

Regulations for the use of the Upper St. Clair School District Facilities

This facility permit is governed by the following language and the group representative is the person responsible for all rules and regulations governing the use of the facility. Failure to follow the regulations will result in future permits being denied or fines and damages amounts being issued.

Regulations for the use of the Upper St. Clair School District Facilities

1. First priority will be given to School District activities. Upper St. Clair organizations will have priority over outside groups. Cancellation of a permit may be necessary due to an unscheduled or rescheduled school event.
2. Any application for use of facilities shall be held as evidence of the applicant's acceptance of responsibility to the Upper St. Clair School District for damage done to a building, an area or equipment during an approved period of use and of the applicant's willingness to assume financial responsibility for repairs and/or replacement.
3. Facility use is restricted to the area described and the times listed on the permit. A listed time use of 8:00 PM to 10:00 PM, for example means arrival at 8:00 PM for preparation or "warm -up" and completion of cleanup and egress from the facility by 10:00 PM.
4. The applicant is responsible for the supervision of the group and for enforcement of all rules, regulations and ordinances. Groups may be required to show proof of adequate adult supervision and the School district reserves the right to require police supervision at the expense of the applicant.
5. Permits will not be issued to any profit-making individual or group organization unless the event is of value to the residents of Upper St. Clair or an extension of the District's educational program or provides a service or instruction to residents of Upper St. Clair.
6. No food (including candy and chewing gum) or drinks of any kind are allowed in the theatre, lobby areas, gym, pool, LGI and classrooms.
7. Theatre facility request only: No rigging, lighting or sound changes may be made without the approval of the Theatre Facilities Manager or his representative.
8. When an employee or student is directed by the School District to perform duties in connection with the use of school facilities by an outside organization, any compensation due the employee or student shall be paid by the School District. All fees for such services shall be paid by the permit holder to the Upper St. Clair School District. No employee or student shall receive direct payment from an outside organization for performing such services.

9. Theatre technician(s) and or stage crew members must be employed during any use of the theatre and /or

stage requiring additional lighting, sound or use of curtains or drops. One stage crew member is included in the rental fee. The rate payable to any additional individual will be in addition to the rental fee.

10. The rental of the District nutrition center does not include nutrition center staff or food. An additional application for use of high school nutrition center facilities must be filled out and submitted along with the standard Facility Request form when any food or drink is to be served at the high school. At least one member of the nutrition center staff must be present any time nutrition center equipment is used regardless of whether the food or drink is District prepared. The rate payable to any additional individual will be in addition to the rental fee. If food preparation is desired, arrangements must be made with the Director of Food Service. The phone number is 412-833-1600, ext. 2287.

11. If the rental area must be cleaned after an activity, the applicant will be charged for the custodial time and any cleaning materials used even if the custodian was working his/her regular shift.

12. Additional services of nutrition center workers or custodians will be charged at the current hourly rate per nutrition center worker or custodian. The Upper St. Clair School District reserves the right to set the charge.

13. Cancellation of facility use by permit holder is to occur no later than 48 hours prior to the scheduled time and is to be registered with Cindy Storer, ext. 2260, for high school athletics; Judi Paternostro, ext. 2363, for the high school Theatre area; or Karen Huckestein at 412-833-1600, ext. 2204, for all other facilities.

14. School cancellation on the day of the facility permit results in the said permit also being canceled.

15. Food and beverages are permitted in nutrition centers or concession areas only.

16. School facility is to be returned to its original condition (including placement of furniture, gymnasium equipment, proper disposal of trash items, etc.) before permit users leave the facility.

17. School district properties including outside areas are designated smoke, drug and alcohol free areas.

18. Groups are responsible for reimbursement of any damage to school property or equipment.

19. Group participants are to respect student/teacher personnel and instructional property by not opening desks/lockers or using items that are accessible.

20. Group participants are not to be abusive (slam dunking on basketball backboards, standing on furniture, etc.) towards any School District property.

21. For Theatre and high school athletic facilities, all individuals, groups or organizations who are not affiliated with the School District or whose intended use of a facility is not School District related must provide a certificate of liability insurance with the following limits: \$100,000 per person with a \$300,000 maximum per accident for bodily injury and property damage insurance in an amount of not less than

\$25,000 per accident. Such certificates of insurance shall be issued by an insurance underwriter that is approved by the Pennsylvania Commissioner of Insurance and shall name the School District as an additional insured. This requirement may apply to other School District facilities after the application is requested.

BAKER – An AED (Automated External Defibrillator) is located in the hallway outside the Gym.

BOYCE – An AED (Automated External Defibrillator) is located in the Main Lobby across from the Gym.

EISENHOWER – An AED (Automated External Defibrillator) is located in the Lobby outside the Gym.

FORT COUCH – An AED (Automated External Defibrillator) is located outside the Cafeteria door.

HIGH SCHOOL – An AED (Automated External Defibrillator) is located in all three Lobbies (Academic, Theatre, and Athletic).

STREAMS – An AED (Automated External Defibrillator) is located in the first floor hallway outside the Gym.