

ATTACHMENT A – AR713 ACCESS TO FACILITIES

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	LEVEL A USER	LEVEL B USER	LEVEL C USER	LEVEL D USER	LEVEL E USER	LEVEL C-E USERS SEEKING TO SECURE PLAYING FIELDS, GYMNASIUMS, OR OTHER FACILITY TO ACCOMMODATE ATHLETIC LEAGUE, CLUB, or TEAM(S) FOR COMPETITION, TRAINING, OR OTHER SIMILAR PURPOSE¹
Where do I apply?	School Principal or Designee	School Principal or Designee for Use of Own School. Principal and Director of Operations for Other Schools	Director of Operations or designee			
When do I apply?	Determined at the School Level in accordance with AR124 and building-level procedures	At least 14 working days before the proposed facility use, but no sooner than six (6) months	At least 14 working days before the proposed facility use, but no sooner than six (6) months	At least 14 working days before the proposed facility use, but no sooner than six (6) months	At least 14 working days before the proposed facility use, but no sooner than six (6) months	Requests are due between June 1 and July 1 (for August, September, October, and November usage), between September 1 and October 1 (for December, January, February, and March usage), and between February 1 and March 1 (for April, May, June, and July usage) in order to be given priority in scheduling. *
What rules apply?	<u>See</u> Terms of Use (Attachment B) and Student Code of Conduct	<u>See</u> Terms of Use (Attachment B) and Student Code of Conduct	<u>See</u> Terms of Use			
How much will I be charged?	In general, student activities and events are not charged; but fee schedule may apply. It depends on the event.	In general, not charged; but fee schedule may apply. It depends on the event.	<u>See</u> Fee Schedule and Costs (Attachment C).			
Do I need insurance?	Covered under District policy if pre-approved	Covered under District policy if pre-approved	Insurance requirements	Insurance requirements	Insurance requirements	Insurance requirements

¹ Permit applications for use of middle and elementary school athletic fields are available through the Township of Lower Merion Recreation Department.

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*Applications will be accepted after the cutoff date for each request period and approved based on availability of facilities.