

4. Sale or distribution of food or beverage in the school auditoriums and gymnasiums is prohibited. The sponsoring group selling refreshments is to make provisions to ensure that food and beverage do not enter the gymnasium or auditorium. If food or beverage is sold in an approved, designated area, the sponsoring group shall be responsible for clean up. By order of the fire marshal, cooking is only permitted in the kitchen area.
5. Whenever a facility is used, a district custodian, an employee of one of the district's contracted cleaning companies, or another responsible employee must be on duty.
6. Sneakers or gym shoes must be worn while playing or coaching in gyms or multipurpose rooms.
7. School equipment is not to be used unless previous arrangements have been made and appear on the application form.
8. Additional equipment shall not be brought into the school without prior permission of the principal or Buildings/Grounds/Security Director.
9. The district does not cover liability or hospitalization coverage for sponsoring organizations or participants.
10. The following outside groups shall provide a certificate of insurance to the school district. There shall be a minimum of \$1,000,000 combined single limit coverage with the district listed by the insurance policy as a certificate holder. Each certificate of insurance must provide a thirty (30) day advance notice of cancellation provision.
 - a. An **outside group** is any group which is not an extracurricular athletic team or nonathletic organization of students recognized by the school as an affiliated organization.
 - b. Any outside group charging admission or inviting the public to an event on school property.
 - c. Any outside group that uses the premises to sell, make, or use facilities to provide or sell a product to the general public.
 - d. School-sponsored or affiliated groups will not be required to provide insurance coverage as a condition for the use of the district's facilities.

<p>35 P.S. 1223.5</p>	<p>e. The Board is permitted to waive any insurance requirements on a case-by-case, nonprecedential basis if circumstances warrant such waiver so as to allow flexibility in the administration of the guidelines.</p> <p>11. The custodian on duty or stage manager is the on-site school representative. The group is expected to cooperate with custodian/stage manager at all times.</p> <p>12. The Board prohibits tobacco, drugs, or alcohol use by any persons in its school buildings and on any property that is owned, leased, or controlled by the school district. The following announcement must be made to patrons at all events: The Seneca Valley Schools, fields, and campus are smoke-free, as well as drug free. Board policy prohibits smoking, or the use of smokeless tobacco, drugs, or alcohol inside or outside of the school buildings or anywhere on the school campus.</p> <p>13. Any group or organization granted a permit for building use is responsible for any damage to the building, grounds, or school district property incurred by their group or group members.</p> <p>14. All school-related functions shall be supervised by a faculty adviser. Chaperones, scoutmasters, etc., must remain in the building until everyone has left. All children must be supervised by an adult and not permitted outside area in use.</p> <p>15. Please leave the building at the time indicated on the permit. Groups must also confine themselves to the room and areas assigned to their use. Additional fees shall be charged if additional areas are used. This may result in additional custodial fees.</p> <p>16. Groups wishing to meet at regular intervals throughout the year will be issued a permit covering all regularly scheduled meetings. Invoices will be issued to cover the period of occupancy and the custodial fees.</p> <p>17. All or one-half (1/2) the anticipated rental fee may be requested in advance.</p> <p>18. Continued use of school buildings and grounds is contingent upon the strict adherence to the rules and regulations. Any school facility permit may be revoked by school officials, with due cause.</p> <p>19. The district shall be held harmless by the user for any liability that arises from the use of school facilities by any nonschool-related organizations, individual, or activity.</p>
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20. All rentals shall conclude no later than 10:00 p.m. during the school year. If the rental group wishes to stay after 10:00 p.m., additional fees will be incurred. During the summer months, the custodian overtime rate will go into effect at 3:00 p.m.
21. The district is not responsible for any accidents.
22. All manipulation of stage equipment is to be under the direct control and supervision of the school stage manager in the secondary schools. Additional stage help needed must be approved by the stage manager.
23. Political signs or advertisements may not be displayed, posted, or distributed on school property without the administrative approval.
24. Participants may not enter the building until the stated time and must leave the building at the agreed time.
25. The administration reserves the right to determine which facilities in a building may be rented or used.
26. Fire Alarms – By order of the Jackson Township, Cranberry Township, Zelenople Borough and Evans City Borough:
 - a. If the fire alarm sounds:
 - 1) Everyone must evacuate (no exceptions).
 - 2) Persons in charge of an event or group are responsible to see that everyone in their group leaves the building.
 - 3) The fire alarm must not be silenced until all occupants are evacuated.
 - 4) Persons, who fail to abide by the rules and regulations, will be subject to fines levied by the District Justice for failing to abide by the BOCA National Fire Prevention Code.
 - 5) If the fire alarm is accidentally pulled by a patron, the group using the facility will be responsible for any costs.

