

HALIFAX AREA SCHOOL DISTRICT
FACILITY USE REQUEST APPLICATION
EVENT INFORMATION

(ALL REQUESTS MUST BE DONE AT LEAST 2 WEEKS PRIOR TO EVENT TO BE APPROVED)

Form with fields: Date Submitted, School Facility Requested, Organization, Specific Area/s Requested, Contact Person, Start Time, End Time, Street Address, Date/s Area will be utilized, City, State, Zip Code, Number of Days Requested, Day Phone, Evening Phone, Number of Attendees, Email, Event Purpose.

Special equipment or staff needs: Stage equipment, staff to operate stage equipment, etc. (Attach Explanation)

AUDITORIUM:

- Sound
Hand Held Mic
Podium Mic
Mic with Stand
Technician

- Lights
Stage Lighting
House Lighting
Spot Light
Technician

- Podium with Mic
Podium without Mic

- Movie Screen

- Projector/Computer
(Please specify)

- Risers

- Clavinova/Piano
(Please specify)

ATHLETIC FIELD/GYM:

- PA System
Score Board
Concession Stand
Rest Rooms
Misc. (Please specify)

CLASSROOM/CONFERENCE ROOM/LIBRARY:

- TV
VCR/DVD Player
Movie Screen
Misc. (Please specify)

PLEASE LIST YOUR NEEDS IF NOT ON THIS LIST AND PLEASE BE SPECIFIC:

Security Custodian

(For Outside Rental Groups Only)

ESSENTIAL RENTAL GUIDELINES

- I. Facility lease applications must be submitted to the Halifax Area School District Business and Operations Manager, 3940 Peters Mountain Road, Halifax, PA 17032.
- II. Certificate of Insurance in the amount of **\$1,000,000** must accompany facility request application in accordance with the below group classification guide. Applications submitted without the required certificate of insurance will **NOT** be processed.
- III. All applications must be submitted **60 days** in advance of requested usage date.
- IV. Payment of the **rental fee** inclusive of the applicable hourly “facility charge” and “custodial charge” in accordance with requested total hours of usage and applicable hourly rates must accompany the facility lease application unless request is for more than **20 days** of use. Applicants submitting facility lease applications containing requests for more than 20 days of use will be billed subsequent to facility usage in accordance with policy **[See attached for rental charges]**.
- V. Applicant agrees to assume all responsibility for damage, claims or liability of any kind arising out of or by reason of its use of the school facilities and further agrees to save and hold the school district harmless from any claims, liability, expense or cost in connection with that use of school facilities.
- VI. Halifax Area School District reserves the right to deny use of its facilities without giving any specific reason. Incomplete applications will not be processed.
- VII. All outside advertising materials must be approved by the Superintendent’s Office.

CATEGORY OF APPLICANTS AND DISCLOSURE OF INSURANCE AND RENTAL CHARGES REQUIREMENTS

Group 1: School-sponsored student activities					
Organization	Certificate of Insurance Required	Facility Charge	Custodial Charge	Security	Light/Sound Technician
Official Clubs; Musical Groups; Intramural; Interscholastic Sports Teams	NO	NO	If Applicable	If Applicable	If Applicable
Group 2: School-related organizations					
Organization	Certificate of Insurance Required	Facility Charge	Custodial Charge	Security	Light/Sound Technician
Alumni Association; PTO; Booster Clubs; Teachers Association; Education Foundation	NO	NO	If Applicable	If Applicable	If Applicable
Group 3: General community groups within the district’s geographic boundaries					
Organization	Certificate of Insurance Required	Facility Charge	Custodial Charge	Security	Light/Sound Technician
Non-Profit Groups; Civic Groups; Service Groups, Education Foundation	YES	YES	YES	If Applicable	If Applicable

Group 4: Educational Institutions					
Organization	Certificate of Insurance Required	Facility Charge	Custodial Charge	Security	Light/Sound Technician
Universities; Colleges; School Districts	YES	YES	YES	If Applicable	If Applicable
Group 5: Other					
Organization	Certificate of Insurance Required	Facility Charge	Custodial Charge	Security	Light/Sound Technician
For Profit and any other individual, group or entity	YES	YES	YES	If Applicable	If Applicable

