



POTTSGROVE SCHOOL DISTRICT

FACILITIES DEPARTMENT * 1301 KAUFFMAN ROAD * POTTSTOWN, PA 19464-2398
(610) 327-2277 * FAX (610) 327-2530

Facilities Use Rules and Regulations

General Rules and Regulations

- Pottsgrove School District is a **TOBACCO FREE** school district, no tobacco products are permitted on district grounds.
- State law prohibits gambling or alcoholic beverages of any kind on school property.
- Absolutely no parking is permitted in designated fire zones (identified by yellow curbing or signs). Parking is restricted to designated paved areas. **NO** parking is permitted along the perimeter of roadways/driveways, fields or other grassy areas.
- The use of pesticides or other chemicals is prohibited on district property.
- No animals are permitted at any events on district property. This includes athletic competitions and practices.
- All animals on district property at other times must be leashed at all times. Owners must pick up after their pets.
- No animals are permitted inside Pottsgrove Stadium and/or Falcon Field at any time.
- Service animals are exceptions to the above regulations.
- Bicycles, skateboards, scooters or any other vehicles are not permitted inside Pottsgrove Stadium and/or Falcon Field, unless they are being used for the transportation of those who need assistance.
- The district has the right to retain any backpack, ball or items that may serve as a safety issue and /or distraction for the duration of any school sponsored event held on District facilities.
- Parents, fans, and spectators are **NOT PERMITTED** on the fields or track prior to, during or after events, unless directed by staff.
- No food, drinks, or refreshments of any kind may be taken into any gymnasium or auditorium.
- Proper footwear (sneakers or shoes with non-marking soles) is required to walk on gymnasium floors.
- In order to maintain building security, all doors other than main entrance doors designated for the vent must remain locked and closed at all times.
- Use of any equipment must be requested and approved in advance. Organizations will be responsible for any damage incurred.
- Restrooms are available in Pottsgrove Stadium.
- Appropriate litter and recycling receptacles are located in Pottsgrove Stadium, Falcon Field and at other athletic venues. Please dispose of all trash at the completion of your event.
- **The running track and all district fields may not be used in weather conditions involving the threat of lightening. The presence of distant thunder warrants leaving the field and/or track for a time of at least 30 minutes after a strike of any kind.**
- No chairs, other than those supplied by the school district, are permitted on the synthetic surfaces.
- Only district vehicles operated by district personnel are permitted on the track surface and synthetic turf field.
- All field grooming/maintenance must be approved by the district's Director of Facilities prior to being performed.

Falcon Field is a lighted synthetic turf field (A-Turf). Field dimension are 120 yards x 80 yards with a seating capacity of 300.

- ▶ White Lines – Soccer (110x75)

- ▶ Orange Lines – Girls Lacrosse (110 x 70AZ)
- ▶ Blue lines – Boys Lacrosse (110 x 60)
- ▶ Red Lines - Field Hockey (100 x 60)

- To insure the proper care of the synthetic surface, **ABSOLUTELY NO** Gum, Tobacco, Soft Drinks, Sports Drinks, Food or Seeds are permitted on the synthetic turf surface.
- ***Water is the only beverage allowed inside the turf field surface.***
- Please do not dump ice or beverage containers/coolers on either the synthetic track or playing surface at any time.
- All appropriate types of athletic shoes may be worn on the synthetic turf, they include: detachable rubber cleats, molded cleats, turf shoes and/or sneakers.
- Metal Cleats, high heeled shoes and track spikes are **NOT** permitted on the synthetic turf field surface.
- Access to the synthetic turf field is limited to coaches, players, field personnel and athletic trainers while organized activities are in progress.
- A picnic area is located on either side of the bleachers inside Falcon Field.
- Absolutely **NO** chemical ice bags allowed on the turf field and all-weather track surface.
- Locker rooms are not available in Falcon Field.
- No open flames or fireworks are permitted at any district facility.
- No golfing, discus, javelin or shot put is permitted on the synthetic turf field surface.
- No stakes, posts, poles or markers are permitted on any the synthetic turf surface.
- Any organic spillage (including blood, vomit) must be cleaned and sanitized by a bleach/water – 50/50 solution.
- Groups renting the facilities may arrive 15 minutes prior to their scheduled time.
- No chairs, other than those supplied by the school district, are permitted on the synthetic surfaces.
- Tents erected on synthetic surfaces must be free standing structures with legs supported by ¾ inch plywood. These tents are to be weighted down. Absolutely no anchoring stakes are permitted.

Other Athletic Facilities are available throughout Pottsgrove School District. These fields are natural grass fields that can be negatively impacted by weather conditions. To address this issue, the district has implemented a flag system which is displayed on the bottom right hand column of the district's home page (www.pgisd.org). When a green flag is visible, all fields are available for use. When a red flag is visible, all fields are closed. When a yellow flag is visible, organizations using district fields should view the message below the flag. This flag system pertains to all natural grass athletic fields. Coaches or organization leaders are responsible for verifying field availability by visiting our website prior to their events.

Please help us keep the Pottsgrove School District facilities clean and in the manner in which they were found. Also, please report any damage prior to you using the facilities by calling and leaving a message in the Athletic Department at 610-326-6376.

I acknowledge that I have read the above rules and regulations pertaining to the use of Pottsgrove facilities and understand that, in accordance with Pottsgrove School District Policy #707, that I will be responsible for any damage to an athletic field or other district facility as a result of our use.

Signature _____

Printed Name _____

Group Name and Contact Information _____



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SAFETY COORDINATOR ACKNOWLEDGEMENT

As part of the Pottsgrove School District's overall safety plan, this building usage rental agreement now has an additional requirement to help ensure a safe environment for your events/activities. Any organization utilizing a district facility is responsible for designating one adult on the location for the specific event or activity as the **Safety Coordinator** for that event. All organization leaders must notify all individuals who will be supervising their activities or events of this responsibility. The **Safety Coordinator** could be a coach, a parent or an adult (over 18 years of age and not a student in a public or private school) volunteer. Additionally, the Safety Coordinator designated must be present for your organization's entire use of the facility. Once your rental application has been accepted, you will receive the written protocols and action steps to assist your **Safety Coordinators** in the event of an emergency.

Below is your acknowledgement of the requirement for renting a Pottsgrove School District facility:

I _____, as the _____, understand my
Name Title
organization's (_____) responsibility to comply with
Name of Organization
this safety protocol and will ensure a **Safety Coordinator** will be assigned for every
event/activity.