

# Application & Agreement – Facilities Use

Facilities Office

## Applicant information

Organization requesting facility \_\_\_\_\_

Person representing organization \_\_\_\_\_  
Last name First Middle

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Position \_\_\_\_\_ Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Date of application \_\_\_\_\_

Owner, producer or controlling agency if different from applicant \_\_\_\_\_

## Information on proposed use of facility

Type of activity \_\_\_\_\_

Purpose of activity \_\_\_\_\_

Expected number of people to attend \_\_\_\_\_

Yes  No Meeting is open to the public

Yes  No Entertainment will be included. If yes, give type and nature \_\_\_\_\_

Yes  No Speakers will be included. If yes, give name and topic \_\_\_\_\_

Yes  No Admission, solicitation collecting and/or selling will be done. If yes, describe activity and give purpose for proceeds. \_\_\_\_\_

## Activity date information

Day	Date	Time
1st choice		<input type="checkbox"/> a.m. to <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. to <input type="checkbox"/> p.m.
2nd choice		<input type="checkbox"/> a.m. to <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. to <input type="checkbox"/> p.m.
3rd choice		<input type="checkbox"/> a.m. to <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. to <input type="checkbox"/> p.m.

Day	Date	Time
1st choice		<input type="checkbox"/> a.m. to <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. to <input type="checkbox"/> p.m.
2nd choice		<input type="checkbox"/> a.m. to <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. to <input type="checkbox"/> p.m.
3rd choice		<input type="checkbox"/> a.m. to <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. to <input type="checkbox"/> p.m.

## Facility request

School requested \_\_\_\_\_

- Auditorium  Baseball field  Cafeteria  Football field  Gym  Track  
 Classroom  Baseball field with lights  Cafeteria with kitchen  Football field with lights  Gym with showers  Other \_\_\_\_\_

## Equipment request (Some facilities may not have these items available)

- Piano  Lectern  Sound system  Other \_\_\_\_\_  Other \_\_\_\_\_  Other \_\_\_\_\_

## Food service request

- Food will not be served during the activity  Food will be catered, but we will not need the kitchen  
 Food will be served, but we will not need the kitchen  Food will be catered, and we will need the kitchen  
 Food will be served, and we will need the kitchen  Other \_\_\_\_\_

Food Services Director must sign to approve use of the kitchen. \_\_\_\_\_  
Food Services Director's signature Date

## Personnel charges

Custodian \_\_\_\_\_ hours X \$30.00 per hour = \$ \_\_\_\_\_

**Clean up after event ..... 2 hours X \$30.00 per hour = \$ 60.00**

Kitchen staff \_\_\_\_\_ hours X \$30.00 per hour = \$ \_\_\_\_\_

Classified employee ... \_\_\_\_\_ hours X \$30.00 per hour = \$ \_\_\_\_\_  
Clerical, kitchen staff, maintenance, teaching assistant

Certified employee ..... \_\_\_\_\_ hours X \$35.00 per hour = \$ \_\_\_\_\_

Technician ..... \_\_\_\_\_ hours X \$40.00 per hour = \$ \_\_\_\_\_  
Required for lighting, sound

Administrator ..... \_\_\_\_\_ hours X \$40.00 per hour = \$ \_\_\_\_\_

District employee assigned \_\_\_\_\_ Name \_\_\_\_\_

**Processing fee.....\$ 5.00**

**Personnel subtotal.....\$ \_\_\_\_\_**

## Security you must provide

- If 50 or more people attend, a law enforcement officer must be reserved at *Lancaster County Sheriff's Department* or *Lancaster Police Department*.
- More than 100 people require an additional officer.
- Law enforcement reserves the right to require additional officers as needed.
- Security must be present for the entire length of event.
- Application will not be considered for approval without security confirmation.
- Proof that law enforcement is arranged required 5 business days **BEFORE** the event.

## Facilities charges

Regular classroom..... \_\_\_\_\_ hours X \$30.00 per hour = \$ \_\_\_\_\_

Cafeteria..... \_\_\_\_\_ hours X \$100.00 per hour = \$ \_\_\_\_\_

Cafeteria with kitchen .. \_\_\_\_\_ hours X \$150.00 per hour = \$ \_\_\_\_\_

Gymnasium ..... \_\_\_\_\_ hours X \$100.00 per hour = \$ \_\_\_\_\_

Auditorium ..... \_\_\_\_\_ hours X \$150.00 per hour = \$ \_\_\_\_\_

Baseball field..... \_\_\_\_\_ hours X \$80.00 per hour = \$ \_\_\_\_\_

Football stadium..... \_\_\_\_\_ hours X \$400.00 per hour = \$ \_\_\_\_\_

Multi-purpose buildings

– Gym ..... \_\_\_\_\_ hours X \$100.00 per hour = \$ \_\_\_\_\_

– Gym/Stage with A/V..... \_\_\_\_\_ hours X \$150.00 per hour = \$ \_\_\_\_\_

– Flex classrooms ..... \_\_\_\_\_ hours X \$60.00 per hour = \$ \_\_\_\_\_

**\$100 security deposit (refunded if no damage occurs) ..... = \$100.00**

**Facilities subtotal.....\$ \_\_\_\_\_**

**Total charges by district**  
**Doesn't include law enforcement charges for security**

Facilities subtotal + Personnel subtotal = \$ \_\_\_\_\_

## Certification of responsibility Regulations on back – You must read them before signing

I hereby certify I will be personally responsible, on behalf of our organization, for any damage or unnecessary abuse of school building, grounds or equipment resulting from the occupancy of said premises by this organization.

