

USE OF SCHOOL FACILITIES AND GROUNDS

Use of school facilities and grounds may be requested by submitting a completed application to the Elizabethtown Area School District (EASD or School District) at least fourteen (14) days in advance. In considering such applications, School District educational programs and activities shall have priority.

Anyone requesting use of buildings and facilities will be classified in one of the following “USER” categories and will be subject to appropriate fees and costs (as indicated on attachment). The Board of School Directors shall establish such fees and costs.

- CLASS A** All organizations affiliated with or supervised by EASD (School District PTOs, Booster Clubs, GEARS).
- CLASS B** Non-profit organizations located within EASD (Civic, Fraternal, Religious, Educational).
- CLASS C** All for-profit organizations and all non-profit organizations located outside of EASD.
- SUNDAY USE** Sunday facility use is permitted.

Use of School Facilities: The School District reserves the right to restrict and/or cancel any approved use at any time. A 50% deposit on the facility rental fee will be required to confirm the reservation.

When advertising or promoting activities held at school facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the school district.

All USERS granted use of EASD facilities are expected to exercise care in protecting District property from damage. All damages will be the responsibility of the USER. The USER shall supervise activities to prevent disorderly conduct at any time while using the District facilities. Only appropriate uses will be permitted. The USER shall be responsible for special electrical needs. No safety violations permitted.

Failure to conform to the above conditions, and those set forth in the rental agreement, or to adhere to EASD rules and regulations, will cause EASD officials to immediately terminate the use of buildings and facilities and to deny use of the facilities to the USER in the future.

EASD reserves the right to adjust rental fees, if necessary. EASD reserves the right to limit field usage as necessary to maintain field conditions. EASD reserves the right to cancel an event, or limit use of additional equipment due to weather conditions.



FACILITY RENTAL FEES

	CLASS A	CLASS B*	CLASS C
Athletic Fields			
Jane Hoover Field	No Charge	No Charge	\$1,000/Day
Thompson Field	No Charge	No Charge	\$1,500/Day
Grass Fields	No Charge	No Charge	\$400/Day
Tennis Courts	No Charge	No Charge	\$400/Day
Gymnasiums			
HS Daubert Gym	No Charge	No Charge	\$600/Day
HS Old Gym	No Charge	No Charge	\$350/Day
Middle School Gyms	No Charge	No Charge	\$300/Day
Bear Creek Gym	No Charge	No Charge	\$500/Day
East High/Bainbridge Gyms	No Charge	No Charge	\$150/Day
Auditoriums/Cafeterias			
High School Auditorium	No Charge	No Charge	\$500/Day
Middle School Auditorium	No Charge	No Charge	\$350/Day
Bear Creek (Cafetorium)	No Charge	No Charge	\$450/Day
High School or Middle School Cafeteria	No Charge	No Charge	\$300/Day
Bear Creek (Cafetorium)	No Charge	No Charge	\$450/Day
East High/Bainbridge Cafeteria	No Charge	No Charge	\$150/Day

***Class B Events that receive income from admissions, donations, or any other form of income will be charged a discounted rental fee.**

ADDITIONAL FEES

EASD reserves the right to assign personnel to any rental request and charge accordingly to all classes. Preparation and clean-up time will be charged as necessary.

Custodial Fee: **\$35/hour per custodian** (Minimum, non refundable, charge of three hours)

Technician Fee: Specialized equipment will require an hourly technician fee.

Fees will be charged for additional equipment requested on a per day or hourly basis. These items include, but are not limited to:

Risers, projectors, pianos, sound systems, press box, scoreboards, lights, screens, concession stands, etc.



RULES AND REGULATIONS

No food or drink permitted in the auditoriums or gymnasiums.

No equipment of any kind may be removed from the building.

Kitchen rental fees are provided by the EASD food service company, METZ. All kitchen rentals must include an EASD and/or METZ employee. Please contact the food service department for pricing information.

Profane and vulgar music are prohibited. Failure to comply will result in restriction from use of all EASD facilities.

Metal cleats are prohibited on all fields. No cleats may be worn on Thompson Field Track. Thompson Field will continually be under camera surveillance. Failure to abide by this rule will result in restriction from use of all EASD facilities.

