



## FACILITIES RENTAL APPLICATION INFORMATION

The School District of Lancaster (SDOL) provides facilities for use to a variety of organizations inside and outside the School District. Facility and personnel fees vary depending on the organization and activity.

Rev. 06/19/18

### INSTRUCTIONS

1. Determine which **Group** fits your organization.
2. Read the following documents:
  - a. SDOL FACILITIES RENTAL APPLICATION FEE SCHEDULE.
  - b. SDOL FACILITIES RENTAL APPLICATION including the RULES FOR USE OF ALL SCHOOL FACILITIES AND GROUNDS.
  - c. [Board Policy 707](#) (available on SDOL website)
3. Complete the FACILITIES RENTAL APPLICATION including the RULES FOR USE OF ALL SCHOOL FACILITIES AND GROUNDS forms.
4. Mail or hand deliver the forms to:  
School District of Lancaster  
Facilities Department  
1020 Lehigh Avenue  
Lancaster, PA 17602

### **FEES ARE NON-NEGOTIABLE**

Facility and personnel labor fees are assessed to protect the investment made by our community in the School District of Lancaster. Fees are used to cover the expense of personnel, facility maintenance and upkeep as well as supply and utility costs. The Facilities Fee Schedule is updated annually by the Business Office, Facilities Department, and the Board.

**ANY GROUP** scheduling an event outside of school days/hours including, but not limited to weekends, holidays, school breaks, (i.e. summer, spring, winter) will be required to pay personnel fees.

A SDOL employee(s) must be present during any activity or event and will be a paid representative of the District.

A SDOL employee(s) may not be paid directly from any individual, group, or organization.

Organization employees or volunteers may not be used in lieu of a SDOL employee.

### **Concessions**

The SDOL Booster Clubs have first priority to offer concessions at any event in the SDOL.

### Group 1

- SDOL – District Organizations
  - A group of SDOL students led by a SDOL employee paid by a supplemental contract issued by SDOL (i.e. co-curricular positions)
  - An activity scheduled by SDOL administration for the benefit of SDOL students (District Organizations)
- LRC (Lancaster Recreation Commission)
- Non-profit organizations operating **inside** SDOL boundaries providing activities/programs to benefit SDOL students (i.e. LEF, Alumni Groups, PTO, Booster Clubs)
- City/County of Lancaster activities

### Group 2

- Non-profit organizations operating **outside** SDOL boundaries
- Businesses/individuals operating **inside** SDOL boundaries
- Any organization charging an admission fee

### Group 3

- Businesses/individuals operating **outside** SDOL boundaries

**NOTE:** All **NON-PROFIT** organizations or individuals must provide a federal ID number, tax exempt certificate, and 501C.



# FACILITIES RENTAL APPLICATION

Phone 717-291-6106 1020 Lehigh Avenue, Lancaster, PA 17602 Fax 717-291-6120

Please read all instructions before completion. Please submit 1 form for each location use.

Organization Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Purpose of Activity \_\_\_\_\_ Est. # Attendee's/Participants \_\_\_\_\_

**Dates & Times Requested** (please indicate A.M. or P.M. – for more than 7 days attach a separate sheet or calendar to indicate dates requested)

NOTE: Building will be opened and available at arrival time – all parties must vacate the building by departure time

<b>Date (s)</b>							
<b>Arrival</b>							
<b>Departure</b>							

**Location**

- JP McCaskey HS
- McCaskey East HS
- Wheatland MS
- Lincoln MS
- Reynolds MS
- Hand MS
- Phoenix Academy
- Cyber/DASH
- Buehrle Academy
- Buchanan ES
- Burrowes ES
- Carter & MacRae ES
- Fulton ES
- Hamilton ES
- King ES
- Lafayette ES
- Martin K-8
- Price ES
- Ross ES
- Washington ES
- Wharton ES
- Wickersham ES

**Facility/Room**

- Auditorium
- Cafeteria
- Kitchen
- All-Purpose Room
- Gym (not HS)
- Locker Rooms
- Media Center/Library
- Computer Lab
- Conference Room
- Classroom  How many?
- Playground
- Parking Lot

**Athletic Fields (not High School)**

- Wheatland Football/Track
- Wheatland Field Hockey/Soccer
- Wheatland Baseball
- Lincoln Field Hockey/Soccer
- Hand Fields

