

Plum Borough School District Additional Guidelines

707. ATTACHMENT

Auditoriums:

- Use of auditoriums is approved by application only.
- Rental deposit may be required prior to approved application being returned – Sr. High, \$10,000; Oblock Jr. High, \$5,000; Pivik Elementary School, \$2,500.
- No food or drink is permitted in the auditorium at any time.
- A school district Auditorium Manager is required for outside groups using the auditorium at the Senior High School and Oblock Junior High School.
- The number of stage crew personnel will be determined by the Auditorium Manager at the time of application.
- Additional fee for Ushers on Performance Date(s) – \$50.00 per hour for six (6) ushers – required for all outside groups using the auditorium at the Senior High School and Oblock Jr. High School. The number of ushers will be determined by the Auditorium Manager.
- At no time may the band, choral rooms, or music suite rooms be used by outside applicants.
- General classrooms will be available to rent as staging/changing areas for approved outside applicants.
- The approved applicant shall not alter the stage area in any manner. All stage equipment is under the control and supervision of the Auditorium Manager.
- Any scenery or equipment belonging to sponsoring groups must be removed from the premises immediately after their final performance.
- School activities have priority for use of the auditoriums.

Gymnasiums:

- The use of gymnasiums is approved by application only.
- No food or drink is permitted in gymnasium at any time.
- Do not walk across the courts without proper shoes - use outer perimeter area.
- Footwear – No hard sole shoes and use of only non-marking athletic shoes on the gym floor.
- Use of baseballs or softballs of any kind is prohibited on the main gym floor.
- Bleachers – Full details of bleacher equipment needed must be furnished in advance.
- School activities have priority for use of the gymnasiums. The gymnasium will not be used when a school activity is being held within the school.

Baseball/Softball Fields:

- Use of fields is approved by application only.
- Organizations using the field may only use the regulation diamond and no alterations to the field are permitted.
- Field must be kept clean.
- Pitcher's mound and home plate area must be packed and filled with dirt at all times.
- There will be no school facilities provided. Renting organizations will be responsible for all damage. Fields shall be rented to only local teams or organizations whose participants reside in the Borough of Plum.
- No pets are permitted.
- School activities have priority for use of the field. The baseball field will not be used when a school activity is being conducted on the football field.

Tracks:

- The tracks are open to the public from 6:00 p.m. – 11:00 p.m. on school days.
- Joggers and walkers are not permitted to use the two (2) inside lanes of the track.
- Wheeled vehicles of any type are not permitted on the track.
- School activities have priority for use of the track. The track will not be available for use when a school activity is being conducted.
- No pets are permitted.

Football/Soccer Fields:

- Use of the fields is approved by application only.
- No chewing gum is permitted in the stadium.
- No alterations to the field are permitted.
- No pets are permitted.
- There will be no school facilities provided. Renting organizations will be responsible for all damage. Fields shall be rented to only local teams or organizations whose participants reside in the Borough of Plum.
- School activities have priority for use of the field. The fields will not be used when a school activity is being conducted that may interfere.

Concession Stands:

- Use of concession stands is approved application only.
- Use of fryers of any type are not permitted.
- Use of personal equipment ie: crockpots, roasters, etc., require prior authorization for use by the Office of Buildings and Grounds.
- Inspection of the facility prior to and after use is required with representatives of the district and approved group. Sign off sheets to be completed on each use.
- Organization is responsible for cleaning after use, subject to inspection by the Office of Buildings and Grounds.

Kitchen Facilities:

For each activity that requires that use of a kitchen and/or kitchen equipment, a Plum Borough School Food Service Employee must be present.

Kitchen equipment is defined as:

- Dish Machine.
- Convection Ovens.
- Mixers.
- Slicer.
- Steam Jacket Kettle and/or Compartment Steamer.
- Heated Steam Table Wells.
- Upright Warmers.
- Upright Refrigerators.

Areas that may be utilized without a Food Service employee present:

- Countertops and Plugs.
- Sinks.

The use of any of the above items requires that the applicant leave the facility and equipment in the exact condition it was found. Any abuse of this policy could result in the loss of privileges for your organization. If the condition is found unacceptable and any additional cleaning by the food service staff is required, your organization will be charged the cost of the labor to rectify the problem.

Small wares that are contained in the drawers and pots and pans are the property of the Food Service Department may not be utilized unless the Food Service Employee is present. Allegheny County Health Department regulations stipulate that this equipment must be washed and sanitized at 180 degrees Fahrenheit after use. This can only occur in a commercial dishwasher.

Any lost or damaged equipment and/or small wares will be subject to replacement costs to be incurred by the outside organization.

Please be aware that no more than one (1) appliance is to be plugged into an electrical outlet. Using more than one (1) may result in tripping the circuit and blowing a fuse.