



REQUEST FOR USE OF FACILITY

Name of Organization _____ Responsible Person _____
(please sign on bottom of page)

Please check one: Non-Profit Organization Profit Organization

Mailing Address of Organization _____

Daytime Phone _____ Email Address _____

Description of Activity/Event: _____

Date(s) Requested: _____ Time Needed (incl. set up): _____

Approximate Number of People Attending _____ Will admission be charged? _____yes ____ no

FACILITY/BUILDING REQUESTED: _____ (Please check all that apply):

- Auditorium Gymnasium Library
- Cafeteria w/kitchen (arrangements **must** be made through Food Service Dept. 687-7350) GAC Hallway (LHS)
- Cafeteria w/o kitchen Little Theater (LHS) Multi-Purpose Room
- Classroom(s) _____ #rooms
- 111 S. Broad St. Meeting Room or Training Room Other _____

Facility equipment needed: (indicate number)
____ Tables ____ Chairs ____ TV ____ Podium ____ Piano ____ P.A. System ____ Scoreboard (addl. \$25)
____ Batting Cages (addl. \$15) ____ Other, please specify; attach additional pages as necessary _____

Facility users are not permitted to use any school district equipment other than what is permanently mounted/placed in the requested facility. Audio-visual equipment and/or musical instruments must be provided by the user. Users don't have access to the LCS network but are permitted to use the publicly accessible wireless in the district.

School playgrounds cannot be reserved for sport practices. They are equally available to the community on a first come first serve basis. Using any of the school playgrounds is at your own risk.

Calculation of Fees: See backside of form Total Estimated Fees: _____

Please initial to indicate that you understand/agree to the following:

- _____ Applicants are required to submit a **Certificate of Liability Insurance**, naming the school district as an additional insured, in the amount of \$1 million worth of liability coverage whether or not fees are charged.
- _____ All organizations using school facilities must give the **Lancaster Board of Education** notice of cancellation 48 hours prior to the event. Otherwise, permit holders will be held responsible for all charges.
- _____ In the event of a Level 2 Weather Emergency, ALL scheduled activities will be cancelled. **NO EXCEPTIONS!!**
- _____ A 10% surcharge will be added to the bill if payment is not received 30 days after billing date.
- _____ The Facility User shall observe all safety rules applicable to the buildings and premises established by the Lancaster City School District

I have received a copy of the Lancaster City Schools Community Use of School Facilities Policy KG-R (attached), and have read and understand it.

Signature _____ Date _____
(Responsible Person listed on top of page)

The party applying for the use of a school building shall agree to indemnify the district for any and all damage of the school or other property by any person or persons attending the affair, and likewise to indemnify the district against all liability for any and all damages to any person or persons for injuries, including death.

FINAL APPROVAL:

Principal/Supervisor of the requested Building: _____ Date _____

Director of Business: _____ Date _____

RETURN COMPLETED FORM TO BUILDING PRINCIPAL OF REQUESTED FACILITY. You will receive a confirmation once your request has been approved. Form BG-1 Rev. 3/07, Dec/11, Jan/13, Jan/19

USAGE RATES

A. Boy or Girl Scout organizations or any other non-profit incorporated youth group may be granted the use of the building free when no admission is charged if:

1. They are scheduled for times when the building is normally open and a custodian is on duty,
2. They are held in rooms and spaces as designated by the building principal.
3. All events will be ably chaperoned by one or more adults, depending upon the number of participants.
4. PTO's, Booster Clubs, etc., may be granted use of facilities free of charge for all events considered a part of school activities. Custodial overtime will be charged for weekend events.

B. Meetings or activities sponsored by local civic groups and/or non-profit organizations:

	LHS	Stanbery	Jr. High	Elementary
Auditorium	\$11.00		\$7.00	
Gym	\$20.00	\$7.00	\$7.00	
M/P or Cafeteria	\$ 7.00	\$7.00	\$7.00	\$7.00
Classroom	*\$10.00	*\$10.00	*\$10.00	*\$10.00
111 S. Broad St.	Training Room \$7.00	Meeting Room \$20.00		

C. Meeting or activities sponsored by for-profit organizations:

	LHS	Stanbery	Jr. High	Elementary
Auditorium	\$ 15.00		\$10.00	
Gym	\$ 39.00	\$10.00	\$10.00	
M/P or Cafeteria	\$ 10.00	\$10.00	\$10.00	\$10.00
Classroom	*\$10.00	*\$10.00	*\$10.00	*\$10.00
111 S. Broad St.	Training Room \$14.00	Meeting Room \$28.00		

*Doubled if on a weekend and the building must be opened.

Note: Rates are based on a per hour rate (2-hour minimum required for usage).