**Athletic Facilities – JP McCaskey HS and McCaskey East HS**

- JP McCaskey Gym
- McCaskey East Gym
- \_\_\_\_\_ (including locker rooms)
- JP McCaskey Wrestling
- JP McCaskey Fitness
- Barney Ewell Stadium (football & track)
- Varsity Baseball
- JV Baseball
- Varsity Soccer
- JV Soccer (Field D)
- Varsity Softball
- JV Softball
- Field A  Field B  Field C
- Tennis Courts
- Chryst Pavilion
- Victory Field (Varsity / JV Field Hockey)
- JP McCaskey Pool
- Phoenix Academy Pool
- Multi-Use Field (behind C Field)
- Burrowes Baseball
- Lafayette Baseball Upper
- Lafayette Baseball Lower
- Davy Arnold Baseball (Washington)

- Is this activity exclusively for School District of Lancaster students?  Yes  No
- Will fees be collected or admission fees charged for this activity?  Yes  No
- Do you plan to offer refreshments and/or meals?  Yes  No
- Will the activity want concessions to be offered?  Yes  No
- (SDOL Booster Clubs have priority to offer concessions)
- Will you need equipment or set-up provided by School Dist. Of Lancaster?  Yes  No

Describe any other needs:



# FACILITIES RENTAL APPLICATION

## RULES FOR USE OF ALL SCHOOL FACILITIES AND GROUNDS

Phone 717-291-6106 1020 Lehigh Avenue, Lancaster, PA 17602 Fax 717-291-6120

Please read all instructions before completion. Please submit only one (1) form.

1. Use of Facilities or Grounds may be denied/rescinded when school is not in session (school vacations or cancellations due to inclement weather, etc.) It may be necessary for the District to rescind approvals when conflicts arise. Only rare occasions necessitate such action, but approvals are conditional.
2. Approved community use of facilities is automatically cancelled when school is closed for inclement weather, in an emergency or due to safety conditions. School cancellations are broadcast through the local media.
3. A new application is requested to change information on a previously submitted application. Information on a previous application will be marked cancelled/changed on the calendar and the new information added. If this application is a change, please note here: \_\_\_\_\_
4. District administration holds the right to rescind use as a result of facility misuse.
5. An organization receiving approval to use school facilities or grounds assumes the responsibility for the facility's or grounds' clean-up upon completion of the organization's use. The school facility or grounds should be restored to the condition that existed prior to the organization's use.
6. Organizations may utilize cafeteria kitchen equipment only when district cafeteria staff has been scheduled and district staff operate the equipment (this includes access to coolers and refrigerators).
7. All requests should be submitted to the Facilities Department at least thirty (30) days in advance of the requested date of use.
8. Request for Sunday usage and other unusual requests for the use of facilities or grounds will need to be reviewed by the Director of Facilities & Building Operations for approval.
9. A citizen, administrator, or faculty member of the District must sign below as the party responsible for use of the facilities or grounds.
10. Organizations must attach a certificate of liability insurance: \$1,000,000.00 listing their organization as Named Insured and including the School District of Lancaster as certificate holder and as the primary additional insured. An organization can secure special event liability coverage, and, if no liquor is involved, the cost should be minimal. Please contact your insurance agent to obtain this certificate and/or special event liability coverage, as outlined in this section.
11. Participants/attendees must park in designated parking areas only. Do not park on the grass or fields.
12. Alcoholic beverages, smoking, and improper conduct is prohibited on District property.
13. Weapons of any kind are prohibited on School District of Lancaster property in accordance with Board Policy 707.
14. The sale of food and beverages is prohibited unless special permission is approved with all appropriate City of Lancaster permits.

**My signature below indicates I have read the FACILITIES RENTAL APPLICATION INFORMATION and the RULES FOR USE OF ALL SCHOOL FACILITIES AND GROUNDS.**

**I understand that the instructions summarize requirements of Board Policy #707.**

**I understand and agree to comply with these policies and the RULES FOR USE OF ALL SCHOOL FACILITIES AND GROUNDS.**

Name \_\_\_\_\_  
(Please Print)

Signature \_\_\_\_\_

Email \_\_\_\_\_

Date \_\_\_\_\_