

**CONESTOGA VALLEY SCHOOL DISTRICT  
2110 HORSESHOE ROAD  
LANCASTER, PA 17601**

**Some fields may NOT be permitted to be used between October 15<sup>th</sup> – April 1<sup>st</sup>**

**APPLICATION FOR SCHOOL FACILITIES USAGE**  
(Please return completed form to the building principal)

Name of Organization \_\_\_\_\_ Submission Date \_\_\_\_\_

Description of Organization \_\_\_\_\_

Percentage of membership is composed of Conestoga Valley residents? \_\_\_\_\_ (%) Non-Profit Y / N

Number of Spectators/Participants at this event \_\_\_\_\_ Is this a fundraising event? Y / N

Building Requested (Circle One): CVHS      GHMS      Smoketown      Leola      Fritz      Brownstown

**Facility Requested (check all that apply):**

- |                                       |                                       |   |
|---------------------------------------|---------------------------------------|---|
| _____ Stadium                         | _____ Turf 1                          | _____ Turf 2                                  |
| _____ Baseball Field (Varsity)        | _____ Baseball Field (JV)             | _____ Access Rd Field**                       |
| _____ Softball Field (Varsity)        | _____ Softball Field (JV)             | _____ Bowl Field**                            |
| _____ EPF1 (extra practice field 1)** | _____ EPF2 (extra practice field 2)** | _____ EPF3 (extra practice field 3 ½ field)** |
| _____ JH Football Practice Field**    | _____ Football Practice Field**       | _____ Concessions                             |
| _____ Locker Rooms                    | _____ Tennis Court                    | **indicates a grass field                     |

Other or Grounds (specify) \_\_\_\_\_

**Equipment/Service Requested:** Please provide specific details as to quantity of items and special needs.

Stage Lighting \* \_\_\_\_\_ Sound System \* \_\_\_\_\_ Microphone/Podium \_\_\_\_\_  
 Scoreboard \* \_\_\_\_\_ Tables/Chairs \_\_\_\_\_ A/V Equipment \* (specify) \_\_\_\_\_  
 Athletic Equipment (specify) \_\_\_\_\_ Other (specify) \_\_\_\_\_

\*Must be operated/attended by trained personnel approved by administration

**Date(s) Requested:**

Date(s)	Time(s)	Description of Activity (Practice, meeting, game, rehearsal, etc)

Name: \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Name: \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

In the event an emergency arises in which an Automated External Defibrillator (AED) is needed, one is available in each school building in a mounted box on the wall outside the Health Office. Please ensure your group knows the location of the Health Office. The high school Athletic Trainer's room also contains an AED.

The User(s) must give notice to the School of any accident resulting in bodily injury or damage to property of the School, or others, occurring on School premises or in any way connected with the use of School premises within twenty-four (24) hours of the incident.

Any performance or activity in which an admission charge or donation is requested could be subject to the township and school district admissions tax. It is the renter's responsibility to contact the Assistant Director of Business Services for a determination as to whether a particular activity is subject to an admissions tax. Adherence to the above will prevent the possibility of a group receiving notice of tax due that wasn't built into the pricing structure.

As required by the Commonwealth of Pennsylvania and Act 168, private and non-profit organizations are required to maintain current records documenting all employment history reviews and clearances of their employees and volunteers. Persons making application for the use of school facilities certify that their organization is in compliance with Act 168 of 2014 and Employee/Volunteer Background Clearances by signing below.

PLEASE NOTE: Conestoga Valley reserves the right to make final determination regarding staffing needs and rental fees. This application may be denied if all areas of this document are not complete.

