

Use of Facilities Regulations for all School District Gymnasiums and Cafeterias

These regulations apply to the following facilities: Elementary School Gymnasium/Café, Middle School Gymnasium and Cafeteria, High School Gymnasium and Cafeteria:

1. Use of Facilities will be accepted for the following school year between April 15 and May 15 of the current year.
2. Facilities will be scheduled based on order of preference (see below), not based on the timing of the submission.
3. All Use of Facilities will be submitted to the Director of Athletics, c/o Pennsville Memorial High School.
4. Proof of insurance, liability and medical coverage must be submitted with Use of Facilities.
5. Use of Facilities preferences will be given in the following order:
 - a. School sponsored activity groups;
 - b. Previous outside Civic Groups (i.e. Boy Scouts, Dance, Winter Guard, etc.) and in-season **Youth** sport/recreation programs;
 - c. **Adult** recreation programs;
 - d. Out-of-Season youth sports programs and new outside civic groups;
6. Forms submitted after May 15 will be handled on best available process.
7. All appeals of facility scheduling must be heard by the Board of Education at a regularly scheduled public meeting.

Date: December 15, 2008

Reference: File Code 1330