1. A custodian or school administrator must be on duty when school facilities are used. Custodial cost is in addition to the usage fee. Custodial Fee is estimated at \$35.00 per hour.
2. Payment is due 30 days after billing date. Non-payment after a second notice will constitute a cancellation of remainder of contract and a 10% surcharge added to the bill. All previous rent must be paid before another contract will be issued.

The total number of people admitted to an activity (capacity) shall not exceed:

	LHS	STANBERY	GENERAL SHERMAN	THOMAS EWING	111 S. BROAD STREET
GYM	3000	800	625	650	
AUDITORIUM	1100		617	643	
CAFETERIA	500	240	225	225	
LITTLE THEATER (LHS)	100				
LIBRARY (LHS)	158				
MEETING ROOM					100
TRAINING ROOM					25
CLASSROOMS	25	25	25	25	

SMOKING IS PROHIBITED IN ALL FACILITIES AND ON SCHOOL GROUNDS

Cancellation Notice:

The Lancaster City Board of Education reserves the right to deny the use of the facility or to cancel a scheduled activity if the performance, entertainment or activity engaged in by the organization using the facilities is found objectionable in the opinion of the school authorities, or if proper supervision and control of the audience is neglected by the organization using the facilities.

COMMUNITY USE OF SCHOOL FACILITIES

(Equal Access)

Applications and Permits

1. An application for a permit to use school buildings and facilities by persons not officially associated with the schools should be filed with the District Business Office at least two weeks prior to the date for which the request is made.
2. In all cases, regular school activities or organizations of the school shall have preference when requesting the use of any part of the building, providing the school has not already been reserved and permit granted.
3. The permit does not include the use of equipment owned by the Board (such as spot lights, flood lights, projectors, public address system, band instruments, stage scenery, etc.) unless specific arrangements have been made for their use at the time of the request. Gel lights if used are to be furnished by the permit holder. Wireless unsecured internet service is available for use in most locations and no charge for its use is made. The user must provide his/her own equipment for such use, as school computer equipment may not be used.

Special wiring, lighting and/or hookups are to be requested at the time of request for facilities and will be done by school electricians at a flat rate (\$30 per hour) plus materials.
4. The party applying for the use of a school building shall agree to indemnify the District for any and all damage to the school or other property by any person or persons attending the affair, and likewise to indemnify the District against all liability for any and all damages to any person or persons for injuries, including death. A certificate of liability insurance in the amount of \$1 million dollars, naming the district as an additional insured must be submitted with the building use permit application.
5. Permit holders shall not assign, transfer, sublet or charge a fee to other persons for the use of school buildings and facilities.
6. The Superintendent or designee may demand, at his/her discretion, from the permit holder, a 75% minimum deposit of cash to be applied toward the final bill to serve as a guarantee that the grounds and/or building will be left in a satisfactory condition after their use. This provision will also apply to previous permit holders who have not timely made payment for previous usage.
7. The Superintendent or his/her designee reserves the right to demand sufficient time for full investigation of all applications for the use of school buildings and facilities. Holders of permits may cancel them by giving the issuing office (Business Office) at least **48 hours notice** in advance of the scheduled event. Otherwise, permit holders will be held responsible for all charges.
8. The charges will not be considered as rental charges, but will be limited to operating expenses with a reasonable allowance for wear and tear.
9. All permits shall be revocable and shall not be considered leases. The Superintendent or designee may reject any application or cancel any permit.
10. The Superintendent or his/her designee maintains the right to reject the use of any building or facility to any group which is not open to the public.

General Rules for Use of School Buildings and Grounds

1. All persons requesting a permit for use of a school facility or area must be at least 18 years of age.
2. All meetings and activities must cease not later than 12:00 midnight, and the custodian must see that the building is closed promptly.
3. All entertainment should meet high moral standards and shall be only as stated on the application.
4. All ordinances and rules of the police and the fire departments regarding public assemblies must be strictly obeyed. No open flames are permitted in any public building.
5. Dances, except those which are school sponsored, shall not be held in the buildings.
6. The number of tickets sold for an event must not exceed the seating capacity of the auditorium or gymnasium for which permit is granted.
7. The following rules must be observed in the use of buildings and grounds, and the permit holder will be held responsible for any loss or damage growing out of the violation thereof:
 - A. The use of tobacco in any building, in any form, and drinking of intoxicating beverages or liquors anywhere in or on the permit-approved premises are prohibited.
 - B. Persons attending meetings must confine themselves to the rooms and corridors assigned to their use.
 - C. Disorderly conduct of any kind is prohibited and is punishable by ejection from the building or grounds.
 - D. The use of buildings and grounds is granted for legitimate purposes only, and the permit holder shall assume full responsibility for any unlawful act committed in the exercise of his/her permit.
8. No pianos, portable stages, risers, scenery or other apparatus are to be moved into the building unless special permission is granted.
9. Any special props (including artificial plants, draperies, etc.) provided and used by the permit holder shall be flameproof or fire-retardant.
10. Scenery and any equipment provided by the permit holder must be removed from the building promptly after the performance so as not to interfere with school activities.
 - A. Whenever materials, equipment, furnishings or rubbish are left after the use of a school building by persons not officially connected with the schools, the party to whom the permit is issued will be required to pay for the cost of removal of same, which will not be delayed for the convenience of the party who used the building.
11. There will be no animal acts nor circuses permitted in the buildings.
12. When a permit for use of the gym is granted, only soft sole shoes are permitted on the gym floor, unless special precautions (approved covering used) have been taken to protect the gym floor surface.
13. Use of scoreboards, batting cages and/or other additional equipment must be arranged through the building principal or athletic director with a fee charged for such use.
14. If school facilities are to be used for banquets needing kitchen access or support, arrangements must be made through the Food Service Department (687-7350). (Use of kitchens and cafeteria equipment: When a lunchroom kitchen is used, the cafeteria supervisor or helper shall be on duty and render necessary assistance. A charge shall be made for the hours of such service.)
15. Use of school facilities on a school day is limited to hours after the school day and school activities have ended; therefore, set-up for evening activities may be done only after the school day and school activities in the approved area for use are ended.