Approval: Groundskeeper \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Approval: Building Administrator \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Approval: Athletic Director \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Phone Number \_\_\_\_\_

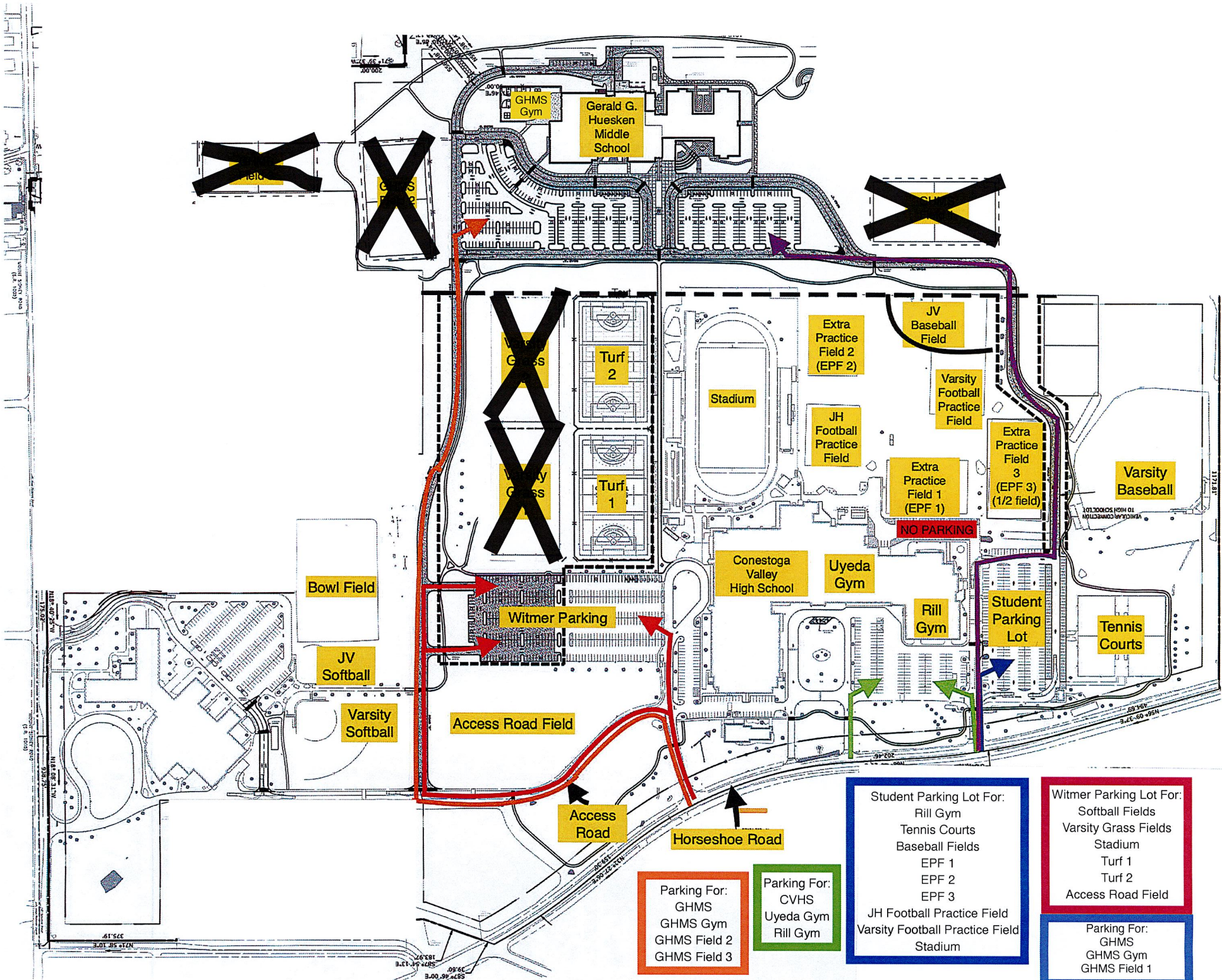
Approval: District Administrator \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Email Address \_\_\_\_\_

**\*\*\*\*\*Certificate of Liability Insurance with Conestoga Valley School District as the named as the certificate holder must accompany this application\*\*\*\*\***

