

**CONESTOGA VALLEY SCHOOL DISTRICT**  
**2110 Horseshoe Road**  
**Lancaster, PA 17601**

**APPLICATION FOR SCHOOL FACILITIES USAGE**  
(Please return completed form to building principal.)

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                                   Main 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 \_\_\_\_\_



**CONESTOGA VALLEY SCHOOL DISTRICT**

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**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. Community organizations in the Conestoga Valley School District may not rent facilities for more than three months unless the Board grants specific 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 fields 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 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.
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	Stadium
High School	428	674	218	65	1960	720	2857
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:

**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. This classification shall also apply to Lancaster-Lebanon athletic play-offs.

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.) Class V PIAA, District 3 and other not-for-profit organizations located

outside the CV community where a minority of CV residents participate or are not covered in other group classifications.

**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
	Daily	Season	Daily	Season				
Auditoriums								
CVHS	\$45	\$530	\$55	\$635	\$165	\$165	\$385	\$1,280
CVMS & Leola	\$40	\$425	\$45	\$530	\$165	\$165	\$385	\$975
Elementary	\$30	\$320	\$40	\$425	\$140	\$140	\$275	\$640
Cafeteria	No Charge		No Charge		\$295	\$295	\$360	\$575
Classroom	No Charge		No Charge		\$30	\$45	\$80	\$60
Large Group Room	No Charge		No Charge		\$35	\$65	\$100	\$175

	Class I		Class II		Class III	Class IV	Class V	Class VI
Gymnasiums	Daily	Season	Daily	Season				
CVHS Rill Gym	\$45	\$580	\$55	\$695	\$420	\$420	\$665	\$1,400
CVHS Old Gym	\$40	\$465	\$50	\$580	\$180	\$180	\$245	\$1,065
CVMS Gym	\$40	\$465	\$50	\$580	\$180	\$180	\$245	\$700
Elementary Gym	\$30	\$350	\$40	\$465	\$180	\$180	\$245	\$700
CVHS Stadium (per event/8 hr day)	Daily	Season	Daily	Season				
CVHS Stadium	\$200	\$1,160	\$200	\$1,160	N/A	\$500	\$665	\$1,400
CVHS Stadium Turf Field Only	\$150	\$870	\$150	\$870	N/A	\$500	\$665	\$1,400
CVHS Stadium Concession Stands	\$25	\$200	\$25	\$200	N/A	\$150	\$250	\$250
CVSD Baseball Fields	Daily	Season	Daily	Season				
CVHS Varsity Baseball Field	\$45**	\$670**	\$55	\$800	\$95	\$95	\$175	\$200
CVHS JV Baseball Field	\$30**	\$430**	\$40	\$560	\$60	\$75	\$130	\$165
Elementary Baseball Field	\$30**	\$430**	\$40	\$560	\$60	\$75	\$130	\$165
CVSD Soccer Fields	Daily	Season	Daily	Season				
CVHS Varsity Soccer Field	\$45**	\$670**	N/A					
CVHS JV Soccer Field	\$45**	\$670**	\$55	\$800	\$95	\$95	\$175	\$200
CVHS Soccer Practice Field	\$45**	\$670**	\$55	\$800	\$95	\$95	\$175	\$200
CVMS Soccer Bowl Field	\$30**	\$430**	\$40	\$560	\$60	\$75	\$130	\$165
Elementary Soccer Field	\$30**	\$430**	\$40	\$560	\$60	\$75	\$130	\$165
CVSD Softball Fields	Daily	Season	Daily	Season				
CVMS Varsity Softball Field	\$45**	\$670**	\$55	\$800	\$95	\$95	\$175	\$200
CVMS JV Softball Field	\$30**	\$430**	\$40	\$560	\$60	\$75	\$130	\$165
CVSD Tennis Facilities	Daily	Season	Daily	Season				
CVHS Tennis Courts	\$30	\$400	\$50	\$660	NA	\$95	\$175	\$200
CVSD Lacrosse/Field Hockey Facilities	Daily	Season	Daily	Season				
CVHS Field Hockey 1 Field	\$45**	\$670**	\$55	\$800	\$95	\$95	\$175	\$200
CVHS Field Hockey 2 Field	\$45**	\$670**	\$55	\$800	\$95	\$95	\$175	\$200

CVHS Field Hockey 3 Field	\$30**	\$670**	\$40	\$560	\$60	\$75	\$130	\$165
CVSD Practice/General Fields	Daily	Season	Daily	Season				
CVHS Practice Football Field (full field)	\$45**	\$670**	\$55	\$800	\$95	\$95	\$175	\$200
CVHS General Practice Field (next to parking lot)	\$45**	\$670**	\$55	\$800	\$95	\$95	\$175	\$200
CVHS Practice Football 1/2 Field (next to stadium)	\$30**	\$670**	\$40	\$560	\$60	\$75	\$130	\$165

16. Additional Charges (See Item 12)

	Class I	Class II	Class III	Class IV	Class V	Class VI
Personnel (Per Person Charge)*						
Event Manager	\$15/hr					
Stage/AV Technician	**	**	**	**	**	**
Custodian	**	**	**	**	**	**
Police/Parking/Attendants	**	**	**	**	**	**
Maintenance Personnel	**	**	**	**	**	**
Security Personnel	**	**	**	**	**	**
Organ	\$45	\$30	N/A	\$45	\$45	\$50
Risers	\$45	\$30	N/A	\$45	\$45	\$50
Piano	\$45	\$30	N/A	\$45	\$45	\$50
Spotlight	\$45	\$30	N/A	\$45	\$45	\$50
Projector	\$45	\$30	N/A	\$45	\$45	\$50

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

\*\*Personnel rates based on current salary