

*Use of District Facilities- Valley Forge Elementary School Tennis Courts*Use of Tennis Courts

1. All users requesting use of the Valley Forge Elementary School tennis courts (“Courts”) are required to submit a written request using the Application and Agreement Form (AAF) in the form maintained by the Business Office. This form is located on the District website.
2. An authorized organization representative must sign each AAF for each court request. This person will be responsible for the proper court use and the contact person for District administration.
3. All requests should be made at least ten (10) business days prior to the scheduled court use, but no sooner than six (6) months. No contract will be longer than twelve (12) months in duration. Exceptions can be made at the discretion of the appropriate administrator.
4. Users will be prioritized within each classification based on the groups they serve, the number of T/E participants and the frequency of their facility use.
5. Users will receive final approval for their court use requests when the approved AAF is signed by the Business Manager and a copy of the signed AAF is returned to the requester.
6. Applicants will be notified if approved or not approved for use.
7. User requests for use of the Courts from September through February should be received by August 1. User requests for the use of the courts from March through August should be received by February 1. The User requests submitted after these deadlines, and throughout the year, will be notified of their approval within ten to twelve (10-12) business/school days after receipt.
8. After approval of the AAF is processed, the Business Manager will distribute copies to the appropriate support personnel.
9. Users may not assign the approved agreement or sublet the Courts.
10. Users understand that the AAF is limited to use of the designated Courts. The user may not access other parts of the facility, building or court not expressly set forth on the AAF. In particular, where school buildings are under construction, it is imperative that users remain in the permitted area. The user is responsible for supervising all individuals in their group. The District reserves the right to terminate AAFs or refuse to issue future AAFs to users who fail to abide by this provision.
11. Once the AAF is approved, the user will not be reprioritized or denied use unless the District determines there is a District or Class A user need for the space.
12. If classification is contested the request shall be referred to the Superintendent or designee.
13. User fees for use of the Courts are designated in Regulation 7040, Appendix B and C, where applicable.
14. Charges for all facility requests will be estimated in advance of the activity itself. A bill will be sent following the activity. Added fees may be assessed for additional rental time and/or excessive and unexpected clean up or support services.
15. If two (2) unrelated organizations use the Courts at the same time, each will pay all required fees in full.
16. Programs run by TESD school-sponsored activities or student organizations or TESD Partner Organizations that charge admission, or a signup fee, with 100% of the proceeds going directly to those groups will incur no rental charge. The District reserves the right to request an accounting of the proceeds and the costs of running the program. (Example: PTO run Summer Games for Fun). Any other user charging admission or using the Courts for fund raising purposes will be charged all required fees unless 100% of the proceeds go directly to TESD students or the District.
17. The District reserves the right to charge a security deposit for any user.
18. All charges are payable within thirty (30) days after the billing date. The District reserves the right to assess late fees of up to one percent (1%) per month when bills are not paid on time.
19. Construction/renovations at any of the District’s buildings may require that utilities be cut off for a period of time. The District reserves the right to terminate the use of the Courts for that time period with twenty-four (24) hour notice to the User.

20. In the event that a user needs to cancel, the user shall inform the District in writing to the Business Manager two (2) weeks prior to the scheduled event or pay as liquidated damages the rental fee heretofore provided. There will be no refunds of rental fees for cancellations requested less than two weeks prior to the scheduled use of facilities. This applies except when cancellation is due to a District decision for weather or other circumstances.
21. Any user is required to restore or pay for the restoration to original condition, at the discretion of the District, any property destroyed or suffering from more than normal wear and tear. The District shall be the sole judge of destruction of property or excessive wear and tear.
22. If there are questions or concerns regarding the condition of the Courts, please contact the Business Manager.

Use by Individuals

Individuals who are residents of the District may use the Courts on a first-come first-served basis subject to time and use regulations posted on the Courts.

Individuals who reserve the Courts in advance in accordance with Policy 7040 will be granted priority over other individual residents.

General Rules and Conditions

1. Hours of Operation:
 - a. The Courts are closed during school hours.
 - b. The Courts will open for the public during non-school hours.
 - c. The Courts may not be used after sundown.
 - d. Portable lights may not be brought in.
2. The following are prohibited:
 - a. Use of tobacco, alcohol and controlled substances.
 - b. Bicycling, skateboarding, skating, or any other use other than tennis. Violators will be prosecuted under PA Statute Title 18, Sec. 3503 and PA (b) (6.1) and Public School Code, Sec. 7-777.
3. Food and gum are not permitted on the Courts. All beverage containers must be disposed of properly.
4. No individual or group will be permitted use of the Courts if it interferes with school programs. The Business Manager, building Principal, Athletic Director, or their designee, may cancel any AAFs for school use should conflicts with school programs develop.
5. School authorities reserve the right to limit, restrict, or prohibit proposed school facilities use when this use is not in the interest of the District or community.
6. Under no circumstances may any individual who is being privately paid to instruct a student, conduct that instruction on the Courts without the express written permission of the Superintendent or designee.
7. Users recognize the fact that the District is making its Courts available to the community in accordance with Board Policy. Administrative Regulations do not create any right for the user to the continued use of the facilities except at the discretion of the District.
8. The District is not responsible for clearing of snow from the Courts or the adjacent walkways prior to any event.
9. The clearing of snow from the Courts is prohibited unless authorized by the District.
10. No portable sound systems are permitted when using the Courts.
11. No dogs are permitted on the Courts or surrounding area.
12. Proper foot attire is required on the Courts.

13. Users are responsible for damage to the Courts. If user finds the part of the premises approved for use to be damaged or defective, the user should report this condition as soon as possible, preferably before using the Courts.
14. The District reserves the right to close the Courts for safety concerns related to construction, field renovations, or any reason that the District feels necessary. Use of the Courts is automatically cancelled when the facilities are closed by school authorities because of local, state, or national disaster, or emergencies (fire, flood, storms, or mechanical failure) as well as weather-related school closings. It is the user's responsibility to verify the availability of the Courts.