**\*\*\*CVHS & GHMS Grounds Map on Page 3\*\*\***

**\*\*\*RULES FOR FACILITIES USE SIGNATURE LINE ON PAGE 5 – MUST BE SIGNED AND SUBMITTED WITH APPLICATION\*\*\***



Parking For:  
 GHMS  
 GHMS Gym  
 GHMS Field 2  
 GHMS Field 3

Parking For:  
 CVHS  
 Uyeda Gym  
 Rill Gym

Student Parking Lot For:  
 Rill Gym  
 Tennis Courts  
 Baseball Fields  
 EPF 1  
 EPF 2  
 EPF 3  
 JH Football Practice Field  
 Varsity Football Practice Field  
 Stadium

Witmer Parking Lot For:  
 Softball Fields  
 Varsity Grass Fields  
 Stadium  
 Turf 1  
 Turf 2  
 Access Road Field

Parking For:  
 GHMS  
 GHMS Gym  
 GHMS Field 1

**CONESTOGA VALLEY SCHOOL DISTRICT**

**2110 Horseshoe Road**

**Lancaster, PA 17601**

**RULES FOR USE OF SCHOOL FACILITIES AND GROUNDS**

1. There must be a school custodian on duty at all times when school facilities are in use.
2. All payments are to be forwarded to the Business Office (District Office). No payments will be made directly to the custodians.
3. Smoking or any tobacco products are not permitted in school buildings or on school grounds
4. Safety regulations prohibit chairs being placed in the aisles of auditoriums. Fire exits, doors, hallways may not be blocked.
5. No food or beverage items are permitted in the auditoriums.
6. Buildings, grounds and equipment must be left in clean and orderly condition. Failure to do so will result in extra charges based on time and materials necessary to return the building or equipment to its proper condition.
7. Gambling or other conduct detrimental to the public interest is not permitted in school buildings or on school grounds.
8. Only soft soled shoes are permitted to be worn in the gymnasiums.
9. Varsity fields and track may not be used by anyone without written request and approval from the athletic director. Jogging is permitted in the outside lanes of the track during daylight hours and when school activities are not scheduled for the track or football field.
10. Groups with approved applications will have priority of use and facilities. In cases where functioning games must be rescheduled, mutual arrangements must be worked out cooperatively with all parties concerned. School run activities have the highest priority followed by school related group. Other organizations may be asked to reschedule events if a conflict with a school activity occurs.
11. No driving on lawns.
12. Parking on blacktop area only (painted spaces)
13. Do not block any garage areas, doors, or driveways with parking.
14. No horses or vehicles are permitted on athletic fields.
15. No profanity allowed.
16. Alcoholic beverages are prohibited on school property.
17. Make applications for use of grounds in advance annually, in the office of the building being requested. (Priority is given to those who used the facility or grounds the previous year as long as they get applications in by July 15<sup>th</sup> for fall activities and December 15<sup>th</sup> for spring activities)
18. Present schedule of usage with application.
19. Report all or any property damage immediately.
20. Clean up all litter and return furniture to prior state before leaving.
21. If the cafeteria is used to assemble food (subs, etc.) or distribute food, proper sanitation procedures must be followed as part of the clean up.
22. No school equipment/supplies, etc. shall be used without permission of the principal.
23. User is responsible for conduct of all persons on school grounds attracted by their event, including the enforcement of all rules.

