

**CONESTOGA VALLEY SCHOOL DISTRICT
2110 Horseshoe Road
Lancaster, Pennsylvania 17601**

RULES FOR USE OF SCHOOL FACILITIES AND GROUNDS

1. There must be a school custodian on duty at all times when school facilities are in use.
2. All payments are to be forwarded to the Business Office. No payments will be made directly to the custodians.
3. Smoking or any tobacco products are not permitted in school buildings or on school grounds.
4. Safety regulations prohibit chairs being placed in the aisles of auditoriums. Fire exits, doors, hallways may not be blocked.
5. No food or beverage items are permitted in the auditoriums.
6. Buildings, grounds and equipment must be left in clean and orderly condition. Failure to do so will result in extra charges based on time and materials necessary to return the building or equipment to its proper condition.
7. Gambling or other conduct detrimental to the public interest is not permitted in school buildings or on school grounds.
8. Only soft soled shoes are permitted to be worn in the gymnasiums.
9. Varsity fields and track may not be used by anyone without written request and approval from the athletic director. Jogging is permitted in the outside lanes of the track during daylight hours and when school activities are not scheduled for the track or football field.
10. Groups with approved applications will have priority of use of facilities. In cases where functioning games must be rescheduled, mutual arrangements must be worked out cooperatively with all parties concerned. School run activities have the highest priority followed by school related groups. Other organizations may be asked to reschedule events if a conflict with a school activity occurs.
11. No driving on lawns.
12. Parking on blacktop area only (painted spaces).
13. Do not block any garage areas, doors, or driveways with parking.
14. No horses or vehicles are permitted on athletic fields.
15. No profanity allowed.
16. Alcoholic beverages are prohibited on school property.

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17. Make applications for use of grounds in advance annually, in the office of the building being requested. (Priority is given to those who used the facility or grounds the previous year as long as they get applications in by July 15 for fall activities and December 15 for spring activities.)
18. Present schedule of usage with application.
19. Report all or any property damage immediately.
20. Clean up all litter and return furniture to prior state before leaving.
21. If the cafeteria is used to assemble food (subs, etc.) or distribute food, proper sanitation procedures must be followed as part of the clean up.
22. No school equipment/supplies, etc. shall be used without permission of the principal.
23. User is responsible for conduct of all persons on school grounds attracted by their event, including the enforcement of all rules.
24. No person under the age of eighteen (18) will be admitted into the building until the adult supervisor is present. Supervisors of youth groups must keep their groups in designated areas and remain in the building until all youths have departed.
25. Unsupervised children are not permitted in the building or roaming the grounds. Participants in recreational programs may not permit their children to wander in the building, on the grounds or use school equipment.
26. If these guidelines are violated, after an appropriate warning, privileges to use the facility or grounds shall be revoked. Damaged property shall be assessed back to the group or individual. Serious violations could result in privileges being revoked immediately.
27. Obligation for use of police for traffic or their services will be the responsibility of user.
28. Any performance or activity in which an admission charge or donation is requested could be subject to the township and school district admissions tax. It is the renter's responsibility to contact the assistant director of business services for a determination as to whether a particular activity is subject to the admissions tax. Adherence to the above will prevent the possibility of a group receiving notice of tax due that wasn't built into the pricing structure.
29. Persons applying for a Class VI function will be expected to submit, in writing, all needed equipment and facilities as part of the application. Requests for additional equipment and/or facilities shall be received by the principal at least ten (10) working days prior to the event. Failure to do so could result in withdrawing the contract.
30. The Board of School Directors reserves the right, from time to time, to make such additional rules and regulations as may be in the public interest.
31. WEATHER CANCELLATION: Normally, when schools are closed because of inclement weather, all activities for that day are canceled. If schools are closed on the day of your rental, please contact the superintendent before 10:00 a.m. to determine if the facility will be open.

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32. All fees are due and payable within ten (10) days after the event. Make all payments to:
Conestoga Valley School District, Administration Center, 2110 Horseshoe Road, Lancaster, PA
17601.
33. Grounds are not permitted to be used before April 1 nor after October 15 of each year to permit
proper maintenance of grounds.
34. Additional limitations or requirements may be imposed by administration upon review of the
rental application.

I have read the regulations and have agreed to abide by them.

Signature