

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 online facilities rental application must be completed in its entirety on MLSchedules in a timely manner.
3. The Facilities Usage Coordinator of Lampeter-Strasburg School District is Mrs. Alysha Schneider. Mrs. Schneider's office is located in the Administration Building, and she may be reached for questions during regular business hours at (717) 464-3311, ext. 1028. Mrs. Schneider will review your online application and coordinate your request with the various District entities involved.
4. For online applications to be placed by Booster Clubs or Parent Teacher Organizations, the following procedures must be followed:
 - a. Booster Clubs: The online application must be submitted by a representative of the Booster Club (as requestor).
 - b. Parent Teacher Organizations: The online application must be submitted by a representative of the PTO (as requestor).
5. Mrs. Schneider will guide you through the online 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. Schneider will refer the question to the Superintendent for interpretation of Policy and a decision.
6. It is important that you submit your online 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. You will be notified via email through MLSchedules when approval has been given for your event.