

Use of School Facilities and Grounds

Use of school facilities and grounds may be requested by submitting a completed application to the Elizabethtown Area School District (EASD or School District) at least **fourteen (14) days in advance**. In considering such applications, School District educational programs and activities shall have priority.

Anyone requesting the use of buildings and facilities will be classified in one of the following four “USER” categories and will be subject to appropriate fees and costs (as indicated on attachment). The Board of School Directors shall establish such fees and costs.

- CLASS A** All organizations affiliated with or supervised by the Elizabethtown Area School District (School District PTOs, Booster Clubs, GEARS)
- CLASS B** Non-profit organizations located within the Elizabethtown Area School District (Civic, Fraternal, Religious, Educational) that charge no fee/admission.
- CLASS C** Non-profit organizations located within the Elizabethtown Area School District (Civic, Fraternal, Religious, Educational) that charge a fee/admission.
- CLASS D** Groups from outside of Elizabethtown Area School District or groups that are for-profit
- SUNDAY USE** Sunday facility use is permitted.

Use of School Facilities: The School District reserves the right to restrict and/or cancel any approved use at any time. The School District may require a refundable deposit, from which damages may be recovered, for field use (Class “C” or “D” only). Out of pocket costs will be assessed to the “USER” (i.e., lining fields, mowing, special arrangements).

All “USERS” granted use of School District facilities are expected to exercise care in protecting District property from damage. All damages will be the responsibility of the “USER.” The “USER” shall supervise activities to prevent disorderly conduct at any time while using District facilities. Only appropriate uses will be permitted. The “USER” shall be responsible for special electrical needs. No safety violations permitted.

Failure to conform to the above conditions, and those set forth in the rental agreement, or to adhere to the School District rules and regulations, will cause School District officials to immediately terminate the use of buildings and facilities and to deny such use the “USER” in the future.

The Elizabethtown Area School District reserves the right to adjust rental fees in special instances, if necessary. EASD reserves the right to limit field usage as necessary to maintain field conditions. EASD reserves the right to cancel an event due to weather that may adversely affect field conditions.

SCHEDULE OF FEES

A 25% deposit is required for all rental reservations. All rental fees shall be paid immediately following proper billing by EASD. Checks are to be made payable to the Elizabethtown Area School District.

CLASS A All organizations affiliated with or supervised by the Elizabethtown Area School District (School District PTOs, Booster Clubs, GEARS)

CLASS B Non-profit organizations located within the Elizabethtown Area School District (Civic, Fraternal, Religious, Educational) that charge no fee/admission.

CLASS C Non-profit organizations located within the Elizabethtown Area School District (Civic, Fraternal, Religious, Educational) that charge a fee/admission.

CLASS D Groups from outside of Elizabethtown Area School District or groups that are for-profit.

SUNDAY USE Sunday facility use is permitted.

| | Class A | Class B | Class C | Class D |
|-------------------------------|-----------|-----------|------------------|------------------|
| Jane Hoover Field | No Charge | No Charge | 15% or \$200 min | 20% or \$400 min |
| Thompson Field | No Charge | No Charge | 15% or \$200 min | 20% or \$400 min |
| Var/JV Baseball Fields | No Charge | No Charge | \$150/\$175 | \$300/\$350 |
| Grass Fields | No Charge | No Charge | \$125 | \$250 |
| Tennis Courts | No Charge | No Charge | 15% or \$200 min | 20% or \$400 min |
| Gymnasiums | | | | |
| HS- Daubert | No Charge | No Charge | \$150 | \$300 |
| HS- Old | No Charge | No Charge | \$100 | \$200 |
| MS | No Charge | No Charge | \$75 | \$150 |
| BC | No Charge | No Charge | \$150 | \$300 |
| ES | No Charge | No Charge | \$75 | \$150 |
| Auditoriums | | | | |
| High School | No Charge | No Charge | \$100 | \$250 |
| Middle School | No Charge | No Charge | \$85 | \$130 |
| Fairgrounds | No Charge | No Charge | Call for Price | Call for Price |
| Cafeteria | | | | |
| HS or MS | No Charge | No Charge | \$100 | \$150 |
| ES | No Charge | No Charge | \$85 | \$130 |
| Classrooms | | | | |
| Regular | No Charge | No Charge | \$25 | \$50 |
| Computer Lab | No Charge | No Charge | \$100 | \$150 |

- All rates are per day and may be prorated. Costs for Jane Hoover, Thompson Fields and Tennis Courts will be based on percentage of fee charged to participants or minimum daily rate, whichever is greater.
- Restrictions: No food or drink permitted in auditoriums or gymnasiums. No equipment of any kind may be removed from the building. All kitchen rentals must include or have available an employed District cafeteria manager/cook. If classrooms used when custodial personnel are not on duty, personnel rates listed below apply. (Equipment/materials)
- Rate for personnel charge is \$25 per hour. Minimum charge for personnel is three hours.
- The District reserves the right to assign personnel to any rental request it feels necessary and charge accordingly. Preparation and clean-up time will be charged as necessary. No athletic equipment will be rented.

