

CONESTOGA VALLEY SCHOOL DISTRICT

502 Mt. Sidney Road
Lancaster, PA 17602
717-397-2421

**PLEASE USE ONLINE APPLICATION FOR SCHOOL FACILITY USE AT
CONESTOGAVALLEY.GOFMX.COM/LOGIN**

APPLICATION FOR SCHOOL FACILITIES USAGE

Name of Organization _____ Submission Date _____

Description of Organization _____

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

No. of Spectators/Participants at this event _____ Is this a fundraising event? Y / N

Building Requested (Circle One): HS MS Smoketown Leola Fritz Brownstown

Facility Requested:

____ Auditorium ____ Rill Gym ____ Library ____ Large Group Instruction Room (LGI)
____ Stage ____ Uyeda Gym ____ Classroom ____ Other (specify) _____
____ Cafeteria ____ Locker rooms ____ Stadium
____ 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 (meeting, practice, game, rehearsal)

List two persons who will be present at the time of facilities usage and will accept full responsibility for adherence to school district regulations, by all persons in attendance.

(Please print legibly)

Name _____ Phone _____ Email _____

Name _____ Phone _____ Email _____

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

*****RULES FOR FACILITY USE MUST BE SIGNED AND SUBMITTED WITH APPLICATION.**

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 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: Custodian/Grounds _____ Date _____

Applicant's Signature _____

Approval: Building Administrator _____ Date _____

Applicant's Address _____

Approval: Athletic Department _____ Date _____

Applicant's Phone Number _____

Approval: District Administrator _____ Date _____

Applicant's Email Address _____

CONESTOGA VALLEY SCHOOL DISTRICT

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Lancaster, Pennsylvania 17602

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. The school district will evaluate the use of the facilities and may restrict use of the facilities due to excessive wear and tear.
5. Community organizations in the Conestoga Valley School District may not rent facilities for more than three months unless the Board grants specific approval.
6. 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.
7. Class I, II, III and IV 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.
8. 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.
9. 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.
10. 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	Uyeda/Gym	Stadium
High School	428	674	218	65	1960	720	2857
Middle School	300					350	
Leola	268					350	
Fritz	200			75		400	
Smoketown	300	607		100		350	
Brownstown	150			90		500	

11. 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.
12. Use of or access to the refrigerator or freezer is prohibited. Use of kitchen facilities or equipment is not permitted.
13. Additional maintenance fees will be assessed for Classes II through IV as identified under rental fees.
14. Groups should have rental request approval in possession or risk ejection.
15. Questions or concerns relating to these rental procedures and/or use of school district facilities should be directed to the Conestoga Valley Business Office, 717-397-2421.
16. Groups using facilities will be classified as follows:

Class I All school related or non-profit organizations consisting of 100% CV youth whose purpose is to offer direct assistance to the school-age youth of the school district. (Ex: Alumni Association, Girl Scouts, Boy Scouts, Conestoga Valley Booster Clubs, Education Foundation, CV Youth Sports Clubs, CV Mat Club, Good News Club, etc.) For a CV Youth Sports Club to qualify as a class I organization, there must be an official scholastic program at the CV High School. If the purpose is to raise funds for such organization, Class II fees will apply instead of Class I. This classification shall also apply to Lancaster-Lebanon athletic play-offs. Clubs such as the CV Mat Club,

Class II Non-profit organizations located within Conestoga Valley Community (Civic, Fraternal, Religious). If the purpose of an event by a Class I organization is to raise funds for the organization, the Class II fee schedule will be applied in addition to required personnel and/or equipment charges. This classification shall also apply to Lancaster-Lebanon athletic play-offs.

Class III All non-profit organizations located outside of the Conestoga Valley Community (PIAA, District3).

Class IV Corporations, for profit organizations (ex: sports camp organizations, etc.)

Corporations 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 businesses approved by administration.

17. RENTAL FEES: The rental fee is an hourly or per day charge which includes normal use of the facility and the services of one custodian during performance hrs. if he/she is regularly scheduled to work. All other personnel charges are additional.

Fee Schedule:

	Class I		Class II		Class III	Class IV
AUDITORIUMS, ROOMS	Daily	Season	Daily	Season	Daily	Daily
CVHS	No Charge		\$75	\$750	\$750	\$1,500
Smoketown & Leola	No Charge		\$55	\$550	\$565	\$1,125
Fritz, Brownstown	No Charge		\$40	\$400	\$375	\$750
Cafeteria	No Charge		\$175	N/A	\$400	\$575
Classroom	No Charge		\$30	N/A	\$70	\$100
Large Group Room	No Charge		\$75	N/A	\$175	\$250
	Class I		Class II		Class III	Class IV
GYMNASIUMS	Daily	Season	Daily	Season	Daily	Daily
CVHS Rill Gym	No Charge		\$85	\$850	\$850	\$1,700
CVHS Uyeda Gym	No Charge		\$65	\$650	\$650	\$1,300
GHMS Gym	No Charge		\$65	\$650	\$425	\$850
Elementary Gym	No Charge		\$65	\$650	\$425	\$850

