



Lakeland School District
 1355 Lakeland Drive
 Scott Township, PA 18433
 Telephone: 570-254-9485
 Fax: 570-254-6730

For Office Use Only	
Principal Approval	_____
Superintendent Approval	_____
Total Fee	_____

Facility Use Agreement Application

- Please read and complete both sides of this application, sign and return at least ten (10) working days prior to your event.
- Submit all requested documents (non-profit status, if applicable, certificate of insurance, etc.) with application.
- Lack of requested documentation will result in return of your application without processing.

Organization Information--

Organization Name:	Day Phone:
Event Contact Person/Onsite Supervisor:	Evening Phone:
Billing Address (required):	Type: <input type="checkbox"/> PTA (attach 501(c)3) <input type="checkbox"/> Booster Club (attach 501(c)3) <input type="checkbox"/> Non-Profit (attach 501(c)3) <input type="checkbox"/> Individual <input type="checkbox"/> For Profit <input type="checkbox"/> Public Agencies
City, State, Zip:	Fax Number:
Email Address:	Cell Phone:

Event Information--

Event Description:	# Attendees _____ (approx.)
Single Activity Date:	Series of Dates*: Beginning Date: _____ End Date: _____ <small>*Attach the District Calendar with all requested dates circled</small>
Please check all that apply: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
Set Up Time:	Event Time: End Time:

Location Requested (check all that apply)

- Lakeland Jr-Sr High School
 Lakeland Elementary-Scott Campus
 Lakeland Elementary-Mayfield Campus

Room Requested (check all that apply)

- Gymnasium Cafeteria
 Commons Auditorium
 Concession Stand Library
 LGI Parking Lot
 Classroom # _____ Other _____

Field Requested

- Elementary Field Playground
 Softball/Baseball Press Box
 Football, Track, Stands Soccer Field(s)
 Locker Room Football Practice field
 Concession Stand Lighting Time On: _____ Time Off: _____

Special Needs/Equipment--be specific; if not listed and approved, the equipment will not be available at time of use.

Agreement: The undersigned hereby makes application to the District for use of school facilities described above and certifies that the information given in this application is correct. The undersigned further states that he/she has the authority to make this application and agrees that all rules and regulations of the Board of Directors and the building administrator will be followed by the participants and will reimburse the District for the use and or any damage arising from said use of the building as invoiced. In consideration for the use of District premises, the user assumes all liability for and shall indemnify, hold harmless and defend the Lakeland School District, its directors, officers, officials, employees and agents, as well as their successors and assigns, from and against all loss, damage or expense which the District sustains or incurs, and against any and all claims, demands, suits, and actions whatsoever, including expense of investigation and litigation, on account of injury to or death of persons, including without limitation employees of the District, employees of the user, any child or adult visiting or participating in any of the user's programs or on account of damage to or destruction of property, including without limitation property owned by and property in the care, custody or control of the District during the terms of this permit to the extend caused

I have read and agree to abide by the rules and regulations on the reverse side:

Signature of Applicant: _____

Date: _____

Facility Use Rules, Regulations, & Fees

Rental Procedures

1. **Applications:** Applications shall be made in accordance with the school year calendar, July through June, and are required at least ten (10) business days in advance of requested date. Requests to use the athletic facilities shall be made on a seasonal basis to accommodate the PIAA schedule. **Fall:** August–November; **Winter:** November–March; **Spring:** March–May; **Summer:** June–August
2. **Insurance:** All users are required to provide a Certificate of Insurance for a minimum of \$1,000,000 combined single limit per occurrence.
3. **Approvals:** Applications will be reviewed on a first-come, first-served basis after school programs have been scheduled. Should two parties request the facilities or fields for the same dates, a fair allocation may be determined by the Superintendent or designee.
4. **Changes:** Changes to a request or approved event must be made through the District Office.
5. **Cancellations:** Cancellations require at least two (2) business days’ notice prior to the event. If adequate notification is not made, the user will be charged for all expenses incurred by the district. The District reserves the right to cancel or revoke permission at any time for good cause, without liability.
6. **Invoices:** The user will be billed after the event in accordance with the established fee schedule. Invoices are due within 30 days of receipt. Outstanding invoices will result in denial of future requests or cancellation of on-going use.
7. **Promotional Activities:** Any promotional activities in conjunction with non-district sponsored events must clearly state that the event is not sponsored or endorsed by Lakeland School District.

Personnel and Equipment Needs

1. **Personnel:** The user shall be responsible for all staffing fees incurred as a result of their use.
 - a. A District employee shall be present at all facility use functions and shall be responsible for opening and closing the building, as well as ensuring the interests of the district during the use.
2. **Equipment & Supplies:** The district is not required to make equipment available, however; limited equipment may be available if requested.

Responsibilities of the User

1. **Supervision:** The User shall assume full responsibility for the supervision of their activity, as well as the conduct of all attendees and participants. Persons will not be admitted to the facility until an adult supervisor (over 21) is on-site. Supervisor shall remain with the group throughout the entire use. The user organization must respect the authority of the district staff on-site.
2. **Damages:** The individual named on the agreement and the group in whose name the agreement is used must accept responsibility for all damage to District property while the group is on-site.
3. **Tobacco, Alcohol, Weapons:** The use of tobacco, alcohol and weapons are not permitted on district property.
4. **Set-Up:** The user is responsible for set-up of the event(s). The user may not make adjustments to heating, light or furnishings/equipment without prior approval. No decorations or application of material to the walls or floors will be allowed without permission of the building administrator. No flame of any kind is allowed inside school building.
5. **Clean-Up:** The user is responsible for clean-up and must leave the facility in a clean and orderly condition with all furniture in the same location it was found. An authorized employee will be responsible for sanitizing restrooms. Any clean-up expense incurred by the district will be charged to the user.
6. **Access:** Access will be granted in accordance with the time specified on the application. All use will stop with sufficient time to vacate the building at the end time stated on the application. Additional fees will apply for all uses exceeding their permitted schedule.
7. **Fields:** User shall not subject the fields to undue damage or create a hazard. Users shall leave the fields clean and in good order.
 - a. Markings and pre-game preparations are the user’s responsibility. Field lining and markings must be pre-approved through the Athletic Director.
8. **Large Events:** Large events require security personnel according to the following:
 - a. 50+ attendees will require one (1) security personnel
 - b. 200+ attendees will require two (2) security personnel
 - c. 400+ attendees will require a meeting with the District office to review necessary staffing requirements.
 - d. The District will arrange for all security personnel, with the fee responsible by the user/group, per the attached fee schedule, unless proof of prearranged security is provided.

Fee Schedule

Category A	PTAs and all approved booster clubs affiliated with the Lakeland School District
Category B	All other groups not affiliated with the Lakeland School District

Hourly Fees ¹		
	Category A	Category B
Staffing/Custodial Fee	\$10.00	\$17.50
Security Fee	\$35.00	\$35.00

¹ The Lakeland School District will not profit from any group’s use of its facilities. If there is no cost to the District, there will be no cost to the group.