

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

DATE OF APPLICATION: _____

NAME OF ORGANIZATION: _____

REQUESTING USE OF (please check all that apply):

<input type="checkbox"/> Antietam Middle-Senior High School	<input type="checkbox"/> Mt Penn Elementary Center	<input type="checkbox"/> Mt Penn Primary Center
<input type="checkbox"/> Gymnasium	<input type="checkbox"/> All-Purpose Room	<input type="checkbox"/> All-Purpose Room
<input type="checkbox"/> Locker Room(s)	<input type="checkbox"/> Kitchen*	<input type="checkbox"/> Classroom
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Library
<input type="checkbox"/> Kitchen*	<input type="checkbox"/> Library	<input type="checkbox"/> Gymnasium
<input type="checkbox"/> Classroom	<input type="checkbox"/> Classroom	
<input type="checkbox"/> Library	<input type="checkbox"/> Lower Play Field	
<input type="checkbox"/> A-Field	<input type="checkbox"/> Other _____	
<input type="checkbox"/> Field _____		
<input type="checkbox"/> Concession Stand		
<input type="checkbox"/> Bathrooms		

DATE(S) REQUESTED: _____ TIME: From _____ AM/PM To _____ AM/PM

PURPOSE: _____

ADMISSION FEE CHARGED (if any) \$ _____ APPROXIMATE NUMBER IN GROUP _____

EQUIPMENT NEEDED: _____

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, including, but not limited to Policy 707, 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 liability insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate. 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.: _____ EMAIL: _____

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

*Requires a Certified Food Service Staff Member to be onsite and additional guidelines and costs apply

THIS SIDE - ANTIETAM SCHOOL DISTRICT USE ONLY

BUILDING LEVEL APPROVALS

Building Principal's Signature: _____

Date: _____

Athletic Director's Signature: _____

Date: _____

BUSINESS OFFICE APPROVAL (to be completed in full prior to submission to Superintendent)

Custodian Required: ___ YES ___ NO

Total No. of Hours: _____ (includes one hour before requested time to open and one hour after to close)

Total Cost at \$30/hour: \$_____

Food Service Staff Required: ___ YES ___ NO

Total No. of Hours: _____ (includes one hour before requested time to open kitchen and one hour after to close)

Total Cost at employee's billable rate: \$_____ per hour X No. of Hours _____ = \$ _____

Category of Organization/Individual: _____

Room Requested: _____

Rental Charges, if any: \$_____

Custodial Charges (above): \$_____

Date Invoice Created & Sent: _____

Food Services Charges (above):\$_____

Total Projected Charges: \$_____

Date Payment Received: _____

Director of Finance & Business Services Signature: _____ Date: _____

SUPERINTENDENT'S OFFICE APPROVAL

Insurance Certificate Naming Antietam School District as additional insured attached: ___ YES ___ NO

If no, Date Requested: _____ Date Received: _____

Superintendent's Signature: _____ Date: _____

REQUEST FOR WAIVER OF FEES

Board Agenda Date: _____ Board Approval to waive fees: ___ YES ___ NO

CATEGORY IA 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 IB GROUPS:

Youth organizations located within the boundaries of the Antietam School District, and at least 75% of their participants are residents of the Antietam School District. These groups will not be charged a rental fee, but will be charged for custodial time outside their normal workday.

- a. Boy Scout and Girl Scout groups
- b. Youth athletic associations

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 IA
- 3. Category IB
- 4. Category II
- 5. 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 January 23, 2023

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

Facility	Category IA & IB	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
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 IA & IB	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 ½ rate.