

information to the Business office.

4. Billing and collection will be handled through the Business Office.

The use of fence-enclosed stadium of Marple Newtown Senior High School shall be available according to the following guidelines:

Senior High School Stadium

Use of the fence-enclosed stadium shall be granted to groups that meet the requirements of Class I, Class II, and Class III with the approval of the Superintendent or his/her designee. Groups that meet the requirements of Class IV, Class V, and Class VI will only be approved to use the fenced-enclosed stadium by special Board Action. The following provisions shall guide Board action:

1. Activities must be completed by 10:00 p.m., except Bandarama or an event requiring an extended time, approved by the Board of Directors.
2. Field lights shall be turned off by 10:30 p.m.
3. Activities featuring excessively loud music or noise will not be approved.
4. An optimum volume for the public address system shall be established.
5. Class IV, class V, and class VI activities drawing large numbers of spectators will have adequate district staff supervision and custodial support as well as additional security or police presence at the tenant's expense.
6. Sunday events are prohibited unless authorized by the School Board.
7. A PIAA school activity may be scheduled, due to an emergency situation at that PIAA school's facility, with approval of the Superintendent and Board Facilities & Transportation Committee Liaison; all appropriate fees will apply.
8. Practice sessions for a category class III that are scheduled between the hours of 8:00 AM and 8:00 PM, Monday through Friday and are appropriately scheduled, are at no charge. MNSD and PIAA events supersede all other requests, all other requests are scheduled on a first come first serve basis.
9. Requests for the use of the High School Stadium by Class IV, Class V, and Class VI groups must be scheduled at least 60 calendar days prior to the event except January and August events. January and August events will need to be requested 90 calendar days prior to the event.

The Board directs that the administrative guidelines allow for the following:

1. General Conditions Regulating Use.
 - a. The availability of school facilities shall be subject to the convenience, requirements and activities of the school.
 - b. The host reserves the right to assign any employees deemed necessary by

	<p>the host to staff the activity or event at the expense of the licensee using the facilities.</p> <ul style="list-style-type: none">c. The host reserves the right to revoke any approved use of school real property facilities.d. No licensee who leases any school real property may sublease that property to any other organization.e. The host reserves the right to rescind and reschedule the licensee's use of facilities at any time. <p>2. Classification of licensees authorized to use school real property facilities:</p> <ul style="list-style-type: none">a. <u>Class I.</u> MNSD School organizations, MNSD school sponsored activities, or PIAA activities or events.b. <u>Class II.</u> School related organizations (e.g. Parent/Teachers Associations, Marple Newtown Band Association, Cheerleading Parent Organization, Tiger Foundation) whose primary purpose and function is to support the district's educational program.c. <u>Class III.</u> Use of school real property by any service, governmental, and/or recreational organizations whose members are comprised of eighty percent (80%) or more of Marple Newtown School District residents (e.g. Township Youth/Adult Athletic and Recreational Programs, Boy Scouts, Girl Scouts, CYO, fire fighting organizations, governmental meetings or activities).d. <u>Class IV.</u> Use of school real property by any service, governmental, and/or recreational organizations whose members are comprised of less than eighty percent (80%) of Marple Newtown School District residents.e. <u>Class V.</u> Accredited colleges or universities and other non-private enterprise groups or organizations not included in Class I through Class IV(e.g. political action, special interest and religious groups).f. <u>Class VI.</u> Private enterprise organizations, groups or individuals.
--	--

3. General conditions Governing Applications and Fees:

a. Class I Activities shall:

- (1) Schedule use of facilities with the respective School Principal or Athletic Director. The School Principal or Athletic Director will schedule the activity with the Operations office.
- (2) Not be charged any fees by host for use of facilities.
- (3) Deposit any funds received from events conducted in school facilities in the school activity account.
- (4) If the function is an in-service program requested by the Marple Newtown School Administration through an accredited college or university, fees may be paid directly to the college or university.

b. Class II activities shall:

- (1) Schedule use of facility with Marple Newtown School District Operations office.
- (2) Submit a written application to the Marple Newtown School District Operations office.
- (3) Reimburse the host the established facility usage fee as noted by classification and appropriate for the activity on the Facility Usage Fee Schedule.
- (4) Provide a current certificate of insurance at the time of application, when applicable.

c. Class III activities shall:

- (1) Submit a written application to the Marple Newtown School District Operations office.
- (2) Execute a Facility Rental Contract as prescribed in Administrative Guideline 707, which will be available through the Marple Newtown School District Operations office at the time of application.
- (3) Reimburse the host the established facility usage fee as noted by classification and appropriate for the activity on the Facility Usage Fee Schedule.
- (4) Provide a current certificate of insurance at the time of application.

	<p>(5) Provide a roster which will include participants' names and addresses to verify that 80% of the participants are residents of either Marple or Newtown Townships.</p> <p>(6) A permit will be issued and must be in the possession of the licensee during the event.</p> <p>d. <u>Class IV</u>, <u>ClassV</u>, and <u>ClassVI</u>, activities shall:</p> <p>(1) Submit a written application to the Marple Newtown School District Operations office.</p> <p>(2) Execute a Facility Rental Contract as prescribed in Administrative Guideline 707, which will be available through the Marple Newtown School District Operations office at the time of application.</p> <p>(3) Reimburse the host the established facility usage fee as noted by classification and appropriate for the activity on the Facility Usage Fee Schedule.</p> <p>(4) Provide a current certificate of insurance.</p> <p>(5) A permit will be issued and must be in the possession of the licensee during the event.</p>
--	---