

## LAMPETER-STRASBURG SCHOOL DISTRICT

### APPLICATION FOR FACILITIES RENTAL Guidelines

1. The rental of all Lampeter-Strasburg School District facilities and grounds is governed by School Board Policy 707.
2. In order to reserve any facility or ground location, an Application for Facilities Rental must be completed in its entirety and submitted to the Facilities Usage Coordinator of Lampeter-Strasburg School District in a timely manner.
3. The Facilities Usage Coordinator of Lampeter-Strasburg School District is Mrs. Tanya Groff. Mrs. Groff's office is located in the Administration Building, and she may be reached for questions during regular business hours at (717) 464-3311, ext. 1027. Mrs. Groff will review your application and coordinate your request with the various District entities involved.
4. In the case of Applications for Facility Rental to be placed by Booster Clubs or Parent Teacher Organizations, the following procedures must be followed:
  - a. **Booster Clubs:** The Application for Facilities Rental must be signed and submitted by the **Booster Club President** (as requestor) **only**. Coaches or other Booster Club members may not act as the requestor. The Head Coach must approve the Booster Club President's request by signing the application prior to submission to the Facilities Usage Coordinator.
  - b. **Parent Teacher Organizations:** The Application for Facilities Rental must be signed and submitted by the **PTO President** (as requestor) **only**. Building Principals or other PTO members may not act as the requestor. The Building Principal must approve the PTO President's request by signing the application prior to submission to the Facilities Usage Coordinator.
5. Mrs. Groff will guide you through this submission process and answer questions that you may have in regard to your needs and Board policy. If you have a question of an unusual nature, Mrs. Groff will refer the question to the Superintendent for interpretation of Policy and a decision.
6. It is important that you submit your Application for Facilities Rental a **minimum** of two weeks prior to the time of your event. (A large event would require substantially more lead time when submitting your application.) Following receipt of your application, there may be a variety of issues or questions to be resolved before permission for use of the facility or grounds can be given. Mrs. Groff will notify you when approval has been given for your event.