

ANTIETAM SCHOOL DISTRICT
Application and Permit for Use of School Buildings/Grounds

DATE:

TO THE BOARD OF SCHOOL DIRECTORS:

THE UNDERSIGNED MAKES APPLICATION ON BEHALF OF

REQUESTING USE OF

DATE:

FROM

AM/PM

TO

AM/PM

PURPOSE

ADMISSION FEE CHARGED YES NO

APPROXIMATE NUMBER IN GROUP

I (we), the undersigned, do hereby agree to comply strictly with the rules and regulations of the Antietam School Board governing the use of school facilities. I/we do further jointly and severally agree to assume full responsibility for any damages to or loss of school property occasioned by said use of the school facilities. The undersigned further agrees to pay **in advance** any such charges as may be made for the use of the school facilities.

Additionally, the undersigned will provide proof of insurance in the amount of \$500,000 of personal liability and \$250,000 of property. Antietam School District will be named as additional insured in the policy.

I/we, the undersigned, DO HEREBY AGREE to hold harmless the Antietam School District for any injury or property damage that may occur while using district facilities.

Name (Print)

Signature _____

Address

Phone No.

Superintendent will return a copy of approved application prior to the requested date to the person/organization making the request as means of conveying approval of application. Insurance certificate must be attached to application prior to submission to building principal. Application must be submitted 30 days prior to date of intended building use.

Building Principal's Signature _____

Date Approved: _____

Athletic Director's Signature _____

Business Office Use Only (to be completed in full prior to submission to superintendent)

Custodian Required Yes No

Cafeteria Staff Required Yes No

Total No. of Man hours _____

Total No. of Man hours _____

Man hours x \$30/hour _____

Category of organization/individual _____

Room Requested _____

Rental charges, if any _____ (If none, mark \$0.00)

Total Projected Charges _____ (If none, mark \$0.00)

Insurance Certificate Naming Antietam School District as additional insured attached Yes No

Business Manager's Signature _____

Date Approved _____

Superintendent's Office Use Only

Building Use Fees Waived Yes No

Superintendent's Signature _____

Date Approved _____

CATEGORY I GROUPS:

Antietam School District related groups and organizations intending to use the facilities for school related purposes, such as:

- a. Parent Teacher Organization
- b. Booster or parent groups
- c. Faculty events and teacher organization meetings
- d. School sponsored functions
- e. Local and county school board groups

CATEGORY II GROUPS:

Governmental, community, civic, or service groups that are located within the boundaries of the Antietam School District, and at least 50% of their participants are residents of the Antietam School District. The group must also be non-sectarian, non-profit, and working for the welfare of the community and/or society in general. These groups cannot charge admission and their meetings or events must be open to the public. Groups in this category include:

- a. Boy Scout and Girl Scout groups
- b. Lower Alsace Township supervisors
- c. Mt. Penn Borough Council
- d. Youth athletic associations

CATEGORY III GROUPS:

Organizations that are located outside the boundaries of the Antietam School District with less than 50% of their participants residing in the Antietam School District. Also, groups that charge admission for their events or are profit-making organizations fit into Category III. Examples are:

- a. Karate tournament
- b. Other school districts
- c. Businesses
- d. Athletic organizations from outside district boundaries

FACILITY AVAILABILITY

Building and facility availability will be determined on the following priority system:

- 1. Antietam School District activities (regular and extra-curricular)
- 2. Category I
- 3. Category II
- 4. Category III

Antietam School District activities will always have first priority during the school day, evenings or weekends, but the superintendent may change priorities of Categories I, II, and III, depending on prior commitments or other circumstances. (Example: An approved and scheduled Category III event does not have to be cancelled because of a more recently requested use from a Category I or II group.)

ANTIETAM SCHOOL DISTRICT CHARGES FOR USE OF SCHOOL PROPERTY AND FACILITIES
Effective March 23, 2009

MT. PENN ELEMENTARY SCHOOL/MT. PENN PRIMARY CENTER:

Facility	Category I	Category II	Category III
All-purpose room	N/C	\$25/hour	\$50/hour
All-purpose room & kitchen	N/C	\$30/hour	\$75/hour
Kitchen	N/C	\$25/hour	\$50/hour
Classroom	N/C	\$50/day	\$75/day
Library	N/C	\$50/day	\$75/day
Parking lot	N/C	\$20/day	\$50/day
Lower play field	N/C	\$20/day	\$50/day
Gym	N/C	\$20/hour	\$30/hour; min. \$100

ANTIETAM MIDDLE-SENIOR HIGH SCHOOL

Facility	Category I	Category II	Category III
Gymnasium	N/C	\$25/hour; min. \$100	\$50/hour; min. \$200
Gymnasium & shower room	N/C	\$30/hour; min. \$120	\$60/hour; min. \$240
Cafeteria	N/C	\$25/hour	\$50/hour
Kitchen	N/C	\$25/hour	\$50/hour
Cafeteria & kitchen	N/C	\$30/hour	\$75/hour
Classroom	N/C	\$50/day	\$75/day
Library	N/C	\$75/day	\$100/day
Athletic Fields	N/C	\$25/hour; min. \$100	\$50/hour; min. \$150
Parking lot	N/C	\$20/day	\$50/day

Rehearsal Fees will be charged at 1/2 rate.