24. No person under the age of eighteen (18) will be admitted into the building until the adult supervisor is present. Supervisors of youth groups must keep their groups in designated areas and remain in the building until all youths have departed.
25. Unsupervised children are not permitted in the building or roaming the grounds. Participants in recreational programs may not permit their children to wander in the building, on the grounds or use the school equipment.
26. If these guidelines are violated, after an appropriate warning, privileges to use the facility or grounds shall be revoked. Damaged property shall be assessed back to the group or individual. Serious violation could result in privileges being revoked immediately.
27. Obligation for use of police for traffic or their services will be the responsibility of user.
28. Any performance or activity in which admission charge or donation is requested could be subject to the township and school district admissions tax. It is the renter's responsibility to contact the assistant director of business services for a determination as to whether a particular activity is subject to the admissions tax. Adherence to the above will prevent the possibility of a group receiving notice of tax due that wasn't built into the pricing structure.
29. Persons applying for a Class VI function will be expected to submit, in writing, all needed equipment and facilities as part of the application. Requests for additional equipment and/or facilities shall be received by the principal at least ten (10) working days prior to the event. Failure to do so could result in withdrawing the contract.
30. The Board of School Directors reserves the right, from time to time, to make such additional rules and regulations as may be in the public interest.
31. WEATHER CANCELLATION: Normally, when schools are closed because of inclement weather, all activities for that day are canceled. If schools are closed on the day of your rental, please contact the superintendent before 10:00 AM to determine if the facility will be open.
32. All fees are due and payable within ten (10) days after the event. Make all payments to:  
Conestoga Valley School District, Administration Center, 2110 Horseshoe Road, Lancaster, PA 17601
33. Some grounds are not permitted to be used between October 15<sup>th</sup> & April 1<sup>st</sup> of each year to permit proper maintenance of grounds.
34. Additional limitations or requirements may be imposed by administration upon review of the rental application.

I have read the regulations and have agreed to abide by them.

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Signature

**CONESTOGA VALLEY SCHOOL DISTRICT**  
**2110 Horseshoe Road**  
**Lancaster, Pennsylvania 17601**

**RENTAL PROCEDURES FOR USE OF SCHOOL FACILITIES AND GROUNDS**

1. Any request for use of school facilities and grounds must be submitted to the building principal at least thirty (30) days in advance of use.
2. Any request for use of school gymnasiums or athletic fields must be submitted by the athletic director at least thirty (30) days in advance of use.
3. No use of facilities or fields shall interfere with the regular school program activity in any way.
4. Community organizations in the Conestoga Valley School District may not rent facilities for more than three months unless the Board grants specific approval.
5. Use of facilities on Sunday will be permitted only if staff can be found to work on Sunday. Because of difficulty in finding staff that is available on Sunday mornings, normally the district's facilities will not be available for rent until noon on Sundays.
6. Class I, II, IV, V and VI groups renting the facility shall be required to submit proof of liability insurance with the application form for \$1,000,000 coverage. Class III groups shall be required to submit an insurance rider for \$1,000,000 coverage for the period of time the facilities will be used.
7. The school district shall have final authority in establishing the rental class for use of facilities or fields and may vary the classifications when appropriate. The district may reduce or eliminate rental charges in specific instances as they see fit.
8. A custodian must be on duty at all times when the building or stadium is in use. If a custodian is not scheduled to work when an activity is scheduled, an extra hourly fee will be charged as indicated on the fee schedule.
9. Fire code ordinances must be strictly followed. The movement or placement of any district furniture and/or equipment must be approved by the building principal in advance and, if necessary, the local fire marshal.

Seating Capacity for Facilities

School	Cafeteria	Auditorium	Mezzanine	LGI Room	Rill Gym	Main Gym	Stadium
High School	428	674	218	65	1960	Uyeda - 720	2857
Middle School	300	607				350	
Leola Elem.	156	532	210			150	
Fritz Elem.	200			75		400	
Smoketown Elem	268			100		500	
Brownstown Elem	150			90		500	

10. Class I organizations may provide a service in lieu of fees. The service project must relate to the facility or field they are using and must be approved by administration
11. Use of or access to the refrigerator or freezer is prohibited. Use of kitchen facilities or equipment is not permitted.
12. Additional maintenance fees will be assessed for Classes II through VI as identified under rental fees.
13. Groups should have rental request approval in possession or risk ejection.