27. Invoices shall be issued to cover the period of occupancy and the time required for cleaning and preparing the building for the start of the next school day. Invoices will be due within thirty (30) days of the date of the invoice. A request for use of any district facility will not be approved and/or dates held, until all outstanding invoices/charges incurred by that group are paid in full.
28. In the event that snow removal or salting is required for a rental, the group will be responsible for all expenses.
29. Whenever use of a facility is granted without charge for a rental, the organization or individual shall still be responsible for additional costs over and above the normal maintenance services provided.
30. All parking of vehicles must be done on a paved surface unless prior approval has been received from the school district.
31. Any group or organization granted a permit for building use cannot assign or sublet to another group or organization.

Athletic Field

In early April, the Athletic Director for the secondary schools and the building principal in the elementary school facilities schedule athletic fields for summer use. The demand is quite heavy for all the fields. Fields are generally available from 6:00 to 9:00 p.m. during the school year. Requests for tournament dates must be made at the time of application.

A schedule with the times and dates of all games and practices must be submitted in advance of all community league play. Failure to provide a schedule before league play begins will result in a cancellation of permit until such time as a schedule is submitted.

All district fields will be assigned on a season-to-season basis.

Organizations using the Seneca Valley School District athletic fields must carry liability insurance. A certificate must be on file in the athletic office.

Gymnasiums

Gymnasiums are rarely available due to the team practice schedules, but when one is available, it is scheduled through the Athletic Director for the secondary campus, and the building principal in the elementary and elementary/middle school facilities.

Natatorium

Community groups wishing to rent the natatorium should contact the Athletic Director. When renting the pool, a pool manager and lifeguard shall be required in addition to any rental and/or maintenance fee. A liability insurance policy must be presented to the athletic office before permission is given for usage.

There are also times available to use the pool through the adult education program.

The number of people in the pool is limited to one hundred (100). Groups renting the swimming pool must have one qualified life guard with current lifesaving certificate for each twenty-five (25) guests. This certificate must be posted at the Athletic Director's office when the pool is rented.

If the rental fee is waived for a community organization, a fee of \$50 will be charged for expenses.

Audio-Visual Equipment

Groups using an all-purpose room, cafeteria, or auditorium may require a PA system or podium and microphone. There is no charge for these in buildings where the system is built in.

More extensive requirements for the stage and/or auditorium use will be coordinated through the stage manager in the secondary schools or the building principal in the elementary schools.

When a stage or auditorium is in use, the stage manager or student light crew member must be present. The stage manager or student light crew member must be present. The stage manager receives \$35.00 per hour and each light crew member receives \$8.50 per hour. Large productions may require the stage manager and multiple members of the light crew.

Groups using the grand piano at the senior high and intermediate schools will be required to pay for pre- and post-event tuning.

Rental fees for use of the audio/visual equipment in the district are as follows:

1. Overhead Projector: \$10/event.
2. Portable PA System: \$10/event.
3. Color Monitor/TV and VCR: \$20/event.

School district equipment is not available for rental use outside of the district.

Advertising

Advertising is critical to the success of an event. In advertising or other communications, indicate clearly the event, date, time, and location. Also, clearly note the sponsoring group and that the event is merely being held at a Seneca Valley school.

Careful planning will avoid unnecessary confusion as to who is sponsoring the event.

Seneca Valley offers district residents, age sixty-two (62) or over a Gold Card. The card entitles them to free admission into any school-sponsored event. If a group wishes to honor the Gold Card or to offer card-holders a reduced admission fee, please note that in the advertising.

If you feel the school community, student body, staff, or Gold Cardholders should know about your event, call the Communications Director at 724-452-6040, ext. 278.

Kitchen And Cafeterias

School kitchens and cafeterias are available to community groups. Any group planning to use the kitchen or any kitchen equipment must have a food services staff member present to oversee kitchen usage. The fee is approximately \$15.00 per hour, per staff member. The seating capacity for the Senior High cafeteria is 500. Intermediate High cafeteria is 400, Seneca Valley Middle School is 425, Connoquenessing Valley Elementary is 375, Evans City Elementary/Middle School (2 cafeterias) 300 and 200, Haine Elementary/Middle School 600, and Rowan Elementary is 240 children.

