



Facility Usage Terms & Conditions:

Policy

School facilities shall be available for use or rent by individuals, community agencies, institutions, or organizations for instructional, social, civic, recreational, or physical training purposes of community interest. Only responsible, organized groups may use the facilities. Rental of facilities for religious services or on a continuing basis will be limited to emergency situations only and requests must be approved by the School Board. No secret meetings will be permitted and at all times the public school property will remain under the control of the Board or its agents.

Responsibilities

1. The sponsoring group agrees to pay for and assume full liability for any loss or damages to persons or property or claims therefore resulting to or arising from the use of school district property or facilities by such an organization or individual (and those granted access to the facility thereby) whether from an occurrence at the property or facility itself during such use, before or after such use, going to and from any such use, in or about available parking areas or otherwise.
2. The applicant will submit to the business manager evidence of insurance coverage. This coverage will be a minimum of Personal Injury Liability of \$1,000,000 for bodily injury and property damage. This evidence must be submitted at least one week prior to the date of scheduled usage of the facility. Loyalsock Township School District must be named as additionally insured on the certificate.
3. The sponsoring group is responsible for obtaining and policing all state mandated clearances for any adults who will be coaching or who are responsible for children during an event or practice.
4. Applications for the use of the school property must be made to the District Service Center on our webpage through the link to ML Schedules by the proper officer of the organization who thereby assumes full responsibility for any damage to the school property resulting from such use by outside organizations, groups or individuals.
5. Permission must be granted before the property can be used.
6. Any damage or issues will be reported to the Supervisor of Buildings and Grounds.
7. Under no circumstance shall any facility be used or rented without the knowledge of the business manager.
8. The user agrees to provide adequate supervision for all persons attending the function.
9. The user agrees to have a representative of the sponsoring organization on hand at all times when the school facilities are being used and such persons to be responsible to see that all the School Board regulations are adhered to.

Restrictions in Use of Facilities

1. No outside organizations, groups, or individuals will be granted any use of school property that will in any way conflict with the regular functions of the schools.
2. Loyalsock Township school functions shall have priority over other affairs during times outside of the school day.
3. Only responsible, organized groups may use the facilities. No "pick-up" groups shall be allowed this privilege.
4. Arrangements shall be made at least 10 (ten) days in advance except where play-off games are being arranged. No last minute arrangements shall be permitted.
5. There will be no selling or serving of food or drink in the building without prior specific approval by the board.
6. Permission for Sunday use of any facilities is limited to the hours between 12:00 noon to 4:00 PM. (except for Baccalaureate exercises.)
7. Permission shall not be granted for holiday use of any facilities.
8. All scheduled activities for the day will be cancelled in the event of weather related closings or early school dismissals due to weather or emergency.



Loyalsock Township School District
1605 Four Mile Drive
Williamsport, PA 17701
(570) 326-6508 ext 1009

9. All groups using the facilities must leave no later than 9:00 PM except when granted special permission.
10. All school equipment shall be operated by or under the supervision of authorized school district personnel.
11. School equipment will not be moved or rearranged without approval of the building administrator in charge.
12. The renting organization shall be responsible for the cost of any damage or destruction to the building.
13. Seating is limited to stationary seats in the auditorium. Seating capacity in all facilities is subject to regulations by the Loyalsock Township Fire Department.
14. Smoking is not permitted in school buildings or on school property at any time.
15. All exit lights are to be lighted and exit-ways accessible when indoor facilities are in use.
16. The school district reserves the right to interpret any or all of these rules and regulations.

Prohibited activities

1. Possession, use, or distribution of alcoholic beverages or illegal drugs.
2. Use of tobacco products.
3. Possession of weapons.
4. Conduct that would damage or be injurious to any district property.
5. Conduct that would constitute a violation of state or federal laws and regulations.
6. Gambling, games of chance, lotteries, or raffles requiring a license under the Local Option Small Games of Chance Act.

Procedures

The District Service Center processes all requests for the use of District facilities and the posting of banners on District property, ensures that all user groups are properly insured and meet all of the District policy requirements for use of school facilities and coordinates with the Maintenance and Operations Department to ensure proper maintenance of the facilities.

Any individual, group, school or non-school organization requesting permission to use school buildings, facilities or school property must submit the prescribed Application for Use of School Facilities at least ten (10) days in advance of the proposed date to the District Service Center.

Any approval for use of District property is for the requestor only and may not be sublet to another organization.

In requesting the facilities at any school building or field, all appropriate information on the request form must be completed. This information is vital in meeting your needs and making sure your event is carried out successfully. Any information not provided may result in additional charges and denied permission for such requests on the day of your event.

Upon receiving the completed request from the individual, group, school or non-school organization and sponsoring group, the request will be reviewed to determine availability of facility and, if applicable, facility use fees will be determined. Once approved or denied, the individual, group, school or non-school organization and sponsoring group will be notified of the District's decision. If additional information is required by the applicant, please contact the District Service Center at 570-326-6508, ext 1009 or 1004.

Indemnity/Hold Harmless Provision

The User of Loyalsock Township School District facilities shall defend, indemnify, and hold harmless the School District, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of User's use of Premises, or from the conduct of User's business, or from any activity, work or thing done, permitted, or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the Loyalsock Township School District.