



## **Facility Request Guide for Coaches and Booster Clubs**

Dr. Lippy, Athletic Director, is responsible for scheduling all school-sponsored athletic practices and games (both in-season and out-of-season) for students in grades 7 through 12. These events are managed exclusively through [ArbiterSports](#).

### **Facility Use Requests for Non-Athletic Department Practices/Games/Events**

All additional athletic events outside of regular athletic department practices and competitions must be submitted through the [MLSchedules online scheduling system](#). This process is necessary because these events may require coordination with staff who are not under Dr. Lippy's direct supervision, such as building custodians, the Fieldhouse manager, and the grounds crew. *MLSchedules* is how these individuals are informed of the event and any specific requirements.

These requests are subject to review and approval by the Facility Use Coordinator, the Director of Building and Grounds, and/or Administrative Office personnel.

- All requested changes must be submitted to the Facility Use Coordinator, Alysha Schneider, at 717-464-3311, ext. 1028 or via email at [alysha\\_schneider@l-spioneers.org](mailto:alysha_schneider@l-spioneers.org). If she is unavailable, individuals will be directed to an alternate contact within the Administration Office.
- Please note: Changes cannot be processed through the Athletic Department unless there are extenuating circumstances.

Examples of such events include, but are not limited to:

- Use of the concession stand during sporting events
- Use of the track concession stand during home football games
- Team dinners
- End-of-season banquets (held on campus)
- Fundraisers ([application](#))
- Youth clinics or skills camps organized by booster clubs or external community members
  - Note: All youth clinics or camps must submit a recap to the Facility Use Coordinator upon completion of the event.

### **Submission Guidelines and Additional Information**

- When submitting a request in *MLSchedules*, please be as detailed as possible in the notes section. Be sure to include specific needs such as number of tables and chairs, microphone or sound system requirements, and any other event logistics.
- All requests must be submitted under the booster club's *MLSchedules* user account or by the coach associated with the specific sports program.
- Youth sports programs (e.g., community or rec leagues utilizing district facilities) must also be submitted through *MLSchedules*, without exception.

MLSchedules: <https://www.l-spioneers.org/community/facilities-rental>