EAST LYCOMING SCHOOL DISTRICT

349 Cemetery Street
Hughesville, PA 17737

APPLICATION FOR USE OF SCHOOL FACILITIES

This application and the rental agreement must be returned to the office of the building administrator at the facility to be used.

Building: Ashkar ☐ Ferrell ☐ Renn ☐ High School ☐

Name of group and/or person requesting Use of Facilities: _____
Address: _____
Telephone Number: _____

Date(s)	Part of Facility You Desire to Use	Time	Number of Hours

For what purpose will the facility be used? _____
_____

Will there be an admission charge?*_____ If so, how much? $_____

**School District policies have different rental arrangements for profit & non-profit activities*

How will the monies realized from this activity be used? _____
_____

1. Groups must provide a Certificate of Insurance naming East Lycoming School District as an additional insured. Minimum combined single limit of general liability for bodily injury and property damage of $1,000,000.
2. Groups requesting the use of school facilities will be notified when approval is granted by receiving a copy of this application. If rental is charged, the rental agreement form must be completed and signed following initial review of your request by a school official.
3. After facilities are used, the applicant will be billed for and will be liable for all applicable charges plus any damage caused by the group.
4. The school district reserves the right to approve or deny any request for the use of school facilities for whatever it deems appropriate.
5. User holds the school district harmless from all claims for injury to or the death of any person, and for damage to or the loss of any property arising out of or attributed directly or indirectly to the operations or omissions of the school district. User indemnifies the school district for all damage to property belonging to the school district and for all injuries to or deaths of any representative or employees of the school district resulting from all acts or omissions of user.

_____ Signature

_____ Title

FOR SCHOOL OFFICIAL USE ONLY

Rental Fee for Facility Requested $_____
Food Service Fee $_____
Custodial Fee $_____
Security Fee *(if applicable)* $_____

_____ Signature of Building Administrator

_____ Date

Approved ☐ Denied ☐

EAST LYCOMING SCHOOL DISTRICT

349 Cemetery Street
Hughesville, PA 17737

RENTAL AGREEMENT FOR USE OF EAST LYCOMING SCHOOL DISTRICT FACILITIES

The undersigned, authorized representative of _____ _____, agrees to pay East Lycoming School District $_____ for the use of _____ _____ and the following services: _____ _____ _____ any additional hours of custodial, kitchen, and/or security service will be charged according to the prevailing wage agreement. Payment must be received at the Business Office within ten (10) working days after the receipt of the invoice.

The undersigned further agrees to be responsible for instructing other persons in the organization to abide by the general regulations as set up for the facility to be used.

_____
Signature

_____
Date

EAST LYCOMING SCHOOL DISTRICT

349 Cemetery Street
Hughesville, PA 17737

FACILITIES USE FEE SCHEDULE

Cafeteria Kitchens:

School Oriented (e.g. band and sports boosters)	Free
Local Groups (non-profit)	$50
All Other Groups	$100

(At least one member of the food service staff or another employee approved by the Principal must be employed.)

All-Purpose Rooms and Dining Areas:

Local Groups (non-profit)	Free
All Other Groups	$75

High School Auditorium:

Local Groups (non-profit)	$150
All Other Groups	$500

High School or Ashkar Gymnasium:

Local Groups (non-profit)	Free
All Other Groups	$150

Classrooms:

Local Groups (non-profit)	Free
All Other Groups	$50

Football / Soccer Stadiums:

Local Groups – Daytime – School Oriented	Free
Non-local Groups – Daytime	$200
Local Groups (non-profit) – Lighted	$300
All Other Groups – Lighted	$500

(Rates for lighted field include costs for four hours' use or a fraction thereof. Use beyond four hours would require an additional fee of $40 per hour.)

East Lycoming School District oriented groups may use school facilities free of charge, but are responsible for custodial and food services personnel fees.

Any group using a school facility is required to pay the actual costs for any custodial or food services personnel employed for the scheduled activity. Such costs shall include any fringe benefits which relate directly to salary. School groups such as clubs, classes, athletic teams and so forth may be exempted from custodial and food service costs by the building principal so long as the event occurs at a time when such people are normally scheduled to work. If the event occurs at a time when such personnel are not normally scheduled to work, a minimum donation of $25 shall be paid to the school district unless such donation is waived by the building principal.

Local groups or community organizations shall be defined as those with membership confined to the citizens of the East Lycoming School District which are of a non-profit nature and which strive for general improvement of the community.

Arrangements for rental of school facilities will be made through the building principal.

EAST LYCOMING SCHOOL DISTRICT

349 Cemetery Street
Hughesville, PA 17737

FACILITIES USE INVOICE REQUEST

Building Name: _____

Date of Use: _____
Purpose of Event: _____

Issue Invoice To: _____

Name: _____
Address: _____
_____

Costs Incurred

Facility Costs:

Cafeteria Kitchens $_____

All-Purpose Rooms and Dining Areas $_____

High School Auditorium $_____

High School or Ashkar Gymnasiums $_____

Classrooms $_____

Football / Soccer Stadiums $_____

Personnel Costs:

Employee Name _____
Number of Hours Worked _____

Employee Name _____
Number of Hours Worked _____

Employee Name _____
Number of Hours Worked _____

_____ _____
Signature of Building Administrator Date

Please return completed form to the Business Office.

EAST LYCOMING SCHOOL DISTRICT

349 Cemetery Street
Hughesville, PA 17737

APPLICATION PROCEDURE FOR SCHOOL FACILITY USAGE

1. Interested party should obtain and complete all applicable sections of the "Application for Use of School Facilities".

2. Building Administrator reviews application, completes cost data and provides an approval or denial.

3. If costs are involved a "Rental Agreement for Use of East Lycoming School District Facilities" form should be completed by the Building Administrator and signed by the interested party.

4. If the use of facilities was approved and costs were involved, a "Facilities Use Invoice Request" form should be forwarded to the Business Office.

5. Business Office will generate the invoice and forward a copy to the Building Administrator and party involved.