

CENTRAL DAUPHIN SCHOOL DISTRICT

District Administration Office
600 Rutherford Road
Harrisburg, PA 17109
(717) 545-4703
(717) 214-5283 fax



Shannon Leib, Dir of PR & CR
sleib@cdschools.org

Dear Renting Organization:

This packet includes information about the use of fields and facilities activities. Please note the following information:

- Complete a separate application for each site being requested. This should include one (1) copy each of the:
 - Application for rental and non-rental use of school facilities
 - Facility use questionnaire
 - Non-discrimination statement
- Submit a \$50.00 application/processing fee for EACH facility/field requested on an application. This fee will be returned if the facility usage is not approved.
- Include a certificate of liability insurance showing at least a \$1,000,000 policy limit AND naming Central Dauphin School District as an additional insured.
- Applications must be completely and truthfully completed. Incomplete or falsified applications will not be considered and may result in revocation of existing approvals.
- Applications that are submitted without the application/processing fee(s) or the proper insurance certification will not be considered until BOTH are received.
- Applications, processing fees and certificates of insurance are to be submitted before approval can be granted.
- **Processing can take up to 60 days. Please allow ample time when making your request.**

Please remember that incomplete applications or applications received less than 60 days prior to the requested use date will not be approved. Also, submission of an application is not a guarantee that the requested usage will be approved. All requests for facility usage will be reviewed and approved based on district policy 707. If you have not read Policy 707, please do so BEFORE sending in your application. It is available on the Board Docs section of the District website, www.cdschools.org, or by calling the Facilities Dept. at 717-545-4703, ext. 274.

Sincerely,

Shannon Leib
Director of Public & Community Relations

Attached is the “package” for registering to use the facilities at Central Dauphin School District. The Board Policy 707 gives the guidelines and the registration pdf has the necessary forms to fill out.

We ask that you submit the package 60 days prior to your use as the approval process can take some time.

The \$50.00 fee for registration, any other charges depend on the group’s category, which is determined when you apply. Proof of insurance as specified in the policy is also required. Typically most sports groups that contain district students fall into Category B, if they are District supported sports. Adult groups are Category C.

Sincerely,

Shannon Leib
Director of Public & Community Relations

If Permission is granted, the following conditions and stipulations apply:

1. All teams/organizations assume responsibility and make restitution for any damage to school property or surrounding areas attributed to them.
2. The language and conduct of the teams shall reflect good sportsmanship.
3. Schedule conflicts between the outside groups must be resolved by those involved. The District's involvement will be limited to putting the parties in touch with each other.
4. The school district assumes no liability for injury, personal or property. Please see the insurance requirements in Board Policy 707.
5. Parking regulations must be observed or cars will be tagged. You are responsible for providing security and parking control. Should you need this service, it can be provided, but at an additional cost.
6. Field areas must be cleaned and all trash receptacles must be emptied after each event. Trash disposal is your responsibility. Failure to properly maintain and clean the fields/facilities may be cause to revoke the permission granted. The only exception is Landis Field when Custodial help is present. Field maintenance after each game is the responsibility of the renting organization. If fields are not ready for play after your event is over, you may be billed for the service.
7. Use of alcoholic beverages is prohibited.
8. All District campuses and areas are considered tobacco free. The use of tobacco or tobacco products by employees and visitors in school buildings, vehicles on District property, at Landis Field complex or any District outdoor bleacher and playing area is prohibited.
9. There is no food or drink allowed in gymnasiums or indoor track areas. No stadium chairs may be set up on gym floors or track surfaces. This does not apply to multipurpose rooms in elementary schools.
10. This District only lines fields for PIAA sanctioned District events. Lining for your event must be provided either by you or by contracting with the District Field Maintenance Provider.

Application for Rental and Non-Rental Use of School Facilities

The undersigned hereby makes application for permission to use the facility of the Central Dauphin School District listed below.

Name of Organization: _____

Name of School: _____

Facility/Fields/

Playground/

All-purpose Room: _____

Baseball/Football/Soccer/Softball/Track/Basketball

Days of Week Needed: _____

Time of Day

From:

To: _____

Length of Season

From:

To: _____

We do agree that no admission fee will be charged. We further agree to assume full responsibility for damage to or loss of school property in connection with this use. By signing this application your ORGANIZATION shall hold harmless and indemnify Central Dauphin School District, its Governing Board, its Officers, its Agents, and its Employees from every claim or demand which may be made by reason of any injury to person or damage to property sustained by any person, firm or corporation, caused by any negligent act or omission, willful misconduct, or default of the ORGANIZATION or of any person, volunteer, firm, or corporation, directly or indirectly employed by ORGANIZATION upon or in connection with its performance under this Agreement.