The operation of motor vehicles should be on established driveways and in designated parking areas; the parking of motor vehicles only in designated parking areas; no parking is allowed in grass areas at any time.

All individuals are to maintain appropriate/respectful behavior at all times and not make unreasonable noise or create public disturbance, including lewd or vulgar language.

All individuals are to exercise care in protecting District property; breaking, cutting, defacing or injuring any tree, plant, shrub, building, sign or other personal property is prohibited.

No possession of weapons or firearms nor discharge of the same, including, but not limited to, air rifles, bows and arrows, slingshots.

All tobacco use (including e-cigarettes and vapes) is prohibited in school facilities and on school grounds.

No use, possession or being under the influence of alcoholic beverages.

No use, possession or activities relating to controlled substances and/or drugs.

Appropriate attire is required, including shoes and shirts.

No littering and discarding debris of any kind except into appropriate containers.

Compliance with all state and local trespass laws is required.

Dogs are not permitted on school property.

The District is not responsible for personal property, whether it is left on premises, lost, stolen or damaged.



**APPLICATION FOR RENTAL/USE OF
ELIZABETHTOWN AREA SCHOOL DISTRICT FACILITIES
600 EAST HIGH STREET, ELIZABETHTOWN, PA 17022**

NAME OF USER:

ADDRESS:

PHONE NUMBER:

EMAIL ADDRESS:

ORGANIZATION/GROUP NAME: :

SPECIFIC TYPE OF EVENT/PROGRAM:

WILL ADMISSION OR PARTICIPATION FEE BE CHARGED? (PLEASE CHECK ONE): YES NO

DATE(S) REQUESTED **OR** ATTACH SCHEDULE:

EVENT SET UP TIME:

EVENT CLEAN-UP TIME:

EVENT START TIME:

EVENT END TIME:

DOOR TIMES TO UNLOCK:

DOOR TIMES TO LOCK:

REQUESTED FACILITIES:

SCHOOL (PLEASE CIRCLE ONE):

HIGH SCHOOL

MIDDLE SCHOOL

BEAR CREEK

EAST HIGH

BAINBRIDGE

REQUESTED LOCATION(S) (SPECIFY EACH):

REQUESTED EQUIPMENT:

COST FOR USE (CHECKS SHOULD BE MADE PAYABLE TO EASD):



Insurance: The renting organization and/or individual executing the rental shall obtain insurance with minimum coverage limits of \$1 million bodily injury and \$1 million property damage per occurrence and in aggregate, and naming the Elizabethtown Area School District as an additional insurance and submit evidence of such insurance with a certificate of insurance from the agent and/or company with this application.

The Elizabethtown Area School District will not be liable or responsible to any person or person engaging in the entertainment or employed by the renting organization(s) in connection therewith, or any person(s) attending, or entering or leaving the premises (rented facility/grounds). It is understood that the renting organization assumes all responsibility and liability for accidents and/or injuries which may occur or any claim which may arise out of the use of the premises and does further hold harmless Elizabethtown Area School District, its agents and employees, from any and all claims whatsoever that may arise from this rental.

If this application is approved, the applicant agrees to the following:

- All conditions set forth in the current EASD Policy on ‘Use of School Facilities’ and to pay any fees properly chargeable under schedules contained therein.
- To provide proof of liability insurance as outlined in the school district policy.
- To care for property, supervise all individuals involved in our use of the facilities and observe normal and reasonable precautions to protect the health, safety, and welfare of participants, spectators, and school district employees involved in our use of the facilities requested.
- To comply with instructions of school district personnel and police officers assigned to duty in connection with our program.
- To reimburse the school district for damage to school property resulting from our actions or negligence.

Private and non-profit organizations offering programs, activities, or services aimed towards children must obtain criminal history and child abuse certifications for their employees and volunteers in compliance with Pennsylvania’s Child Protective Services Law, as amended. As the undersigned, I certify this organization has complied with this law to the extent it is required to do so.

SIGNATURE:

DATE:

TYPED OR PRINTED NAME AS IT APPEARS ABOVE:

