

## APPLICATION GUIDELINES

***Applications are submitted to the schools for approval in order to avoid conflicts with school scheduled activities. Please allow approximately 10 business days to receive the result of your request.***

In order to start the application process, we must have the following:

1. **Application Fee of \$50.00** in form of check or money order payable to Lancaster County School District
2. **Application Form**
3. **Event Worksheet**
4. **Signed Terms of Use/Agreement**
5. **Authorized Representative's Signature**

If approved, we must have the following 10 days prior to event:

**1. Certificate of Liability Insurance**

The certificate must specify the effective date of the general liability policy. These dates must cover the date(s) being requested for the use of LCSD facilities.

Limits of coverage shall be indicated on the Certificate of Insurance as follows: *All non-school-affiliated groups shall be required to pay the pro rata cost of insurance for extended coverage, fire, and vandalism on building and contents to the extent of the full insurable value and will be required to furnish a comprehensive general liability insurance policy including contracted coverage in an amount not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate and fire legal property liability, and \$75,500 for property damage with no deductible, with an insurance company authorized to do business in South Carolina, naming the school district as additional insured.*

**2. Complete payment** in form of check or money order payable to Lancaster County School District

**For all inquiries, please contact:**

**Facilities  
1321 Springdale Road  
Lancaster, SC 29720  
(803)416-8811**

- 3. Security Agreement from the Lancaster City Police or Lancaster County Sheriff's Office - Required if your event will have 50 or more people**



## FEE SCHEDULE FOR FACILITY USE

### Rental Fees - For Profit, Private and Individuals of the General Public

<u>Space Used.....</u>	<u>Fee</u>
Cafeteria	\$100 per hour
Gymnasium	\$100 per hour
Gymnasium/Stage (Multipurpose Buildings)	\$150 per hour
Auditorium	\$150 per hour
Football Stadium      4 hour minimum \$800	\$100 per hour for every hour after
Athletic Field/Track/Tennis Courts/Baseball Fields	\$ 80 per hour
Flex Classrooms (Multipurpose Buildings)	\$ 60 per hour
Parking Lots	\$100 per day

### Rental Fees - Not for Profit, Tax Exempt - documentation required)

<u>Space Used.....</u>	<u>Fee</u>
Cafeteria	\$ 50 per hour
Gymnasium	\$ 50 per hour
Gymnasium/Stage (Multipurpose Buildings)	\$ 75 per hour
Auditorium	\$ 75 per hour
Football Stadium      4 hour minimum \$400	\$ 50 per hour for every hour after
Athletic Field/Track/Tennis Courts/Baseball Fields	\$ 40 per hour
Flex Classrooms (Multipurpose Buildings)	\$ 30 per hour
Parking Lots	\$ 50 per day

### Personnel Fees\*

Custodian - Required	\$ 35 per hour
Required Clean Up After Event (2 hours/\$35 per hour)	\$ 70 total
Administrator - Required	\$ 40 per hour
Technician - Required for any A/V/scoreboard use	\$ 40 per hour

\*The principal and appropriate district staff will determine the number of workers needed for each event. This will allow for the reasonable use of employees and work load necessary to cover the event and having the school area used ready for school activities the following day.

\*Security is required for any event with 50 or more people. Security must be obtained through the City of Lancaster or Lancaster County Sheriff's Office. Security must be present the entire time of the rental. Law enforcement reserves the right to determine how many officers are needed for each event.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Request for Use of School Facilities

NOTICE: Persons using the facilities are responsible for leaving the building and grounds in the same manner as they were provided to them, i.e., clean and free from trash and debris. There is to be NO TOBACCO PRODUCTS/VAPING and the consumption of ALCOHOLIC BEVERAGES is PROHIBITED on the grounds and within the buildings.

Name of Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Name of individual representing organization to be present and responsible during event \_\_\_\_\_

Federal Tax ID (if applicable): \_\_\_\_\_

Liability Insurance Information:

Insurance Agency: \_\_\_\_\_ Policy: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Name of School Requested: \_\_\_\_\_ Area(s) of Building Desired: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Purpose for which facilities are to be used (describe fully, use separate page if necessary):

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I, the undersigned applicant, have read the Lancaster County School District Board of Trustees Policies and accept and agree to abide by this policy and procedures. Specifically, I understand and accept the terms and conditions of use of said policy and procedures with regard to limitations and indemnification of damages and liability. I understand my group is solely and exclusively responsible to provide all security services related to its use of school facilities and my group indemnifies and holds the Board of Trustees harmless against any claim for failure to provide adequate security. The Lancaster County School District Board of Trustees, through the superintendent or designee, reserves the right to cancel this agreement whenever it deems such action advisable and in the best interest of the school system; or to modify or change its rules at any time with or without cause. If canceled, there shall be no claim or right whatsoever to damages or reimbursement on account of loss, damage or expenses, except full refund of payments made in advance.

