



MANHEIM TOWNSHIP SCHOOL DISTRICT

DISTRICT OFFICE

450A CANDLEWYCK ROAD LANCASTER PA 17601
(PH) 717.569.8231 (FAX) 717.569.3729
www.mtwp.net

Rules for Use of Facilities:

The district does not assume responsibility for any loss, damage or personal injury that may occur on district property during the use of facilities by approved organizations or groups.

The following rules must be adhered to by all users of school facilities, in addition to the stipulations established in Board policy:

1. No facility use is allowed without a valid contract. The contract must be available during the scheduled event. Failure to produce the contract may result in immediate removal from the facilities.
2. Sponsoring organizations shall provide sufficient, competent adult supervision whenever use involves activities by individuals under the age of eighteen (18). If rental activity involves an activity in which the applicant will be supervising children in lieu of a parent or guardian, then the applicant shall obtain background checks and clearance for all employees or volunteers who will have direct contact with children during the activity for which the facility is rented. Such background checks are described in the clearance information document.
3. The applicants shall be liable for all damages or injuries occurring to persons or property during the requested use. Any damage to district facilities are to be reported to the appropriate district employee.
4. School district event staff shall be on duty at all times when a school building or facility is in use by the applicant. However, exceptions from this requirement may be granted on a case-by-case basis, depending upon the frequency of use of the school facility by the applicant, the nature of use, and the applicant's relationship to the district.
5. Police and/or monitoring services may be required for events when considered necessary by the district, and at the sole expense of the applicant.
6. Facilities, including athletic fields, must be left in the condition they were found. Fees will be charged for the cost of any additional custodial or maintenance services required as a direct result of the activities of the organization or group.
7. Any and all decorations to be used must be fireproof or fire retardant. No open flame decorations shall be used anywhere in the building. No decorations shall be fastened to the walls or ceilings with nails, screws, scotch tape or other fasteners that would damage the finish of the wall; only masking tape and painters' tape may be used.
8. The applicant is responsible for all thefts, damage or destruction of school property. Reimbursement shall be based on replacement cost.
9. The organization is responsible for the conduct of the individuals who it admits, keeping participants in the designated areas requested on the approved application, and for any infraction of the established rules.

10. When stage lighting and/or sound equipment are requested, only authorized, properly trained and pre-approved personnel will have access. A district-employed technician may be required. District officials will make such a determination. The organization must pay for the cost of such service.
11. Possession, use or distribution of controlled substances prohibited by state or federal law is prohibited.
12. Use of tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, as defined in the law is prohibited.
13. Possession, use or distribution of alcoholic beverage is prohibited.
14. All personal accidents, regardless of the severity, must be reported to the District.
15. The use of kitchen school facilities may be authorized upon request. In such case, the Director of Food Services shall specify the type of supervision that shall be required at the cost of the applicant.
16. Food, drinks and refreshments must be consumed only in cafeterias or designated multipurpose rooms, unless special permission has been granted. No food drinks are allowed in classrooms, auditoriums and gymnasiums.
17. The applicant may not assign, sublet, or transfer its rights or privileges to any other individual, group, or organization.
18. Renters must abide by the following restrictions:
 - a. Parking is restricted to paved areas and areas approved for overflow parking.
 - b. There shall be no installation of equipment or alterations to existing facilities.
 - c. No equipment is to be brought into a school building without prior approval.
 - d. Sneakers or gym shoes shall be worn at all times when using gymnasiums for athletic purposes.
 - e. Gaming, games of chance, lotteries, raffles, or any other activities requiring license under the Local Option Small Games of Chance Act are prohibited.
 - f. The cooking of food in undesignated areas is prohibited due to health and safety concerns.
 - g. No chairs and/or other obstructions may be placed in aisles, entrances or exit areas.
 - h. Doors may not be propped open at any time.
 - i. Fireworks of any kind are prohibited on school property.
 - j. Except for on-duty law enforcement personnel, weapons of any type are forbidden on school property.
 - k. Skate boarding and in-line roller-skating are not permitted on school property unless it is part of a previously approved activity.
 - l. Pets are permitted on school grounds, but they must be leashed. Pet owners must clean up after their pets. At no times are pets permitted on playing fields.
 - m. No motor vehicle is permitted on unpaved areas or bike/walk pathways that have been designated for *Authorized Vehicles Only* without the expressed written authorization of the administration.



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Violations:

The District (including any such personnel granted the authority to do so by the superintendent) reserves the right to remove from District premises any individual or organization in all categories, who fail to comply with the terms and conditions of this policy and established procedures.

In the event an individual or organization violates this policy or the terms under which permission was granted to use school facilities, that individual or organization forfeits the right to submit future written requests to use District property, unless otherwise decided by the Superintendent.