

REGULATIONS REGARDING THE USE OF SOUTHEAST DELCO SCHOOL DISTRICT BUILDINGS AND GROUNDS

- ★ All School District related activities take precedence over any other Facilities usage.
- ★ All Facilities are to be cared for by the coaching/supervisory staff of each community group.
- ★ All spectator actions are the responsibility of the community group's staff.
- ★ Special notice must be given to the District when groups in excess of 50 people are expected.
- ★ Cleanliness is paramount. All trash must be cleared and placed in proper receptacles.
- ★ No vehicles are permitted on Knight Field.
- ★ Clearance must be maintained for Emergency Vehicles.
- ★ Use of Southeast Delco School District equipment is not authorized unless previous arrangements have been made. It is the responsibility of the requesting individual or group to ensure that pre approval has been received for use of any District equipment.
- ★ No open flames are allowed near the school buildings.
- ★ Note that the track is a rubber type of track and requires special care. NO spikes, NO skateboards, NO bicycles, NO vehicles, and no other devices that could prove damaging to the track surface are permitted.
- ★ All Facilities must be left in the condition in which they were found.
- ★ The community group authorized to use any facility is responsible for any damages caused by their activities or those of spectators.
- ★ Violations of any rules set forth by the District can be cause for suspension of usage privileges.
- ★ NO Food or Drink permitted in the Gyms, Classrooms and Auditoriums.
- ★ Insurance policies must be submitted in accordance with the instructions on the application.
- ★ All coaches, assistants, and supervisory personnel must conform to all appropriate state and federal laws.

Emergencies should be reported as follows:

Police: Call 911

Southeast Delco SD Director of Public Safety, Michael Hooven: 610-809-3060

Southeast Delco SD Director of Buildings & Grounds, Kevin Curry: 610-637-1457

It is the responsibility of the host group or individual to ensure that all services and equipment are requested and scheduled at least one week in advance of the activity.

1. **All requests must be submitted no later than two weeks in advance for standard events.**
2. **Events requiring special attention must be submitted at least one month prior to the event.**

Monday to Friday

1. Outside Groups are expected to vacate the buildings no later than 9:00 p.m. Additional time must be pre authorized by District Administration personnel through preapproval of an “additional time” request on the application for Use of Facilities.
2. Name and contact information of each “On Site” Coach or Event Supervisor is required on every application for Use of Facilities.

Saturday

1. **District Employees:** District facilities are staffed with a District employee on Saturdays during the hours of 7:30 a.m. and 3:00 p.m. Staff presence is to provide access to the facilities and ensure that the toilet rooms are properly stocked.
2. **Outside Groups:** If the building is not open when your group arrives on a Saturday, please call 610-637-3328 for the District Employee on duty. If your group is not going to use the facility on a scheduled date, please notify the District in advance of the date (610-522-6913) so that District staff can be scheduled accordingly.

Please note: It is the responsibility of the community group staff to ensure that the toilet rooms are not defaced in any way.

In addition, if your group plans to leave the building before the end of your scheduled time, call the District employee on duty so that he/she can secure the building. If any area was not cleaned following the use by the group immediately preceding your scheduled activity, please call the District at 610-522-6913. Leave a message identifying the group and the condition of the facility upon your arrival.

