

{Current Date}

{Organization}

c/o {Name of Contact Person}

{Address}

{Address}

Dear {Contact Persons First Name},

On June 10, 2019, the Board of School Directors for the Derry Township School District adopted a revised Policy and Schedule of Rental Fees for the Use of School Facilities. The revised policy and schedule of fees are posted on the District's website (www.hershey.k12.pa.us) click on Services and Support > Buildings and Grounds. The Group Classifications have been modified; please take the time to review the revised Policy and Administrative Regulations including the fee schedule, so that you are aware of all the changes.

Group Classifications:

1. School-Related Organizations/Activities
2. Nonprofit Organizations
3. Profit Organizations

Highlighted Changes:

- Revised Application (can be found on DTSD website)
- Addition of Administrative Regulations
- Elimination of turf field manager fee
- Elimination of waivers for Groups 2 (Nonprofit Organizations) and 3 (Profit Organizations)
- All groups are subject to labor costs

The revised policy and schedule of fees will be effective as of July 1, 2019. Please note, requests that are received prior to this date, for facility usage in 2019 are subject to the revised policy and fee schedule.

Should you have any questions, please feel free to contact the Buildings & Grounds Department at (717) 534-2501 ext. 3202.

Sincerely,



Mark W. Anderson
Director of Buildings & Grounds