Usage Fees – Hourly Rates

Fees for facility use, as established by the Board, shall be charged as follows:

1. School-age groups, school benefit groups, and 111 S. Broad St. tenants:

A. Boy Scouts, Girl Scouts, or any other nonprofit incorporated youth groups may be granted the use of school facilities free of charge for non-admission or nonprofit events, if:

- 1) They are scheduled for times when the building is normally open and a custodian is on duty.
- 2) They are held in rooms and spaces as designated by the building principal.
- 3) All events will be ably chaperoned by one or more adults, depending upon the number of participants.
- 4) Custodial overtime will be charged for weekend events.

B. School-related groups, such as PTOs, Booster Clubs, etc., may be granted use of school facilities free of charge for all events considered a part of school activities. Custodial overtime will be charged for weekend events.

C. Lancaster City Council and the tenants of the 111 S. Broad St. Building may be granted use of the meeting space(s) at the 111 S. Broad St. Building free of charge as long as such use has been scheduled in advance. Custodial fees will apply if the use is outside the normal hours of building operation or if special set up of the space is necessary.

2. Meetings or activities sponsored by local civic groups and/or non-profit organizations:

	LHS	Stanbery	Jr. High	Elementary
Auditorium	\$11.00		\$ 7.00	
Gym	\$20.00	\$ 7.00	\$ 7.00	
M/P or Cafeteria	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00
Classroom	*\$10.00	*\$10.00	*\$10.00	*\$10.00
111 S. Broad St.	Training Room	\$7.00	Meeting Room	\$20.00

3. Meetings or activities sponsored by for-profit organizations:

	LHS	Stanbery	Jr. High	Elementary
Auditorium	\$15.00		\$10.00	
Gym	\$39.00	\$10.00	\$10.00	
M/P or Cafeteria	\$10.00	\$10.00	\$10.00	\$10.00
Classroom	*\$10.00	*\$10.00	*\$10.00	*\$10.00
111 S. Broad St.	Training Room	\$14.00	Meeting Room	\$28.00

Note: Fees are based on a per hour rate (2-hour minimum required for usage).

***These rates are doubled if on a weekend and the building must be opened**

Custodial Fee

1. A custodian or school administrator must be on duty when school facilities are used. Custodial cost is in addition to the usage fee. Custodial Fee is estimated at \$35.00 per hour.

2. If the building permit includes a request requiring an exorbitant amount of custodial time (i.e., a large number of attendees, the set up of additional furniture, risers, etc.), it will be necessary to call in extra help to allow the custodian on duty to continue his/her routine chores. The permit holder will be billed accordingly.

Fee Payment

Payment of fees is due thirty (30) days after the billing date. Non-payment after a second notice will constitute a cancellation of the remainder of the contract and a 10% surcharge added to the bill. All previous usage fees must be paid before another contract will be issued. Past habitual delinquent fee payers will be denied further usage privileges.

Special Regulations

1. Use of Fulton Field: Fulton Field will be available for use by groups not connected with the District schools on a limited basis only. Application for such use shall be made to the Business Office, and each application will be considered separately by the Superintendent or designee.

2. Outside security for activities will be obtained and paid for by the permit holder. The district reserves the right to require security for events when deemed appropriate.

3. The total number of people admitted to an activity shall not exceed:

	LHS	STANBERY	GENERAL SHERMAN	THOMAS EWING	111 S. BROAD STREET
GYM	3000	800	625	650	
AUDITORIUM	1100		617	643	
CAFETERIA	500	240	225	225	
LITTLE THEATER (LHS)	100				
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