
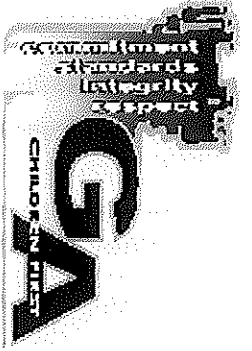


*Greencastle-Antrim School District*  
*Schedule of Rental Charges*

	Category A	Category B	Category C	Category C (Flat Rate - Per Day)	Category D	Category D (Flat Rate - Per Day)
<b>PRIMARY AND ELEMENTARY SCHOOLS</b>						
Classroom	NC	NC	\$15.00	\$15.00	\$25.00	\$25.00
Computer Room	NC	NC	\$20.00	\$20.00	\$30.00	\$30.00
Library	NC	NC	\$20.00	\$20.00	\$30.00	\$30.00
Wrestling Room	NC	NC	\$15.00 p/h	\$65.00	\$25.00 p/h	\$110.00
Lobby Area	NC	NC	\$15.00	\$15.00	\$25.00	\$25.00
Gymnasium/Cafeteria	NC	NC	\$35.00 p/h	\$155.00	\$50.00 p/h	\$225.00
<b>MIDDLE SCHOOL</b>						
Classroom	NC	NC	\$15.00	\$15.00	\$25.00	\$25.00
Library	NC	NC	\$20.00	\$20.00	\$30.00	\$30.00
Lobby Area	NC	NC	\$15.00	\$15.00	\$25.00	\$25.00
Cafeteria	NC	NC	\$30.00 p/h	\$130.00	\$45.00 p/h	\$200.00
Gymnasium	NC	NC	\$25.00 p/h	\$110.00	\$35.00 p/h	\$155.00
Locker Room	NC	NC	\$15.00	\$15.00	\$25.00	\$25.00
<b>HIGH SCHOOL</b>						
Classroom / Solarium	NC	NC	\$15.00	\$15.00	\$25.00	\$25.00
Library	NC	NC	\$20.00	\$20.00	\$30.00	\$30.00
Cafeteria	NC	NC	\$30.00 p/h	\$130.00	\$45.00 p/h	\$200.00
Gymnasium	NC	NC	\$35.00 p/h	\$155.00	\$55.00 p/h	\$240.00
Locker Room	NC	NC	\$15.00	\$15.00	\$25.00	\$25.00
Auditorium	NC	NC	\$50.00 p/h	\$225.00	\$75.00 p/h	\$325.00
<b>STADIUM RENTAL</b>						
Stadium	NC	NC	NC	NC	\$750.00	\$750.00
Lights	NC	NC	\$50.00 p/h	\$50.00 p/h	\$50.00 p/h	\$50.00 p/h
Site Manager	NC	NC	\$45.00	\$45.00	\$45.00	\$45.00
Scoreboard Operator	NC	NC	\$40.00	\$40.00	\$40.00	\$40.00
Announcer	NC	NC	\$35.00	\$35.00	\$35.00	\$35.00
<b>ATHLETIC FIELDS</b>						
GAHS North Field	NC	NC	NC	NC	\$250.00	\$250.00
Baseball Field	NC	NC	NC	NC	\$100.00	\$100.00
Softball Field	NC	NC	NC	NC	\$100.00	\$100.00
<b>ASSOCIATED FACILITIES FEES</b>						
Custodian Fee	NC	\$25.00 p/h	\$25.00 p/h	\$25.00 p/h	\$25.00 p/h	\$25.00 p/h
Food Service	NC	\$25.00 p/h	\$25.00 p/h	\$25.00 p/h	\$25.00 p/h	\$25.00 p/h
GASD Security	NC	NC	\$15.00 p/h	\$15.00 p/h	\$15.00 p/h	\$15.00 p/h
Stage Crew	NC	NC	\$10.00 p/h	\$10.00 p/h	\$10.00 p/h	\$10.00 p/h

\* Use of Tayamentasachta available for minimum donation of \$40.00

\*\* Additional fees incurred for consumable supplies, damages to facilities, and other such costs



