### ATTACHMENT A – AR713 ACCESS TO FACILITIES

#### LEVEL A USER
- **Where do I apply?**
  - School Principal or Designee

- **When do I apply?**
  - Determined at the School Level in accordance with AR124 and building-level procedures

- **What rules apply?**
  - See Terms of Use (Attachment B) and Student Code of Conduct

- **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.

- **Do I need insurance?**
  - Covered under District policy if pre-approved

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#### LEVEL B USER
- **Where do I apply?**
  - School Principal or Designee for Use of Own School. Principal and Director of Operations for Other Schools

- **When do I apply?**
  - At least 14 working days before the proposed facility use, but no sooner than six (6) months

- **What rules apply?**
  - See Terms of Use (Attachment B) and Student Code of Conduct

- **How much will I be charged?**
  - In general, not charged; but fee schedule may apply. It depends on the event.

- **Do I need insurance?**
  - Covered under District policy if pre-approved

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#### LEVEL C USER
- **Where do I apply?**
  - Director of Operations or designee

- **When do I apply?**
  - At least 14 working days before the proposed facility use, but no sooner than six (6) months

- **What rules apply?**
  - See Terms of Use

- **How much will I be charged?**
  - See Fee Schedule and Costs (Attachment C).

- **Do I need insurance?**
  - Insurance requirements

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#### LEVEL D USER
- **Where do I apply?**
  - Director of Operations or designee

- **When do I apply?**
  - At least 14 working days before the proposed facility use, but no sooner than six (6) months

- **What rules apply?**
  - See Terms of Use

- **How much will I be charged?**
  - See Fee Schedule and Costs (Attachment C).

- **Do I need insurance?**
  - Insurance requirements

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#### LEVEL E USER
- **Where do I apply?**
  - Director of Operations or designee

- **When do I apply?**
  - At least 14 working days before the proposed facility use, but no sooner than six (6) months

- **What rules apply?**
  - See Terms of Use

- **How much will I be charged?**
  - See Fee Schedule and Costs (Attachment C).

- **Do I need insurance?**
  - Insurance requirements

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#### LEVEL C-E USERS SEEKING TO SECURE PLAYING FIELDS, GYMNASUMS, OR OTHER FACILITY TO ACCOMMODATE ATHLETIC LEAGUE, CLUB, or TEAM(S) FOR COMPETITION, TRAINING, OR OTHER SIMILAR PURPOSE

- 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.*

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*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.