PRINT Name of Contact Person

Daytime Telephone Number

Address

E-mail Address, (required)

City, State, Zip Code

Today's Date

Authorized Signature for Organization

Date

Please return to:

Central Dauphin School District

Attn: Gil Tunney

600 Rutherford Road

Harrisburg, PA 17109-5227

Central Dauphin School District
Title IX 1972 Education Amendments Act (July 1, 1975)
And Section 504 Rehabilitation Act of 1973, Non-Discrimination on Basis of Handicap

Compliance – Other Agency

POLICY

The Central Dauphin School District will guard against discrimination in all of its activities by prohibiting any practice that tends to deny equal access to recipients of district services. This policy extends to all areas of the district's operation and includes modification of practices that might tend to create bias, as well as, elimination of those which do not comply with Federal and State Regulations.

As an equal opportunity employer the Central Dauphin School District offers instructional programs and employment without regard to race, color, sex, national origin or handicap.

ORGANIZATIONS

(Dept. HEW – June 1976)

Generally, a recipient may not, in connection with its education program or activity, provide significant assistance to any organization, agency or person that discriminates on the basis of sex or handicap. Such forms of assistance to discriminatory groups as faculty sponsors, facilities, administrative staff, etc., may on a case-by-case basis, are determined to be significant enough to render the organization subject to the non-discrimination requirements of the regulation. As note, previously, the final regulation incorporates an exemption for the membership practices of Boy Scouts, Girl Scouts, Campfire Girls, Y.W.C.A., Y.M.C.A., and certain voluntary youth service organizations. However, recipients continue to be prohibited from providing significant assistance to professional or honorary fraternal organizations.

THIS FORM MUST BE SIGNED AND ATTACHED TO ALL REQUESTS FOR USE OF DISTRICT FACILITIES OR FOR DISTRICT SUPPORT OF ANY KIND. FILE THIS FORM WITH THE AGENCY GRANTING APPROVAL.

CERTIFICATION

The undersigned certifies that the activities of _____
(Organization)

are conducted without discrimination on the basis of sex or handicap and that programs are available for members of both sexes and handicapped in accordance with Federal and State regulations.

Date

Authorized Signature

**CENTRAL DAUPHIN SCHOOL DISTRICT
FACILITY USAGE FEE SCHEDULE**

Facility	Category A	Category B	Category C
Elementary:			
Classroom	No Charge	No Charge	\$ 20.00
Library	No Charge	No Charge	\$ 30.00
Computer Room	No Charge	No Charge	\$ 50.00
Multi-Purpose Room	No Charge	No Charge	\$ 200.00
Gymnasium	No Charge	No Charge	\$ 200.00
High School/Middle School:			
Classroom/Large Group Room	No Charge	No Charge	\$ 30.00
Library	No Charge	No Charge	\$ 40.00
Specialty Room (i.e. shop, art, etc.)	No Charge	No Charge	\$ 50.00
Computer Room	No Charge	No Charge	\$ 75.00
High School Gym	No Charge	No Charge	\$1,000.00
Middle School Gym	No Charge	No Charge	\$ 500.00
Auxiliary Gym	No Charge	No Charge	\$ 500.00
Cafeteria	No Charge	No Charge	\$ 300.00
Auditorium	No Charge	No Charge	\$2,500.00
Additional Auditorium Rehearsals (per day)	No Charge	No Charge	\$ 150.00
Athletic Fields:			
Landis Field	No Charge	No Charge	\$5,000.00
All Other Athletic Fields	No Charge	No Charge	\$ 200.00
Tennis Courts	No Charge	No Charge	\$ 100.00

ASSOCIATED COSTS

Separate and apart from any usage fee, users will be responsible for associated costs of the facility or field. Associated costs will include such things as custodial help, stage crew, security, food service staff fees, consumable supplies, damage to facilities, and other such costs. Custodial staff must be present when the building is in use. Food service staff must be present when the kitchen is used. The amount of the associated costs for each facility will be determined by the district and provided to the potential user upon their request.

	<u>Hourly Rate*</u>
1. Security	\$26.00
2. Audio Visual/Technical/Stage Personnel	\$35.00
3. Custodial Personnel	\$26.00
4. Maintenance/Grounds Personnel	\$35.00
5. Cafeteria Personnel	\$26.00
6. Game/Event Manager	\$50.00**
* 2-hour minimum charge	
** A game/event manager must be on site for Category C events.	

Increases in Usage Fees and Associated Costs

Schedule of usage fees and associated costs will be determined by the Administration.