not permitted, at any time, to change the electrical or electronic circuits in that facility.

When stage facilities or audio-visual equipment is used, the organization will provide stagehands or operators to operate the scenery. However, District personnel must be used to operate lights and the soundboard at a rate to be determined by the District and at the expense of the user. If District operators are not available, the facility request will be denied.

Putting up decorations or scenery, moving pianos or other furniture is prohibited unless special written permission is granted by the Director of Buildings and Grounds and the Building Principal.

Scenery or other property will not be stored in any school building without special written permission from the Director of Buildings and Grounds and Building Principal.

No improvements or structures shall be constructed on District property or in any facility without the written approval of the Director of Buildings and Grounds.

### **Gymnasium**

Only gym shoes or sneakers will be permitted on gym floors when they are used for sports.

Administrative Procedure  
Use of School Facilities (Policy 707)

**Sports Fields**

Only Wyomissing Area School District teams may use game fields for practice sessions.

Requests for use of athletic scoreboards shall be approved only with the written concurrence of the Athletic Director.

No persons shall operate the scoreboards unless they are trained by the Director of Buildings & Grounds or designee.

**Parking Lots**

No use of the parking lots for long-term parking, carpool parking, or road testing of vehicles or equipment is permitted.

Visitor parking is permitted only in designated parking spaces or lots. No parking is permitted in "NO PARKING ZONES."

**Fees and Costs**

Users will be billed after the event in accordance with the schedule of usage fees. All checks shall be made payable to the Wyomissing Area School District.

District employees will be paid by the school District. No individual or community group will pay the District employee directly.