14. Groups using facilities will be classified as follows:

- Class I All school related or non-profit organizations whose purpose is to offer direct assistance to the school-age youth of the school district. (Ex: Alumni Association, Girls Scouts, Boy Scouts, Conestoga Valley Booster Clubs, Education Foundation, CV Youth Sports Clubs, etc.) If the purpose is to raise funds for such organizations, additional charges under Item #16 will be charged. This classification shall also apply to the Lancaster-Lebanon athletic play-offs.
- Where an official scholastic program does not exist in the middle school and acts as a feeder program to the High School or Middle School program, the organization will not be assessed any rental fees although additional charges under Item #16 may apply.
- Class II All non-profit, community organizations with a majority of members being Conestoga Valley residents. Purpose for rental of the facility must be to provide educational or recreational services to their organization. (Ex: Adult Recreation Association, Jaycees, Community Center, etc.)
- Class III All individual/private groups with a majority of members being Conestoga Valley residents. Purpose for rental of the facility must be to provide recreational services to their group. (Ex: Family Reunions)
- Class IV All non-profit, community organizations with a majority of, or at least twenty-five (25) members being Conestoga Valley residents. Purpose for rental of the facility is to conduct a program for which a fee is charged in order to raise funds for said organization. (Ex: Rotary Travelogue, etc.)
- Class V PIAA, District 3 and other not-for-profit organizations located outside the CV community where a minority of CV residents participate or are not covered in other group classifications.
- Class VI Corporation, for profit organizations (Ex: sports camp organizations, etc.) Corporation or for-profit organizations may be denied use of the facilities if the intent is the solicitation of business or profiting from CV employees and/or residents unless it is a fundraising event coordinated by a Class I organization with a listing of such business approved by administration.

15. RENTAL FEE: The rental fee is a per day charge which includes normal use of the facility and the services of one custodian during performance hours if they are regularly scheduled to work. All other personnel charges are additional.

Location	Class I		Class II		Class III	Class IV	Class V	Class VI
	Daily	Season	Daily	Season				
<b>Auditoriums</b>								
CV High School	\$45	\$530	\$55	\$635	\$165	\$165	\$385	\$1,280
GHMS & Leola Elem.	\$40	\$425	\$45	\$530	\$165	\$165	\$385	\$975
Elementary	\$30	\$320	\$40	\$425	\$140	\$140	\$275	\$640
	Class I		Class II		Class III	Class IV	Class V	Class VI
	Daily	Season	Daily	Season				
<b>Cafeteria</b>	No Charge		No Charge		\$295	\$295	\$360	\$575
	Class I		Class II		Class III	Class IV	Class V	Class VI
	Daily	Season	Daily	Season				
<b>Classroom</b>	No Charge		No Charge		\$30	\$45	\$80	\$60
	Class I		Class II		Class III	Class IV	Class V	Class VI
	Daily	Season	Daily	Season				
<b>Large Group Room (LGI)</b>	No Charge		No Charge		\$35	\$65	\$100	\$175
	Class I		Class II		Class III	Class IV	Class V	Class VI
<b>Gymnasiums</b>	Daily	Season	Daily	Season				
CVHS Rill Gym	\$45	\$580	\$55	\$695	\$420	\$420	\$665	\$1,400
CVHS Uyeda Gym	\$40	\$465	\$50	\$580	\$180	\$180	\$245	\$1,065
GHMS (Middle School) Gym	\$40	\$465	\$50	\$580	\$180	\$180	\$245	\$700
Elementary	\$30	\$350	\$40	\$465	\$180	\$180	\$245	\$700
	Class I		Class II		Class III	Class IV	Class V	Class VI
<b>CVHS Stadium (per event/8hr day)</b>	Daily	Season	Daily	Season				
CVHS Stadium	\$200	\$1,160	\$200	\$1,160	N/A	\$500	\$665	\$1,400
CVHS Stadium (Turf Field Only)	\$150	\$870	\$150	\$870	N/A	\$500	\$665	\$1,400
CVHS Stadium (Concession Stand)	\$25	\$200	\$25	\$200	N/A	\$150	\$250	\$250
	Class I		Class II		Class III	Class IV	Class V	Class VI
<b>CVSD Baseball Fields</b>	Daily	Season	Daily	Season				
CVHS Varsity Baseball Field	\$45**	\$670**	\$55	\$800	\$95	\$95	\$175	\$200
CVHS JV Baseball Field	\$30**	\$430**	\$40	\$560	\$60	\$75	\$130	\$165
Elementary Baseball Field	\$30**	\$430**	\$40	\$560	\$60	\$75	\$130	\$165
	Class I		Class II		Class III	Class IV	Class V	Class VI
<b>CVSD Soccer (Grass) Fields</b>	Daily	Season	Daily	Season				
CVHS Varsity Soccer Field	\$45**	\$670**	N/A	N/A	N/A	N/A	N/A	N/A
CVHS JV Soccer Field	\$45**	\$670**	\$55	\$800	\$95	\$95	\$175	\$200
CVHS Soccer Practice Field	\$45**	\$670**	\$55	\$800	\$95	\$95	\$175	\$200



