

CONESTOGA VALLEY SCHOOL DISTRICT
2110 Horseshoe Road
Lancaster, Pennsylvania 17601

RENTAL PROCEDURES FOR USE OF SCHOOL FACILITIES AND GROUNDS

1. Any request for use of school facilities or grounds must be made 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 approved by the athletic director at least thirty (30) days in advance of use.
3. No use of facilities or grounds shall interfere with the regular school program activity in any way.
4. Community organizations in the Conestoga Valley School District may not rent facilities for an extended period unless the Board grants approval.
5. 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.
6. Class I, II, IV, V and VI 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.
7. The school district shall have final authority in establishing the rental class for use of facilities or grounds and may vary the classifications when appropriate. The district may reduce or eliminate rental charges in specific instances as they see fit.
8. A custodian must be on duty at all times when the building 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.
9. 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	Main/Gym
High School	428	674	218	112	2,500	850
Middle School	300	607				350
Leola	156	532	210			150
Fritz	200			75		400
Smoketown	268			100		500
Brownstown	150			90		500

10. 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.
11. Use of or access to the refrigerator or freezer is prohibited. Use of kitchen facilities or equipment is not permitted.
12. Additional maintenance fees will be assessed for Classes II through VI as identified under rental fees.
13. Groups should have rental request approval in possession or risk ejection.
14. Groups using facilities will be classified as follows:

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Class I All school related or non-profit organizations 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, etc.) If purpose is to raise funds for such organization, additional charges under Item #16 will be charged.

Where an official scholastic program does not exist in the middle school and acts as a feeder program to the High School or Middle School program, the organization will not be assessed any rental fees although additional charges under Item #16 may apply.

Class II All non-profit, community organizations with a majority of members being Conestoga Valley residents. Purpose for rental of the facility must be to provide educational or recreational services to their organization. (Ex: Adult Recreation Association, Jaycees, Community Center, etc.)

Class III All individual/private groups with a majority of members being Conestoga Valley residents. Purpose for rental of the facility must be to provide recreational services to their group. (Ex: Family Reunions.)

Class IV All non-profit, community organizations with a majority of, or at least twenty-five (25) members being Conestoga Valley residents. Purpose for rental of the facility is to conduct a program for which a fee is charged in order to raise funds for said organization. (Ex: Rotary Travelogue, etc.) This classification shall also apply to Lancaster-Lebanon athletic play-offs.

Class V PIAA and other not for profit organizations located outside the CV community and where a minority of CV residents participate or are not covered in the other classes.

Class VI 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.

15. **RENTAL FEES:** The rental fee is a 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.

	Class I		Class II		Class III	Class IV	Class V	Class VI
	Per Day	Per Season	Per Day	Per Season				
Auditoriums								
HS	\$45	\$530	\$55	\$635	\$165	\$165	\$385	\$1,280
MS & Leola	\$40	\$425	\$45	\$530	\$165	\$165	\$385	\$975
Elementary	\$30	\$320	\$40	\$425	\$140	\$140	\$275	\$640
Cafeteria					\$295	\$295	\$360	\$575
Classroom	No Charge		No Charge		\$30	\$45	\$80	\$60
Large Group Room	No Charge		No Charge		\$35	\$65	\$100	\$175

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	Class I		Class II		Class III	Class IV	Class V	Class VI
	Per Day	Per Season	Per Day	Per Season				
Gymnasiums								
Rill Gym	\$45	\$580	\$55	\$695	\$420	\$420	\$665	\$1,400
HS Main Gym	\$40	\$465	\$50	\$580	\$180	\$180	\$245	\$1,065
MS Gym	\$40	\$465	\$50	\$580	\$180	\$180	\$245	\$700
Elementary Gym	\$30	\$350	\$40	\$465	\$180	\$180	\$245	\$700
HS Stadium Field – per event/8 hr day	\$200	\$1,160	Not Available For Use				\$665	\$1,400
HS Baseball/Softball/Soccer	\$45**	\$670**	\$55		\$95	\$95	\$175	\$200
MS Baseball/Softball/Soccer	\$40**	\$560**	\$45		\$85	\$85	\$160	\$175
Elem Baseball/Softball/Soccer	\$30**	\$430**	\$40		\$60	\$75	\$130	\$165
HS Track	\$30	\$375	\$75		NA	\$125	\$190	\$250
Tennis Courts	\$30	\$400	\$50		NA	\$95	\$175	\$200

16. Additional Charges – Class I, III, IV and V only

	<u>Class I (Item 12)</u>	<u>Class II</u>	<u>Class III</u>	<u>Class IV</u>	<u>Class V</u>	<u>Class VI</u>
Personnel (Per Person Charge)*						
Stage/AV Technician	\$40/hr	\$30/hr	\$40/hr	\$40/hr	\$45/hr	\$50/hr
Custodian	\$30/hr	\$30/hr	\$30/hr	\$30/hr	\$45/hr	\$50/hr
Police/Parking Attendants	\$40/hr	\$30/hr	\$40/hr	\$40/hr	\$45/hr	\$50/hr
Maintenance Personnel	\$40/hr	\$30/hr	\$40/hr	\$40/hr	\$45/hr	\$50/hr
Security Personnel	\$40/hr	\$30/hr	\$40/hr	\$40/hr	\$45/hr	\$50/hr
Organ	\$45	\$30	NA	\$45	\$45	\$50
Risers	\$45	\$30	NA	\$45	\$45	\$50
Piano	\$45	\$30	NA	\$45	\$45	\$50
Spotlight	\$45	\$30	NA	\$45	\$45	\$50
Projector	\$45	\$30	NA	\$45	\$45	\$50

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

**These are site charges and may include use of multiple fields.