**GREENCASTLE-ANTRIM SCHOOL DISTRICT  
FACILITIES RENTAL – CATEGORIES OF USE**

- A. **School Sponsored Student Organizations** - District use as part of the regular school program, music and dramatics, athletics, extra-curricular activities, and other District sponsored functions
- B. **School Related Organizations** - School related organizations such as Band Boosters, Chorus Associations, Athletic Boosters, Parent Advisory Councils and PTO/ PTA Activities, Scouts, and other educational groups for which the school is affiliated; and community non-profit groups that donate 100% of event profits to a school-affiliated booster club
- C. **Community Non-Profit Groups** - Local non-profit civic and service organizations such as, Fire Companies, Old Home Week Association, Church Groups, and Youth Leagues
- D. **Outside Organizations** - Commercial groups, individuals, for-profit uses, and all non-resident activities

**Fees charged:**

- A. No Facility Rental Fee – Fees for food service staff
- B. No Facility Rental Fee – Fees for food service staff and custodial staff
- C. Reduced Facility Rental Fee (includes electricity) – Fees for custodial, stage crew, security and food service staff
- D. Facility Rental Fee (includes electricity) – Fees for custodial, stage crew, security and food service staff

**\*\* Additional fees incurred for consumable supplies, damages to facilities, and other such costs**



## GREENCASTLE-ANTRIM SCHOOL DISTRICT FACILITIES USE REGULATIONS (EFFECTIVE JUNE 1, 2012)

The Board of School Directors of the Greencastle-Antrim School District welcomes community groups and organizations to use facilities, subject to the following policy and guidelines.

The Board recognizes the fact that public schools are established, maintained, and operated at public expense. The Board holds the philosophy that school facilities and grounds should be available for legitimate community purposes, so long as such use does not interfere with the operation of the school program, result in undue operational costs to the school district, or compete with local private businesses.

School facilities and grounds will be made available to responsible organizations and individuals in the community according to District policy and administrative regulations. Fees charged, if any, shall be determined by the administration and approved by the Board. Costs for the services of District personnel shall be the responsibility of the person or organizations using the facility.

Authorizations for use of school facilities shall not be considered as endorsement or approval of a particular group or activity.

### GENERAL PROVISIONS OF USE

1. District facilities exist primarily for the benefit of the District and its related organizations. The District reserves the right to cancel any scheduled, non-school activity should the District need the facility.
2. Requests should be submitted at least thirty (30) days in advance of intended use. The District will not be responsible for timely responses to requests received on shorter notice. All approved requests will be confirmed in writing. Applications for use of school facilities are available through the office of the Building Principal, Business Office, or on the District website [www.greencastle.k12.pa.us](http://www.greencastle.k12.pa.us)
3. Applications will be taken on a first-come, first-served basis.
4. No request for use of facilities will be considered for periods extending beyond six (6) months from the date of the application.
5. Use of facilities by school-related organizations may be decided upon by the responsible principal(s), so long as the use complies with all provisions of this policy, including completion of the Facilities Rental Contract.
6. The total anticipated rental fee must be paid upon receipt of the building use approval. Payment must be remitted to the Greencastle-Antrim School District prior to use of the building. An invoice will be sent from the district office following the use of the school facilities, if any additional costs are incurred or refunds are due to the renter.
7. Unauthorized use of school equipment or abuse of any facility, and/or non-payment of fees may constitute grounds for denying further use of any school facility or equipment.
8. School authorities reserve the right to supervise all functions.
9. In entering into the lease contract, the lessee agrees to assume total responsibility for any liability or injury incurred by any and all individuals attending or participating in the function and shall not hold the school district responsible. Each user shall present a certificate of insurance specifying liability insurance in the amount of \$1,000,000 and/or the user shall agree to the hold harmless statement on the application. The users liability insurance shall identify the School District as an additional insured.
10. The facility must be vacated by the time stated on the approved Facility Rental Contract.

11. School facilities may not be utilized for partisan political purposes outside the regular educational program. Political advertisement is prohibited on school property.
12. Facilities may be used on Sunday, only when the activity planned is in the general interest of the community, and does not conflict with regularly scheduled religious services and programs.
13. If school is canceled due to inclement weather, all scheduled activities for that day will be canceled.
14. The use of Taymentasachta and all outdoor athletic facilities is at the discretion of the Board of School Directors or designee.

