

# NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROPERTY

TITLE: USE OF CENTER FACILITIES

ADOPTED: October 20, 2011

REVISED:

707. USE OF CENTER FACILITIES	
1. Purpose	The Joint Operating Committee recognizes that although the primary purpose of the buildings, facilities and property of the center is to provide students with an appropriate learning environment, the Joint Operating Committee may make center facilities available to individuals and community groups in accordance with this policy, provided the use does not interfere with the educational program of the center.
2. Authority SC 1850.1	The Joint Operating Committee directs that use of center facilities may be granted to individuals and community groups for the following types of activities: <ol style="list-style-type: none"> <li>1. Instruction in any branch of education, learning and the arts, consistent with the center's mission.</li> <li>2. Social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the community; but such use shall be non-exclusive and open to the public without charge.</li> <li>3. Polling places for holding primaries, elections and special elections as permitted or required by state law.</li> <li>4. Recreation, physical training and athletics, including competitive athletic contests for children and adults.</li> </ol>
SC 775	The Joint Operating Committee shall establish a schedule of fees for the use of center facilities by approved groups.
3. Delegation of Responsibility	The Administrative Director or designee shall implement procedures for requesting and granting permission for use of center facilities and shall distribute the policy and procedures to individuals affected by them.

4. Guidelines	<p>An application for use of center facilities may be disapproved because of noncompliance with established policy and procedures by the Administrative Director.</p> <p><u>Application Process</u></p> <p>An individual or community group requesting permission to use the center's, facilities or property must submit a written request on the prescribed application form in advance of the proposed date to the Administrative Director.</p> <p>The application must specify the portion of the center's facilities requested for use; proposed activities; number of individuals participating; and the date, time and duration of the proposed event.</p> <p>Along with the completed application, the individual or group must submit the following:</p> <ol style="list-style-type: none"><li>1. Payment of the specified rental fee.</li><li>2. Evidence of organizational liability to limits required by center guidelines.</li><li>3. Documentation evidencing the center shall be held harmless by the user for any liability that arises from use of facilities by the individual or group.</li></ol> <p><u>Application Evaluation</u></p> <p>No application to use the center's facilities shall be approved if the proposed activity would result in any of the following:</p> <ol style="list-style-type: none"><li>1. Conflict with any school-sponsored activity.</li><li>2. Access to facilities closed due to renovations, maintenance, cleaning, the school calendar, or Joint Operating Committee action.</li><li>3. Access to facilities containing equipment or furnishings which if damaged or operated by an unqualified operator would be detrimental to the operation of a center program.</li><li>4. The proposed use would prevent or encumber center personnel from preparing the center's facilities for their primary purpose, because of the nature or duration of the activity.</li></ol>
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SC 511	<p>5. Individual or community group uses center facilities in excess of five (5) times during any calendar year for the same purpose. This limitation shall not apply to individual athletic contests for children or adults that are part of an overall athletic season schedule, and the use is approved by the Joint Operating Committee.</p> <p><u>Limitations</u></p> <p>When individuals and community groups receive written permission to use the center's facilities under this policy, such use shall be conditioned upon strict compliance with the following:</p> <ol style="list-style-type: none"><li>1. Individuals shall not use, access or enter upon any portions of the facilities or their contents not specified in the approved written request form.</li><li>2. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.</li><li>3. When advertising or promotional activities are held at center facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the center.</li><li>4. Center equipment used in conjunction with requested facilities shall be identified when the application is submitted. Users of center equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator provided by the center.</li></ol> <p><u>Prohibited Activities</u></p> <p>The following activities are strictly prohibited in center facilities when individuals and community groups are granted written permission to use said school facilities:</p> <ol style="list-style-type: none"><li>1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.</li><li>2. Possession of weapons.</li><li>3. Conduct that would alter, damage or be injurious to any center property, equipment or furnishings.</li><li>4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.</li></ol>
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