

**HALIFAX AREA SCHOOL DISTRICT  
FACILITY USE REQUEST APPLICATION  
EVENT INFORMATION**

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 state equipment, etc. (Attach Explanation)	

**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, Pennsylvania 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.
- 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. Organizations categorized in Groups 3 through 5, wishing to rent district facilities for consecutive days in a row, must enter into a separate contract with the Halifax Area School District.

**CATEGORY OF APPLICANTS AND DISCLOSURE OF INSURANCE AND RENTAL CHARGES REQUIREMENTS**

<b>Group 1: School-sponsored student activities</b>			
Organization	Certificate of Insurance Required	Facility Charge	Custodial Charge
Official Clubs; Musical Groups; Intramural; Interscholastic Sports Teams	NO	NO	If Applicable

<b>Group 2: School-related organizations</b>			
Organization	Certificate of Insurance Required	Facility Charge	Custodial Charge
Alumni Association; PTO; Booster Clubs; Teachers Association, Halifax Wildcat Education Foundation	NO	NO	If Applicable
<b>Group 3: General community groups within the district's geographic boundaries</b>			
Organization	Certificate of Insurance Required	Facility Charge	Custodial Charge
Non-Profit Groups; Civic Groups; Service Groups	<b>YES</b>	<b>YES</b>	<b>YES</b>
<b>Group 4: Educational Institutions</b>			
Organization	Certificate of Insurance Required	Facility Charge	Custodial Charge
Universities; Colleges; School Districts	<b>YES</b>	<b>YES</b>	<b>YES</b>
<b>Group 5: Other</b>			
Organization	Certificate of Insurance Required	Facility Charge	Custodial Charge
For Profit and any other individual, group or entity	<b>YES</b>	<b>YES</b>	<b>YES</b>

**SCHOOL USE ONLY**

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

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**RENTAL CHARGES**

Area	FACILITY CHARGE PER HOUR			CUSTODIAL CHARGE PER HOUR		
	Groups 1 & 2	Groups 3 & 4	Groups 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

**Rates Effective March 2017**

**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).

***Note: The rates listed above do not apply to any organization wishing to rent district facilities for an extended period of time (two days or longer). Such rental requests will be negotiated separately between HASD & the organization.***