Any group wishing to use the district cafeterias should talk to the Administrative Assistant for Operations for the secondary campus (724-452-6040, ext. 212), and the building principal at the elementary and middle school buildings. Arrangements for the kitchen facilities must be made through the Food Service Director at 724-452-6040, ext. 106.

Auditorium Seating Capacities

The auditorium at the Senior High School seats 615 and the Intermediate High School auditorium seats 1,150.

<p>SC 775</p>	<p><u>All Weather Track</u></p> <p>The all weather track is available to district residents daily. Use of the track cannot interfere with school activities scheduled on the stadium field or track. Track rules are posted at the track entrance for proper care of the facility. Track rules not adhered to will result in revoking use of the track.</p> <p><u>Sunday Use Of Buildings</u></p> <p>Use of the school facilities on Sundays shall be permitted only on the approval of the administration.</p> <p>The Seneca Valley School District policy does not permit groups to use the school facilities before 12:00 p.m. on Sundays unless the Board gives prior approval.</p> <p><u>Rental Fees</u></p> <p>Rental fees cover the use of the facilities, lighting, heating, cooling, etc. Also, a charge for wages paid to district employees will be assessed when applicable. These fees and wages shall be updated annually.</p> <p><u>User Group Classifications</u></p> <p>Group A: School activities, school-related groups (boosters) – No rental charge. Groups will be responsible for all expenses associated with the use of facility.</p> <p>Group B: School-related autonomous groups (club sports) – No rental charge. Groups will be responsible for all expenses associated with the use of facility.</p> <p>Group C: Community-based nonprofit organizations (Must be a nonprofit organization) – Reduced rates for groups not charging admission.</p> <p>Group D: Community-based nonprofit organizations charging admission – full fee.</p> <p>Group E: Community based for-profit group charging admission – full fee.</p> <p>Group F: For-profit group charging admission noncommunity – double fee.</p>
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<p>P.L. 872</p>	<p><u>Penalty For Trespassing By Persons Or Vehicles</u></p> <p>It is necessary to regulate the passage of persons and vehicles on school property.</p> <p>The Legislature of the Commonwealth of Pennsylvania, Act No. 110 of 1972, has provided legislation enabling said regulation. It is the desire of the Board to provide said regulations.</p> <p>Any persons violating the regulations of the district pertaining to admission, control, and movement of vehicles and the parking thereof on school property, shall upon summary convictions be sentenced to pay a fine established annually by the Board and cost of prosecution and default of payment thereof, shall undergo imprisonment for not more than ten (10) days, and the proper officials of the district are hereby authorized to make rules and regulations not inconsistent with the provisions of the vehicle code or any local ordinance.</p> <p>The General Assembly enacted Act 69, approved by the Governor on August 6, 1971, amending Section 955, Act of June 24, 1939 known as the Penal Code by making it a summary offense to trespass on grounds of school districts and by defining "enter and remain unlawfully."</p> <p>The Board resolves that all school policy of the Seneca Valley School District, appointed under the provisions of the Public School Code of 1949, as amended, and all police officers and constables of the municipalities comprising the Seneca Valley School District, all Pennsylvania State Police Officers, all district approved security, and the following administrative personnel of the Seneca Valley School District: Superintendent of Schools, Assistant Superintendents, Business Manager, Human Resources Coordinator, Special Education Director, School Psychologist, Buildings Grounds and Security Director, Transportation Director, Food Service Director, all building principals, all assistant principals, building cafeteria managers, school maintenance and school custodians, school police, and the Athletic Director are hereby authorized to order any person, including loiterers and loafers and other persons not having good and sufficient business or other reasons to be on school property, not to enter or remain on school property, and said personnel are further authorized to order any person whose conduct is loud, boisterous, or disorderly, or who refuse to comply with the parking regulations as posted on school property, or an order of any of the foregoing authorized personnel concerning parking or the operation of a motor vehicle upon school property, not to enter or remain on school property.</p>
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<p>School Code 511, 775</p>	<p>The intent and purpose of this policy is to authorize the foregoing personnel named above to order any disorderly or unwanted persons from school property and that in the event of refusal to obey such order that prosecution may be instituted under Act 69 of 1971.</p> <p><u>Use After Dark</u></p> <p>The general public, not participating in properly authorized activities at the school, is not permitted on the school grounds after dusk.</p>
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