## **SPECIFIC REQUIREMENTS FOR USE**

1. An authorized member of the school staff must be present for all events requiring a lease contract. Regular school district employees who are normally on duty during the hours of a scheduled event may serve in this capacity.
2. Individuals or organizations using District facilities shall assume full responsibility for proper care and use of District property. Any articles broken or missing must be repaired or replaced, at the discretion of District Administration, by the using agency. Any damage to District property, which exceeds normal wear and tear, will be repaired or replaced by the District at the expense of the lessee.
3. Only authorized school personnel may operate special equipment such as auditorium and stage lighting, folding partitions in gymnasiums, electric score boards, projection equipment, etc. Principals will assign competent personnel to operate such equipment and report names and numbers of hours worked immediately after the event to the Director of Building & Grounds. When any additional expense is incurred, the salaries and related costs of these personnel, as established by the Schedule of Rental Charges, must be borne by the using individual, groups, or organization using the facility.
4. Kitchen and dishwashing equipment may only be operated under the direction of authorized school personnel. The Food Service Director will assign such personnel and forward a report of their earnings to the Director of Building & Grounds. The salaries and related costs of these personnel, as established by the Schedule of Rental Charges, must be borne by the using individuals, groups, or organizations.
5. The renting individual or organization using the facility is expected to use its own materials and consumable supplies.
6. Facilities shall be placed in the same condition as they were prior to their use. If school district personnel are required to return facility to its normal use, the renting organization will be charged for costs.
7. The use of any school facility requires specific coordination with the building principal on the part of the user. This includes the use of approved school police, when necessary, for both inside and outside security. If school police are not available, the event will either not be scheduled, or if scheduled will be cancelled.

## **RESTRICTIONS**

1. Individuals or organizations requesting use of school facilities for which the purpose may be considered as competition with local businesses or entrepreneurs will not be honored (example: catering for weddings, parties, receptions, etc.)
2. Non-school related vendors shall be disallowed from doing business during or at any activity or program without permission from the superintendent.
3. Sneakers or gym shoes must be worn while playing or coaching in gyms. Gymnasiums will not be used for dances.
4. Groups are restricted to the area specifically requested in the Facilities Rental Contract. Any deviations from this restriction such as children, students, etc. not being in assigned area could result in termination of facility use.

5. No equipment is to be stored in the building on a regular basis between uses. Decorating facilities, setting stage scenery, etc. may be undertaken only under the supervision of the School District Facility Manager. Scenery and other stage property may not be affixed to any structure by means of permanent fasteners such as screws, nails, etc. All items must comply with the existing fire regulations. All scenery decorations and properties must be removed within twenty-four (24) hours after use or before the next school session opens. District assumes no responsibility for property theft on its premises.
6. Alcoholic beverages, controlled substances, or tobacco products shall not be permitted on school property. Enforcement of this guideline is the responsibility of the sponsoring organization.
7. No consumption of food or beverage will be allowed in rented facility unless specifically approved as part of the Facilities Rental Contract.