Some fields may NOT be permitted to be used between October 15th – April 1st

	Class I		Class II		Class III	Class IV
HIGH SCHOOL STADIUM, TURF FIELDS	Hourly/Daily	Season	Hourly/Daily	Season	Hourly/Daily	Hourly
CVHS Stadium & Turf Field - Limited Availability	\$30/hr., \$240/8 hr. day	\$1,400, Limit 8 hrs. per event	\$35/hr., \$280/8 hr. day	\$1,540, Limit 8 hrs. per event	\$90/hr, \$720/8 hr. day	\$190/hr, \$1,520/8 hr. day
Turf Fields (Non-Stadium)	\$20/hr., \$160/8 hr. day	\$880, Limit 8 hrs. per event	\$25/hr., \$200/8 hr. day	\$900, Limit 8 hrs. per event	\$85/hr, \$680/8 hr. day	\$180/hr, \$1,440/8 hr. day
CVHS Stadium Concession Stands	\$0 *	\$0 *	\$25/event *	\$200/season *	\$140/event	\$250/event
BASEBALL FIELDS	Daily	Season	Daily	Season	Daily	Daily
CVHS Varsity Baseball Field	\$0	\$0	\$75 *	\$975 *	\$190	\$250
CVHS JV Baseball Field	\$0	\$0	60 *	\$780 *	\$140	\$200
Elementary Baseball Field	\$0	\$0	60 *	\$780 *	\$140	\$200
SOCCER FIELDS	Daily	Season	Daily	Season	Daily	Daily
CVHS Varsity Field #1	\$0	\$0	N/A			
CVHS Varsity Field #2	\$0	\$0	\$75 *	\$975 *	\$175	\$250
CVHS Field #3	\$0	\$0	\$75 *	\$975 *	\$175	\$250
Elementary Field #1	\$0	\$0	60 *	\$780 *	\$140	\$200
Elementary Soccer Field	\$0	\$0	60 *	\$780 *	\$140	\$200
SOFTBALL FIELDS	Daily	Season	Daily	Season	Daily	Daily
CVMS Varsity Softball Field	\$0	\$0	\$75 *	\$975 *	\$190	\$250
CVMS JV Softball Field	\$0	\$0	60 *	\$780 *	\$140	\$200
TENNIS FACILITIES	Daily	Season	Daily	Season	Daily	Daily
CVHS Tennis Courts	\$0	\$0	\$75 *	\$975 *	\$190	\$250
PRACTICE/GENERAL FIELDS	Daily	Season	Daily	Season	Daily	Daily
CVHS Field #7	\$0	0	\$60 *	\$780 *	\$140	\$200
CVHS Field #4	\$0	\$0	\$75 *	\$975 *	\$190	\$250
CVHS Field #6	\$0	\$0	\$75 *	\$975 *	\$190	\$250
CVHS Field #1	\$0	\$0	\$75 *	\$975 *	\$190	\$250
CVHS Field #2	\$0	0	\$60 *	\$780 *	\$140	\$200
CVHS Field #5	\$0	0	\$60 *	\$780 *	\$140	\$200
GHMS Field #1	\$0	0	\$60 *	\$780 *	\$140	\$200
GHMS Field #2	\$0	0	\$60 *	\$780 *	\$140	\$200
GHMS Field #3	\$0	0	\$60 *	\$780 *	\$140	\$200

Smoketown & Leola	
Fritz, Brownstown	
Cafeteria	
Classroom	
Large Group Room	

GYMNASIUMS	Da
CVHS Rill Gym	
CVHS Uyeda Gym	
GHMS Gym	
Elementary Gym	

HIGH SCHOOL STADIUM, TURF FIELDS	Hourly
CVHS Stadium & Turf Field - Limited Availability	\$30 \$240 da
Turf Fields (Non-Stadium)	\$20 \$160 da
CVHS Stadium Concession Stands	\$0

BASEBALL FIELDS	Da
CVHS Varsity Baseball Field	\$
CVHS JV Baseball Field	\$
Elementary Baseball Field	\$

SOCCER FIELDS	Da
CVHS Varsity Soccer Field	\$
CVHS JV Soccer Field	\$
CVHS Soccer Practice Field	\$
CVMS Soccer Bowl Field	\$
Elementary Soccer Field	\$

SOFTBALL FIELDS	Da
CVMS Varsity Softball Field	\$

CVMS JV Softball Field	\$
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TENNIS FACILITIES	Da
CVHS Tennis Courts	\$

PRACTICE/GENERAL FIELDS	Da
CVHS Access Road Field	
CVHS Practice Football Practice Field	\$
CVHS JH Practice Field	\$
EFP #1	\$
EFP #2 (1/2 field)	\$
EFP #3 (1/2 field)	\$

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

**Personnel rates are adjusted annually.

Organizations requesting use of district facilities are required to pay direct costs associated with such use as noted below in addition to the rental fee. Class I organizations are exempted from these fees with the exception of grounds fees and event set up.

- a) \$XX/hour Custodial/maintenance/grounds time.
- b) \$XX/hour Custodial/maintenance/grounds overtime (outside of normal work schedule).
- c) \$XX/hour Maintenance Personnel
- d) \$XX/hour AV, Sound Technicians, Technology Support
- e) \$XX/hour Police/Parking/Attendants
- f) \$XX/hour Security Personnel
- g) \$45/hour Organ
- h) \$45/hour Risers
- i) \$45/hour Piano
- j) \$45/hour Spotlight
- k) \$45/hour Projector
- l) \$20/hour Stadium and field lights
- m) Additional requests for personnel not listed will be charged based on current costs.