

LAMPETER-STRASBURG SCHOOL DISTRICT
1600 Book Road
P. O. Box 428
Lampeter, PA 17537

APPLICATION FOR FACILITIES RENTAL

EVENT INFORMATION

The undersigned hereby makes application on behalf of _____
for permission to use _____ of the _____ (school building/grounds)

for the following purpose _____

Event time: from _____ a.m. to _____ a.m. on _____, 20____
p.m. to _____ p.m.

If additional time is needed for set-up or clean-up, please indicate how much time is needed. Set-up time _____ Clean-up time _____

If requesting use of the Performing Arts Center, are you also requesting use of the balcony? _____
Will you be using a concession stand? _____
Will an admission fee be charged? _____ If yes, is admission charged for purposes of profit? _____
Will the general public be invited? _____
Does the organization/group primarily serve the Lampeter-Strasburg Community? _____
Estimated number in attendance? _____ Will children participate who are NOT L-S students? _____

BUILDING SECURITY

At no time shall exterior doors be blocked open. Non-compliance may result in denial of future applications.

SPECIAL ARRANGEMENTS

Please indicate any room set-up or any special arrangements, such as tables, chairs, bleachers, or A/V equipment of any kind. Specific conditions and/or arrangements must be listed below in order to assure proper set-up. You must contact the Building Head Custodian ONE WEEK prior to your event date to confirm special arrangements. You must obtain the advance approval of the Director of Food Services (717-464-3311, extension 4013) for use of any kitchen facilities. The District will not guarantee any set-up beyond the arrangements requested in writing on this form.

CONTACT PERSON

Name _____ Address _____

Phone: Day _____ Night _____ Cell _____

Date Submitted _____ Date Reply is Required _____

Applications must be directed to Mrs. Deborah Yinger, Facilities Usage Coordinator, Lampeter-Strasburg School District, a minimum of two weeks prior to the event. Mrs. Yinger's office is located in the Administration Building, and she may be reached by phone at (717) 464-3311, ext. 1027.

SIGNATURES

I hereby agree that I have received, read, and understand the conditions set forth in the Lampeter-Strasburg School District's Policy 3500, Use of School Facilities. In addition, I agree that in the event the School District is caused to incur expenses associated with my use of the facilities that I may be billed for such reasonable expenses.

Requestor Signature _____ Date _____ Approval - Head Coach - Signature _____ Date _____

Approval - Facilities Usage Coordinator _____ Date _____ Approval - Building Principal - Signature _____ Date _____