



Thomas J. Duffy, Ed. D.
Superintendent of Schools

RULES AND REGULATIONS FOR FACILITY REQUESTS

- 1) Regular day school activities will have first priority for all space; approved adult education programs will have second priority; approved non-school groups will have third priority and will be assigned space according to the order of the receipt of their application.
- 2) Time of occupancy shall terminate at 12:00 midnight. The Board will permit no use of District facilities on Sunday without special consideration and approval.
- 3) Application for use of school facilities must be submitted sixty (60) days prior to the anticipated use. Early application for use is desirable. Unless paperwork is approved by the Board and signed off by the Superintendent, the event will not appear nor be planned for on the Facilities Calendar.
- 4) Cancellation should be made by the organization at least forty-eight (48) hours in advance. If costs are incurred by the Dallas School District due to cancellation without forty-eight (48) hours' notice, the actual costs involved will be deducted from the deposit submitted with the application. In the event of cancellation by the Dallas School District, notice of such cancellation will be given as far in advance of the actual time the property was to be used by the permittee, as possible. The Dallas School Board reserves the right to make such cancellation in cases of emergency at any time without liability therefore.
- 5) Any activity carried on in school facilities shall be according to Pennsylvania Law and in conformity with Borough ordinances and the dignity and moral standards associated with public schools.

NO MEETING SHALL BE HELD IN A SCHOOL BUILDING:

- a) For the purpose of advancing any doctrine or theory subversive to the State of Pennsylvania or the United States of America.
 - b) For the purpose of advocating social or political violence, or which is of a nature likely to incite such violence.
- 6) The Dallas School Board, because of its responsibility for protecting the school district's buildings and property therein, may restrict the rental and use of space within buildings to certain times and areas. It may also revoke a permit at any time and must have free access to all rooms at all times. When schools are closed for severe storms, or other emergency situations, scheduled community use will automatically be cancelled.
 - 7) Special room equipment, or requests for installation or movement of furniture or equipment in conjunction with an organization's use of a school facility, should be requested at the time the space is reserved. Such permission must be so stated on the permit. School equipment such as projectors and public address systems and state equipment may not be used by outside organizations without the service of school operators. Organizations are reminded that the service of school operators is not always available. Physical education,

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THOMAS TRAVER
Dir. of Elem. Curriculum
DIS Principal

BILL GARTRELL
Director of Technology

DANIEL NATITUS
DHS Asst. Principal

BRIAN BRADSHAW
WPC Principal

DANIEL NESTORICK
SIMS Administrator

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Business Manager



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science, business, or any other equipment or supplies will not be used by any group except school organizations without special consideration and approval by the Board.

- 8) Using organizations shall abide by the regulations at each facility regarding NO SMOKING. No alcoholic beverages are to be brought or consumed in school buildings or grounds. Nothing shall be sold, given, exhibited, or displayed without prior permission. Concessions and parking rights are reserved by the Dallas School District.
- 9) Organizations receiving permission to use school facilities are responsible for the conduct of both participants and spectators. Adequate provisions shall be made to handle anticipated crowds. Where auxiliary police services are required, as noted on the approved facility request form, the requesting organization is responsible for securing and paying fees for such services. The Dallas School Board reserves the right to determine if adequate steps have been taken. The permit holder agrees to assume responsibility for all liabilities arising incidental to the occupancy of building use, it being understood and agreed that the public school assumes no obligations respecting the use of such premises. It is further required that the Board, the Superintendent, or his designated agent shall have the sponsoring organization furnish the Dallas School Board certificates of insurance, in single limits of \$500,000 bodily injury and \$50,000 property damage, or its equivalent of duly authorized and signed Release of All Claims to be approved by the Dallas School Board.
- 10) Admission charges to activities held in school facilities shall be made only as stated by the user upon the application.
- 11) No commercial use of the Dallas School District buildings is permitted.
- 12) When a school cafeteria is used, the Food Service Manager, or other designated school employee, must be present and have general supervision of school equipment. The fee for this service must be paid by the organization using cafeteria facilities according to established rates. The Food Service Manager shall determine the number of cafeteria employees necessary for community use of the school cafeteria, and designate the personnel to work.
- 13) When the school gymnasium, auditorium, and/or the athletic field are used, custodians, or other designated school employees, must be present and have general supervision of school equipment. The fee for this service must be paid by the organization using the auditorium or gymnasium facilities according to established rates. The Director of Buildings and Grounds shall determine the number of custodial or grounds employees necessary for community use of the school auditorium, gymnasium, and/or athletic field(s), and designate the personnel to work.
- 14) Any decorations shall be erected in a manner that will not be destructive to school property, and the custodian on duty shall approve such erection. All decorations shall be removed from the building before 8:00 AM on the next day after the building has been used. The use of any materials on the floor or other parts of the building

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without specific approval of the custodian or grounds person on duty is strictly prohibited. All decorations used must be of fireproof nature. Alterations to school property are prohibited.

- 15) All advertising except that incidental to programs, and all sale of merchandise, printed matter, or other materials are forbidden unless the Dallas School Board gives special approval.
- 16) Any right or privilege granted to any person, persons, or organizations to use any building or property is personal and shall not be transferred to any other person, persons, or organization.
- 17) Organizations gaining approval to use school district facilities will limit their use of the facilities to those areas specifically approved. Unauthorized use of areas or equipment not specifically approved will result in the withdrawal of the organization's original approved application and permit to use school facilities.
- 18) The decision to require police supervision and/or parking attendants shall be made by the Superintendent or other Board-designated issuing officer.
- 19) Payment of any rental service fees will be made to the Dallas School District business office upon receipt of the approved application form indicating fees to be paid. Payment of all fees relating to personnel services for custodial, cafeteria, audio-visual, and professional help will be the responsibility of the person in charge of the sponsoring of the event by signing the employee's time card, which is referred to the Dallas School District business office. Dallas School District pays the employee, and then the sponsoring organization reimburses the district. Fees may be charged for the cost of additional custodial services necessary after the group leaves but as a direct result of the group's activities.
- 20) The Director of Buildings and Grounds is initially responsible to make all decisions regarding facility requests. If he needs to refer to anyone, he is to contact the Superintendent or his designee as stated in the organizational chart. Individual board members other than the President shall not supersede any decisions made by the Director of Buildings and Grounds.

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