

ADMINSTRATIVE RULE - Board Policy #707

Requests for Facilities Use Permit are available online, in the District Office or in the main office of the school buildings. A representative from the organization requesting the use of a facility must be present when the facility is being used.

1. The use of facilities by school district instructional, interscholastic, intramural, student activity and other programs has priority over the use of facilities by non-school groups. The administration will attempt to provide advance notification of changes in the schedule but permits are subject to change or cancellation without notice.
2. All fees are due and payable when the Facilities Use Permit is issued. Fees are to be paid by check made payable to the Avon Grove School District and delivered to the Avon Grove School District Administrative Offices located at 375 S. Jennersville Road, West Grove, PA 19390.
3. The district reserves the right to request any information that it deems necessary to grant a Facilities Use Permit.
4. The district may deny a Facilities Use Permit to any organization that has violated the conditions of the Facilities Use Policy.
5. The superintendent and business manager have the authority to amend or change the restrictions/special requests granted by the Facilities Use Permit.
6. All buildings and fields are in "as is" condition. Moving of furniture or equipment, construction of any structures and use of scaffolds is prohibited.
7. Outside groups cannot require or request a school group that is in process of completing a scheduled activity to vacate a facility.
8. The district may remove a facility from service at any time for any reason that the district deems is in its best interest.
9. Facilities will not be available for use even if a Facilities Use Permit has been issued if school has been closed for students due to weather, disaster, or failure of any mechanical system. If school has been closed due to inclement weather on a Friday, or if such an event occurs on a weekend or school holiday, the use of the facility will be cancelled until the facility has been prepared and ready for school use on the next regularly scheduled school day. For example, if snowfall accumulates on a weekend day, use of facility is cancelled until the next day that schools are open.

10. All youth groups are required to be supervised by at least (2) adults. No one is permitted to roam through the District buildings. Users are restricted to the area(s) specifically stated on their permits.
11. All rooms and fields must be cleaned after use; all trash must be removed from the site.
 - a. Groups not returning the facility to its original condition and/or set-up will be assessed a fee. This fee will be a minimum of \$50 (fifty dollars) or the actual cost of labor.
 - b. Costs related to the unauthorized use of District dumpsters will be charged to the group(s) using the facility.
 - c. No future permits will be considered until all fees and penalties are paid.
12. A district employee is required for use of lighting or sound systems. When the stage of the high school auditorium is used, the principal and stage manager from the faculty of the high school must be consulted concerning the use of the stage lights and all mechanical equipment. A prevailing rate, as per contractual agreement, will be paid covering set-up time, rehearsal time, and performance time.
13. Personnel Costs include overtime rate plus the cost of Social Security, Pension and Insurance.
14. Costs incurred for security alarms during building use will be charged to the group(s) using the facility.
15. Air conditioning and additional heat for the auditorium, gymnasiums, cafeteria, etc. are charged at \$400 for the first hour plus \$200 for each additional hour.
16. Use of stadium does not include the use of lights, locker rooms or concession building.
17. An application may be submitted during the first application period to cover all seasons. When possible, groups may receive a Facilities Use Permit for more than one season.
18. Groups that have received a Facilities Use Permit will be given priority if at all possible when additional time is needed to complete a continuing program that spans two or more facilities use seasons.
19. All permits for facilities use that are not used must be returned to the district 15 days before the schedule date.
20. Reciprocal Agreements – Fees may be waived for organizations that provide in kind use of their facilities for district activities. If there is no reciprocal agreement, the organization will be charged a fee.

21. Individual use of the Avon Grove High School Tennis Courts by the general public is permitted during daylight, non-school hours.
22. A maximum of five tennis courts may be reserved for group use at any one time.
23. Food preparation area use requires a certified member of the District Food Service Staff when food is prepared or served.
24. Serving of food and refreshments is prohibited without prior approval. The Avon Grove School District in conjunction with the Chester County Health Department requires a certified food handler to be present when potentially hazardous foods are being prepared and served. Potentially hazardous foods are foods that must be kept hot (135 F or more) or cold (41 F or less). The following criteria will be used to determine whether or not a certified food service staff member must be present. This list may not be all inclusive.

Certified food service staff member is required when:

1. A group prepares food in the kitchen or on school grounds (such as outside BBQ grill) for their own group or for the public.
2. A group had food delivered to the school for resale to the public (fund raiser, concession stands). These foods must be maintained at proper temperatures until sold. Foods are not consumed immediately upon arrival.
3. Any group not affiliated with the school that holds an event at the school (YMCA, Rotary club) must apply for a Temporary Event Permit (complete the Temporary Event Questionnaire and the Application for License to Operate a Temporary Food Facility) with the Chester County Health Department (610-869-4077) to prepare or serve food at the school. A certified food service staff member is necessary if any of the kitchen equipment is being utilized.

Certified food service staff member is NOT required when:

1. A group has food (such as pizza or sandwiches) delivered to the school for immediate consumption upon its arrival by the group.
2. Bake sale that does not include potentially hazardous baked goods (no cheesecake, no cream puffs, etc.)
3. A group holds a covered dish dinner for themselves on school property. Prepared/cooked food is brought in from the home. Food is not being cooked on school property and no kitchen equipment is being utilized.

The costs will be paid by the organization using the kitchen or cafeteria area. Any organization utilizing catered food service must present a certificate of insurance issued in the caterer's name, naming the Avon Grove School District as an additional insured, acceptable to the district.

25. It is prohibited to:

Smoke or use tobacco products in school buildings or on school grounds.

Possess or consume alcoholic beverages or drugs in any school building or on school grounds at any time.

Place chairs and/or other obstructions in aisles, entrances or exit areas.

Put up decorations or scenery or move pianos and/or furniture unless prior approval has been obtained in written form on the "Facilities Use Permit" from the school district.

Store scenery or other property in school buildings or on school property.

Give, exhibit, or display any items unless prior approval has been obtained in written form on the "Facilities Use Permit" from the school district.

Bring dogs, cats, or other animals on school athletic fields, school grounds and school buildings.

Tip or offer any payment or gift to school personnel acting on behalf of school district.

Use any school equipment or materials unless prior approval has been obtained in written form on the "Facilities Use Permit" from the School District. Unauthorized use of equipment or materials may result in the cancellation of the Facilities Use Permit.

Remove School District owned equipment from the school premises.

Share, sublet or transfer the privileges granted to any organization by the "Facilities Use Permit" (one group per permit).

Sell, charge or make profit using School District facilities for any event unless prior approval has been obtained in written form on the "Facilities Use Permit" from the School District.

Use a facility in a manner inconsistent for its function.

Wear hard soled street shoes on the gym's floor

Have food or beverages in gymnasiums and auditorium

Mini bikes, go-carts, off road vehicles, ATV, and similar motorized vehicles are prohibited on school property at all times.

Use of roller blades, roller skates and skateboards is prohibited.