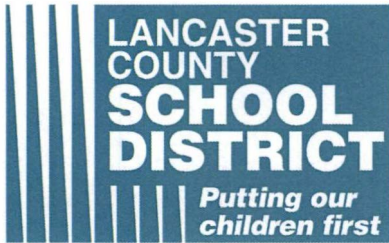
Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(School Principal/Director)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(Facilities)



## FACILITY RENTAL

### EVENT WORKSHEET

Organization: \_\_\_\_\_  
 Contact Info: \_\_\_\_\_ (Name)  
 \_\_\_\_\_ (Phone)  
 Event Title: \_\_\_\_\_  
 Event Website: \_\_\_\_\_  
 Event Date(s): \_\_\_\_\_  
 Rental Start & End Time: \_\_\_\_\_

#### **General:**

	<b><u>Yes</u></b>	<b><u>No</u></b>
Is the event open to the public?		
Will an admission fee be charged for the event?		
If the event is a fundraiser, will 100% of funds raised be donated to the school district?		
Is the event a tournament or competition type of event?		
Will rebounding devices (bounce houses and other inflatable devices), portable rock climbing walls, amusement rides, canopies, tents, or portable restrooms be used during the event? If yes, please list and provide vendor information:		
Will food/drinks/merchandise/other items be sold or served at the event? If yes, please list and provide organization(s) or vendor(s) information:		

**List any setup requirements:**

**List specific areas that will be used for the event (including hallways, restroom areas, concession areas, parking and other outdoor areas):**

**Gymnasium Use:**

	<u>Yes</u>	<u>No</u>
Will scoreboard and sound system be used for the event? If yes, please list equipment and district approved employee or company responsible during the event:		
Will basketball goals need to be down for the event?		
Will bleachers need to be pulled out for spectators?		
Will locker rooms be used for the event?		
Will an Athletic Trainer be working the event?		

**Multipurpose Building Use:**

	<u>Yes</u>	<u>No</u>
Will A/V equipment be used for the event (including microphone, projector, screen, etc.)? If yes, please list equipment and the district approved employee or company responsible during the event:		
Will dressing rooms be used for the event?		
Will a podium be used for the event? If yes, list location of stage:		
Will theater curtains or a stage backdrop be used during the event? If yes, please describe:		
Will risers be used on stage for the event?		

**Stadium Use:**

	<u>Yes</u>	<u>No</u>
Will press box be used during the event? If yes, please list equipment (scoreboard, sound, play clock) and the district approved employee or company responsible during the event:		
Will the event include tailgating in the parking area?		
Will an athletic trainer or EMS be working the event? If so, please list:		

**Note: The district does not provide internet service.**



## Terms of Use/Agreement

With the submission of each Facility Use Application, the applicant verifies authorization to act as a legal agent of the named organization for the purpose of application for and use of a Lancaster County School District facility. The applicant acknowledges receipt of all policies and procedures and agrees to the conditions of building use as defined therein. The applicant agrees that it shall be responsible for the conduct and control of all participants and spectators and shall ensure that use of the facility is in accordance with all applicable federal, state, municipal, and Lancaster County School District safety regulations. The applicant agrees to provide adequate adult supervision during the use of the facility.

The applicant recognizes that the School District's property and general liability insurance policies do not provide coverage to external organizations using school facilities. The applicant is required to provide a current certificate of comprehensive general liability insurance in the amount of \$1,000,000 per occurrence. The certificate of liability insurance must have an endorsement naming Lancaster County School District as an additional insured and must be received 10 days prior to the event.

In consideration of the applicant's use of Lancaster County School District's facilities, the applicant agrees to indemnify, defend and hold harmless Lancaster County School District, its respective agents, affiliates, officers, directors, servants, and employees of and from all loss, cost, damage, injury, liability, claims, liens, demands, actions, and causes of action whatsoever arising out of, or related to applicant's negligent or intentional acts, errors, and omissions or those of its employees, agents and participants in connection with the use of the Lancaster County School District's facility.

District Policy requires an administrator attend each facility rental event. The assigned administrator is to provide responsible, courteous service to the group using the facility and has the authority to close the facility, if there is evidence of misuse or misconduct present. The applicant recognizes that the assigned administrator shall have neither the responsibility nor the authority to provide security to the user group or to any person who shall be on school premises with regard to such use.

The applicant recognizes that the user group is solely and exclusively responsible to provide all security services related to its use of facilities. If police protection is needed, as determined by the school principal or facility administrator, it must be provided by the user group. If required, the school principal and an authorized official of the police force, having jurisdiction over the site, shall determine the number of officers necessary based on the nature of the activity and anticipated number of participants and /or spectators.



**Facility Rental**  
**Terms of Use/Agreement**

The applicant recognizes that adequate custodial employee(s) shall be provided for all events. The number of workers will be jointly determined by the Principal/Director and the Director of Facilities. Persons using the facilities are responsible for leaving the buildings and grounds in the same manner as they were provided to them, clean and free from trash and debris.

The use and possession of illegal drugs, tobacco and/or alcoholic beverages by any person or group on Lancaster County School District's facilities is strictly prohibited. If there is any evidence of this use or possession, the contract will be voided immediately, and future use may be denied.

Although Lancaster County School District makes every possible effort to maintain the accuracy of event information on school building calendars, at times building calendars may not include nor reflect all contracted events. Lancaster County School District reserves the right to decline Facility Use Applications that conflict with previously contracted events that may or may not appear on school building calendars. Summer rentals are only allowed on the weekends. No rentals during holidays, holiday weekends or holiday breaks. Lancaster County School District is not set up to accommodate last minute rentals such as funerals, memorial services, etc. Rental applications must be turned in to school level with all required documents a minimum of 20 business days prior to the event.

The Lancaster County School District reserves the right to cancel permits when such action is deemed in the best interest of the District. In the event of school closure for weather or emergencies, use of the facility will be automatically canceled without notice.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_