I agree to abide by and enforce the regulations of the Lancaster County School District governing the non-school use of buildings, grounds and equipment and acknowledge receipt of rules and regulations listed herein and on the back.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

## District approval

Yes  No Facilities are available Fee due \$ \_\_\_\_\_ Payment \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ Date payment received \_\_\_\_\_

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_  
Principal's signature School

# Rules and Regulations for School Property Use for Public Purposes

## Who authorizes use during school hours

- The principal assigned to a school has full responsibility for supervision and management of all property of that school during school hours, which extend generally from early morning to late afternoon.

## Who issues permits for use after school hours

- The principal of the school or facilities director for the property in question is authorized to issue all permits for the use and occupancy of that property. Such permits will be issued subject to the availability of the building or the property and the satisfaction of rules and regulations stated herewith.
- If the principal who receives an application has any question as to the availability or appropriate use of the property, the principal shall not issue any permit but shall refer the application to the **Facilities Director**, who shall determine if the request falls within the scope of these rules and regulations or must be referred to the Board of Trustees for its consideration and action.

## What the application must include

- The applicant in his application shall state the date of use requested, the hour of opening and closing, the names of the speaker or speakers, the topic of discussion, the title and nature of the entertainment, if an entertainment, the name of the organization for which the application is made and the name of the owner, producer, or controlling agency if other than the applicant.

## When use/occupancy may be denied or revoked

- Use and occupancy of school property shall be primarily for public school purposes. Any authorized use or occupancy of the property for other than public school purposes shall be secondary and subordinate to this primary purpose.
- No use or occupancy of any school property will be permitted if the Board of Trustees in the exercise of its discretion determines that such use or occupancy is prohibited by law, that such use will interfere with the use of the property for school purposes or that such use will result in a disturbance of the peace or damage to the property that will interfere with the school property's proper use for school purposes.
- No use, public meeting or entertainment on school property will be permitted that reflects in any way upon citizens of the United States because of their race, color or creed. All use or occupancy of school property shall be free of all forms of invidious discrimination and shall be in conformity with Title VII of the Civil Rights Acts of 1964 and all other applicable civil rights laws.
- The Board of Trustees may require that it be furnished reasonably in advance with a complete program and/or with copies of all speeches, addresses and/or scripts of any entertainment proposed to be given on school property. If such copy reasonably demonstrates that the program will be in violation of law or of these rules, the proposed use shall not be permitted.
- All individuals, groups or organizations in their use or occupancy of school property shall comply with all applicable laws, rules and regulations. Any use contrary to or in violation of any law, rule or regulation shall be grounds for cancellation of the permit and removing the users from the property and shall bar such individual, group or organization from further use thereof.
- Any permit may be revoked without previous notice where conflicting dates have resulted or where need of the property for public school purposes has subsequently developed. For other causes, permits may be revoked at any time upon reasonable notice.
- No use or occupancy of school property will be permitted when the use or occupancy is sponsored by or advertises alcohol or tobacco products.

## What use of school property will cost

- Permission to use school facilities will be granted in accordance with a schedule of charges adopted by the Board of Trustees from time to time. Copies of these charges will be provided on the application. Charges must be paid in full before a permit will be issued. Churches and groups with IRS-recognized tax-free identification numbers are eligible for a 35 percent discount **on facility cost only (does not include hourly rates)**.
- **The principal decides whether to mandate use of a custodian** for small events. However, **the fee for two-hour custodial clean-up after event** is required.
- **If 50 or more people attend**, a law enforcement officer must be reserved at *Lancaster County Sheriff's Department* or *Lancaster Police Department*. • More than 100 people require an additional officer. • Law enforcement reserves the right to require additional officers as needed. • Security must be present for the entire length of the event. • Application will not be considered for approval without security confirmation. • Proof that law enforcement is arranged is required 5 business days **BEFORE** the event.

## What is not allowed during an activity

- Service or sale of food or refreshments will not be permitted in auditoriums with fixed seats.
- Except with prior approval of the principal, vending or sale of any article will not be permitted at any use or occupancy of the school property.
- The possession or consumption of alcoholic beverages will not be permitted at any use or occupancy of the school property.
- Smoking will not be permitted in any school building.
- Social dancing by non-school groups on school property will be permitted only when such dancing is incidental to a function for members of an organization with a known and established membership and the purpose of the organization is other than that of providing opportunity for dancing. Permission for dancing must be obtained for each such event.
- School furniture or apparatus may not be removed or displaced by any permittee without permission from and under the supervision of the school district employee in charge.

## Who is liable during an activity

- Any individual, group or organization using school property for a civic center or other purposes shall hold the Lancaster County School District, its governing board, the individual members thereof and all district officers, agents and employees free and harmless from any loss, damage, liability, cost, or expenses that may arise during or be caused in any way by such use of or occupancy of school property.
- School property shall be protected from any damage or mistreatment, and the permittee shall be responsible for the condition of school property during the activity. If school property is damaged, the cost shall be paid by the permittee.
- **A security deposit of \$100 is required.** The deposit will be refunded if no damage to the facility results from the event. Any damage in excess of \$100 will be the responsibility of the group renting the facility.
- For all groups of minors using school facilities, an adult supervisor must be present at all times and such groups will not be admitted to the building until the supervisor who was identified on the application arrives to take charge.

## Who will represent the school during an activity

- **When an application has been approved**, the principal in charge of the school shall designate an employee to open the building, be in charge during use and close the building after use. The school district employee so assigned shall be empowered to take all necessary means to enforce the rules and regulations for activities on school property.

**NOTE:** If facility use exceeds time reserved or use requires additional personnel, you will be assessed additional charges.

**Sign here**

To indicate you read, understand & will abide by the regulations

\_\_\_\_\_  
Signature of applicant