SCHOOL USE ONLY

Approval/Disapproval	Building Principal:	Date:
Approval/Disapproval	Business and Operations Manager:	Date:
Approval/Disapproval	Superintendent:	Date:

**HALIFAX AREA SCHOOL DISTRICT
FACILITY USE REQUEST APPLICATION
RENTAL CHARGES**

Area	FACILITY CHARGE PER HOUR			CUSTODIAL CHARGE PER HOUR (FOR OUTSIDE ORGANIZATIONS ONLY)		
	Groups 1 & 2	Groups 3 & 4	Group 5	Groups 1 & 2	Groups 3 & 4	Groups 5
Classroom	NC	\$20	\$50	If Applicable	\$30	\$50
Auditorium	NC	\$75	\$150	If Applicable	\$30	\$50
Media Center	NC	\$35	\$150	If Applicable	\$30	\$50
H.S. Gymnasium	NC	\$75	\$200	If Applicable	\$30	\$50
M.S. Gymnasium	NC	\$60	\$150	If Applicable	\$30	\$50
Elementary Gymnasium	NC	\$40	\$100	If Applicable	\$30	\$50
Cafeteria (Kitchen Excluded)	NC	\$40	\$100	If Applicable	\$30	\$50
Library	NC	\$40	\$80	If Applicable	\$30	\$50
Parking Lot	NC	\$35	\$70	If Applicable	\$30	\$50
All Fields (Excluding H.S. Football Field)	NC	\$30	\$100	If Applicable	\$30	\$50
H.S. Football Field & Stadium (Excluding Lights)	NC	\$50	\$250	If Applicable	\$30	\$50

High School Football Field & Stadium (Including Lights)	NC	\$85	\$500	If Applicable	\$30	\$50
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SECURITY CHARGE PER HOUR (OUTSIDE ORGANIZATIONS ONLY)				LIGHT/SOUND TECHNICIAN CHARGE PER HOUR (OUTSIDE ORGANIZATIONS ONLY) <i>(If students are available, minimum wage per hour - will need 2 students – 1 for lighting & 1 for sound ; if technician, \$50 plus \$10 per hour.</i>		
Area	Groups 1 & 2	Groups 3 & 4	Group 5	Groups 1 & 2	Groups 3 & 4	Group 5
Classroom	NC	If Applicable - \$30	If Applicable - \$50	NC	NC	NC
Auditorium	NC	If Applicable - \$30	If Applicable - \$50	NC	If Applicable	If Applicable
Media Center	NC	If Applicable - \$30	If Applicable - \$50	NC		
H.S. Gymnasium	NC	If Applicable - \$30	If Applicable - \$50	NC		
M.S. Gymnasium	NC	If Applicable - \$30	If Applicable - \$50	NC		
Elementary Gymnasium	NC	If Applicable - \$30	If Applicable - \$50	NC		
Cafeteria (Kitchen Excluded)	NC	If Applicable - \$30	If Applicable - \$50	NC		
Library	NC	If Applicable - \$30	If Applicable - \$50	NC		
Parking Lot	NC	If Applicable - \$30	If Applicable - \$50	NC		
All Fields (Excluding H.S. Football Field)	NC	If Applicable - \$30	If Applicable - \$50	NC		
H.S. Football Field & Stadium (Excluding Lights)	NC	If Applicable - \$30	If Applicable - \$50	NC		
High School Football Field & Stadium (Including Lights)	NC	If Applicable - \$30	If Applicable - \$50	NC		

Rates Effective May 2016

Groups 1 & 2: School-sponsored student activities **and** School-related organizations **(NC: No Charge)**.

Groups 3 & 4: General community groups within the district's geographic boundaries **and** Educational Institutions.

Groups 5: Other (For-Profit **and** any other individual, group or entity).