## **SPECIAL PROVISIONS FOR STADIUM AND NORTH FIELD RENTAL**

1. No food is permitted on or around the track and artificial turf field surfaces (especially chewing gum or sunflower seeds). Clear water is the only beverage permitted on the fields. Absolutely no colored drinks are permitted on the fields.
2. No open flames or fireworks permitted on or around the track or artificial turf field surfaces.
3. No metal cleats or high heel shoes may be worn on or around the track or artificial turf field surfaces. Turf shoes or molded cleats are suitable for the artificial turf fields. Shoes with metal spikes are not permitted on the artificial turf field surfaces. The track surface will allow for a track shoe with a maximum of a 3/16-inch spike. Sneakers may be worn on either surface. All shoes or athletic footwear on the track or artificial turf field must be free of mud and debris.
4. No soccer corner flags with spikes are to be driven into the artificial turf field surfaces.
5. No golfing, shot putting, javelin or discus throwing permitted on or around the track and artificial turf field surfaces.
6. All vehicles with non-pneumatic tires are prohibited from the track and artificial turf surfaces. Vehicles that are permitted on the track or field surfaces include golf carts, small utility vehicles, (i.e. John Deere Gator), and lawn tractors. Carts pulled by approved vehicles must have pneumatic tires.
7. Tents must be free standing structures with the legs supported by 3/4-inch 4 x 8 foot plywood. No stakes may be used to support any type of tent area.
8. Chairs are not allowed on the field without a cover on the turf. Metal chair legs must be protected by rubber end tips and cannot contain any jagged edges that may damage the track or artificial turf field surfaces. Team aluminum benches must have rubber ends on the tubing to avoid tearing the turf. Benches are not to be dragged across the turf.
9. Any staging material must be set on top of 3/4 inch 4 x 8 foot plywood.
10. No storage of any materials or equipment is permitted on or around the track or artificial turf surfaces.
11. During events only team, District, and event personnel may be inside the fence surrounding the outside lane of the track.
12. Teams must access the stadium field using matting placed on top of the track surface.
13. Sufficient quantities of trash receptacles must be kept around the stadium and in team areas. All debris must be deposited in these receptacles.
14. No bicycles, roller blades, strollers or skateboards are permitted on the track or artificial turf surfaces.
15. No animals of any kind are permitted on District playing fields or the synthetic track, exception being service dogs.



## GREENCASTLE-ANTRIM SCHOOL DISTRICT FACILITIES RENTAL CONTRACT

This contractual agreement is made between the Greencastle-Antrim School District and individual or organization as herein indicated. All usage regulations apply in addition to those herein contained.

Individual/Organization Requesting Use of Facilities	Representative/Title
Address	Group Classification
Email Address	Phone Number

DATES REQUESTED \_\_\_\_\_

STARTING TIME: Date #1 _____	ENDING TIME: Date #1 _____	ANTICIPATED ATTENDANCE _____
Date #2 _____	Date #2 _____	_____
Date #3 _____	Date #3 _____	_____

(All times are to include set up and clean up time.)

SPECIFIC PURPOSE OF USE \_\_\_\_\_

BUILDING REQUESTED	AREA OF BUILDING OR CAMPUS	
_____ SENIOR HIGH	_____ AUDITORIUM	_____ GYMNASIUM
_____ MIDDLE SCHOOL	_____ CLASSROOM # _____	_____ KALEY FIELD
_____ ELEMENTARY SCHOOL	_____ LIBRARY	_____ NORTH FIELD
_____ PRIMARY SCHOOL	_____ CAFETERIA	_____ PRACTICE FIELD
_____ TAYAMENTASACHTA	_____ KITCHEN	_____ OTHER

EQUIPMENT REQUESTED AND SPECIAL INSTRUCTIONS \_\_\_\_\_

The lessee agrees to keep the premises in as good a repair and condition as he or she accepted it; at the expiration of the Lease, to surrender same in like repair and condition; to permit no unlawful business to be carried on upon interest therein to any person or persons.

This School District will not be liable or responsible to any person or persons engaging in the entertainment or employed by Lessee in connection therein, or any person or persons attending or entering or leaving the premises.

(I) (We) do hereby fully and forever release and discharge the Greencastle-Antrim School District and its agents and/or employees from any and all claims or damages whatsoever, both in law and in equity, in excess of any insurance funds which may be available, on account of, or in any way resulting from, personal injuries, including (but not necessarily limited to) suffering, pain, death, property damages or loss of property sustained by (me) (us) as a result of or in any way related to participation in \_\_\_\_\_.

It is further agreed between the parties that this Lease is upon condition that the aforesaid covenants of the Lease shall be fully kept and performed; and, on any breach thereof, this Lease shall cease and determine, at the option of the School District.

The Lessee hereby agrees that (he, she) will use only the premises leased as hereinafter set forth, with the right of ingress and egress to the premises, and will not trespass in any other part of the premises not covered by the Lease.

**Furthermore, the Lessee acknowledges that (he) (she) has read the regulations concerning the use of school property and agrees to assume the responsibility for the observance of said regulations and for any other regulations necessary for the proper management of the building.**

Signature	Date	Official Title
Name of Organization	Municipality in Which Organization is Located	