APPLICATION FOR RENTAL / USE OF ELIZABETHTOWN AREA DISTRICT FACILITIES

ELIZABETHTOWN AREA SCHOOL DISTRICT 600 EAST HIGH STREET ELIZABETHTOWN, PA 17022

1. Name and Address of "USER" Requesting Rental of Facility:

| | | |
|---------|---------------|----------|
| Name | Email Address | |
| Address | | |
| City | State | Zip Code |

By: _____
(Person in charge of activity)

Telephone: _____ between 8:00 a.m. and 3:30 p.m.
_____ After 3:30 p.m.

Name and type of Organization: _____
(Specify – Service, Religions, etc.)

Type of Program (Be Specific): _____

2. Will admission/participation fee be charged? _____ Yes _____ No

3. Date(s) Requested: _____
(Attach Schedule if Necessary) _____

4. Event Set Up Time _____ AM or PM Event End Time _____ AM or PM

5. Event Start Time _____ AM or PM Event End Time _____ AM or PM

6. Time Doors to Open _____ AM or PM Time Doors to Close _____ AM or PM

7. Facilities Requested {Check appropriate box(s)}

| | | | | | | | | | |
|----|---------|------|--|------|--|-----|--|------------|--|
| a. | School: | H.S. | | M.S. | | BB. | | E.H. | |
| | | | | M.R. | | RH. | | Bear Creek | |

| | | | | | | | |
|----|-----------|--------------------|--|-----------|--|---------|--|
| b. | Location: | Auditorium | | Classroom | | Kitchen | |
| | | Field (Specify) | | | | | |
| | | Multi-Purpose Room | | Gymnasium | | | |
| | | Other (Specify): | | | | | |

| | | | | | | | |
|----|------------------|-----------|--|--------------|--|--------|--|
| c. | Equipment Needs: | Piano | | Spotlight | | Risers | |
| | | Projector | | Stage Lights | | TV/VCR | |
| | | Other: | | | | | |

8. Athletic Fields:
Which Field/Court(s) _____

Purpose: _____

9. Cost for use: _____ (Checks should be made payable to EASD).

10. Insurance- The renting organization and/or the individual executing this rental shall obtain insurance with minimum coverage limits of \$1 million bodily injury and \$1 million property damage per occurrence and in aggregate, and naming the Elizabethtown Area School District as an additional insured and submit evidence of such insurance with a certificate of insurance from the agent and/or company with this application.

11. The Elizabethtown Area School District will not be liable or responsible to any person or person engaging in the entertainment or employed by the renting organizations in connection therewith, or any person or persons attending, or entering or leaving the premises (rented facility/grounds). It being understood that the renting organization assumes all responsibility and liability for accidents or injuries which may occur or any claim which may arise out of the use of the premises and does further hold harmless Elizabethtown Area School District, its agents or employees from any and all claims whatsoever that may arise from this rental.

12. If this application is approved the applicant agrees to the following:

- All conditions set forth in the current Elizabethtown Area School District Policy on “Use of School Facilities” and to pay any fees properly chargeable under schedules contained therein.
- To provide proof of liability insurance as outlined in school district policy.
- To care for property, supervise all individuals involved in our use of the facilities and observe normal and reasonable precautions to protect the health, safety and welfare of participants, spectators, and school district employees involved in our use of the facilities requested.
- To comply with instructions of school district personnel and police officers assigned to duty in connection with our program.
- To reimburse the school district for damage to school property resulting from our actions or negligence.

Private and non-profit organizations offering programs, activities or services aimed at children must obtain criminal history and child abuse history certifications for their employees and volunteers in compliance with Pennsylvania’s Child Protective Services Law, as amended. As the undersigned, I certify this organization has complied with this law to the extent it is required to do so.

Signature

Date

Typed or Printed Name as it appears above

The Elizabethtown Area School District

Rules and Regulations

The following rules and regulations apply to the use of School District property:

- The operation of motor vehicles should be on established driveways and in designated parking areas; the parking of motor vehicles only in designated parking areas; no parking is allowed in grass areas at any time;
- All individuals are to maintain appropriate/respectful behavior at all times and not make unreasonable noise or create public disturbance, including lewd or vulgar language;
- All individuals are to exercise care in protecting District property; breaking, cutting, defacing or injuring any tree, plant, shrub, building, sign or other personal property is prohibited;
- Proper authorization for use of facilities/grounds must be obtained. Forms for use of facilities/grounds are available at the GEARS Office.
- No possession of weapons or firearms nor discharge of same, including, but not limited to, air rifles, bows and arrows, slingshots;
- All tobacco use (including e-cigarettes) is prohibited in school facilities and on school grounds;
- No use, possession or being under the influence of alcoholic beverages;
- No use, possession or activities relating to controlled substances, drugs;
- Appropriate attire is required, including shoes and shirts;
- No littering and discarding debris of any kind except into appropriate containers;
- Compliance with all state and local trespass laws;
- Dogs are not permitted on school property;
- The District is not responsible for personal property, whether it is left on premises, lost, stolen or damaged.