

Allow fourteen (14) working days notice from the time of your request for approval.

(Rev. 11/5/2013)

USE OF DISTRICT FACILITIES REQUEST FORM

LINE MOUNTAIN SCHOOL DISTRICT
185 Line Mountain Road, Herndon, PA 17830

See attached procedures before completing information (Please be specific)

Name of Requestor _____ E-mail address _____

Address _____ Telephone _____

Name of Organization _____

Date(s) and Day(s) of the week desired (Please list specific days/dates) _____

Arrival Time _____ and Exit Time _____ Number of People Anticipated _____

Youth Oriented? Yes No Profit Nonprofit Organization (check one) Admission Charges _____

Type of Activity to be Conducted _____

Facilities Requested At: **LM Elementary** **LM Middle School** **LM High School**
 LM Stadium **LM Athletic Fields**

Facilities Needed (special rooms/outdoor facilities):

Equipment Request (Please be specific) _____

Other (Please be Specific) _____

Comments - Requestor _____

Signature of Requestor

Date of Request

Recommended by Principal

Date

Approved by Business Manager (when applicable)

Date

Approved by Superintendent

Date Approved

Comments - District _____

For Business Office Use Only

Certificate of Insurance Received - Yes N/A

10-6910 Facility Fee	\$	10-6910 Auditorium Light/Sound	\$
10-2600 Custodial Personnel	\$	10-6910 Stadium Lights	\$
51-3100 Cafeteria Personnel	\$	10-6910 Garbage fees	\$
TOTAL FEES			\$

Invoice will be sent after event. Payment due within 30 days of invoice date.

Supvr Bldgs & Grs HS Office MS Office EL Office Food Svs Dir Payroll Accounts Rec

It shall be the policy # 707 of the Board of School Directors to encourage community use of school facilities when such use is in the public interest, does not conflict with school activities, and is not detrimental to the purpose of schools. The proposed activity may not be one that by nature could damage the facilities or be inherently high risk to participants.

Procedure - Read the regulations for use of school facilities. Complete this form and return to the District Office. By signing the Facilities Request Form you are agreeing to the district's Hold Harmless Clause.

All non-school related groups must also submit along with their form a "certificate of insurance" (liability insurance to the extent of not less than \$300,000 for injury to any one person and to the extent of not less than \$25,000 for damage to property) signifying Line Mountain School District as an additional insured. By signing the Facilities Request Form you are agreeing to the district's Hold Harmless Clause.

Hold Harmless Clause: The User(s) undertakes and agrees to indemnify and hold harmless the school, school board, school board elected and appointed officials, administrators, principals, teachers and all other school employees, volunteers or representatives, and all persons and bodies corporate acting for or on behalf of them, against all liability, claims, demands, actions, suits, damages, proceedings, costs and expenses (including reasonable attorney fees) whatsoever (including injury to persons and damage to property) for which they may be or become liable directly or indirectly arising out of the use of School premises by the User(s) (or the servants, agents or invitees of the User(s)), and for such further sums in excess of those contained in any insurance policy procured by User(s) relating to the use of the School premises or for such amounts as may not be payable under any such insurance policy.

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Fee - (See attached Community Use of District Facilities Fee Schedule) **If rental or other charges are indicated, you will be billed. Make checks payable to the Line Mountain School District.**

The school will bill all users and renters who are required to pay personnel fees. Do not pay the staff member directly.

The Line Mountain School District encourages the use of facilities by a variety of groups. However, the district discourages groups from reserving facilities and then not using them. This practice restricts other potential users from gaining access. Therefore, the **school district will charge \$25 for each occurrence that a facility is reserved but not used**. If the total charge for one school year reaches \$100, the group will be removed from the approved users list (if they are on that list) and may jeopardize future use of facilities. Cancellations will be accepted by calling the Business Office up to seven days prior to the event. Cancellations may also be accepted on an emergency basis with prior approval at the Business Office. Cancellations due to inclement weather will be considered an emergency.

SECTION IV

COMMUNITY USE OF SCHOOL FACILITIES FEE SCHEDULE

Building	Facility	Category 1	Category 2	Category 3 <i>Fees based on 2 hour increments. Pro-rated hourly rate will be charged beyond the first 2 hours.</i>
High School/Middle School	Auditorium			50
	Auditorium (AV System) Only trained and approved operators	25 hr/person	25 hr/person	25 hr/person
	Classrooms			40/per use
	Cafeteria			50/per use
	Kitchen (No access to kitchen without employee being present)	Overtime rate	Overtime rate	N/A
	Gymnasium			150/per use
	Custodial Fee			30/hr/person
Stadium/Athletic Fields	Stadium (day use)			250/per use
	Stadium (night use)		100 unless waived	300
	Scoreboard operator		25/hr/person	25/hr/person
	Custodial Fees		30/hr/person	30/hr/person
Elementary School	Auditorium			50/per use
	Cafeteria			35/per use
	Kitchen	Overtime rate	Overtime rate	Overtime rate
	Gymnasium			100/per use
	Custodial Fee			30/per use

- *Category I and II groups will be charged a custodial fee if a custodian is required outside of normal working hours. The custodial rate will be \$30 per hour.*
- *Excess garbage fees will be assessed based on usage.*
- *All Category 3 Rental Requests shall be charged for a minimum of 2 hours, plus an additional ½ hour before and ½ hour after the event for custodial services. The custodial rate will be \$30 per hour per custodian.*
- *The Superintendent has the right to waive all fees if the requested facility use event is deemed to be in the best interest of the School District.*

Additional Services and Equipment:
 Auditorium or gym amplified \$10
 Football field amplifier \$10
 Spotlight \$10
 Audiovisual equipment \$5