CVSD Bowl Field	\$30**	\$430**	\$40	\$560	\$60	\$75	\$130	\$165
Elementary Soccer Field	\$30**	\$430**	\$40	\$560	\$60	\$75	\$130	\$165
	Class I		Class II		Class III	Class IV	Class V	Class VI
CVSD Softball Fields	Daily	Season	Daily	Season				
CVSD Varsity Softball Field	\$45**	\$670**	\$55	\$800	\$95	\$95	\$175	\$200
CVSD JV Softball Field	\$30**	\$430**	\$40	\$560	\$60	\$75	\$130	\$165
	Class I		Class II		Class III	Class IV	Class V	Class VI
CVSD Tennis Facilities	Daily	Season	Daily	Season				
CVHS Tennis Courts	\$30	\$400	\$50	\$660	N/A	\$95	\$175	\$200
	Class I		Class II		Class III	Class IV	Class V	Class VI
CVSD Turf Fields	Daily	Season	Daily	Season				
CVHS Turf #1	\$150	\$870	\$150	\$870	N/A	\$500	\$665	\$1,400
CVHS Turf #2	\$150	\$870	\$150	\$870	N/A	\$500	\$665	\$1,400
	Class I		Class II		Class III	Class IV	Class V	Class VI
CVSD Practice/General Fields	Daily	Season	Daily	Season				
CVHS Access Road Field	\$30	\$430	\$40	\$560	\$60	\$75	\$130	\$165
CVHS Football Practice Field	\$45**	\$670**	\$55	\$800	\$95	\$95	\$175	\$200
CVHS JH Football Practice Field	\$45**	\$670**	\$55	\$800	\$95	\$95	\$175	\$200
EPF #1	\$45**	\$670**	\$55	\$800	\$95	\$95	\$175	\$200
EPF #2 (1/2 field)	\$30**	\$430**	\$40	\$560	\$60	\$75	\$130	\$165
EPF #3 (1/2 field)	\$30**	\$430**	\$40	\$560	\$60	\$75	\$130	\$165

16. Additional Charges (See item 12)

	Class I	Class II	Class III	Class IV	Class V	Class VI
<b>Personnel (Per Person in Charge) *</b>						
Event Manager	\$15/hr.					
Stage/AV Technician	**	**	**	**	**	**
Custodian	**	**	**	**	**	**
Police/Parking/Attendants	**	**	**	**	**	**
Maintenance	**	**	**	**	**	**
Security	**	**	**	**	**	**
Organ	\$45	\$30	N/A	\$45	\$45	\$50
Risers	\$45	\$30	N/A	\$45	\$45	\$50
Piano	\$45	\$30	N/A	\$45	\$45	\$50
Spotlight	\$45	\$30	N/A	\$45	\$45	\$50
Projector	\$45	\$30	N/A	\$45	\$45	\$50

\*If scheduled on a holiday, add \$10/hr. to personnel costs

\*\*Personnel rates based on current salary.