

EASTERN LANCASTER COUNTY SCHOOL DISTRICT  
669 EAST MAIN STREET, P.O. BOX 609  
NEW HOLLAND, PA 17557

**Today's Date:**

**Name of Organization:**

The undersigned hereby makes application for the use of school facilities as follows:

<b>Name of Building:</b>	<b>Part of Building:</b>
<b>Date(s) Desired:</b>	<b>Hours Desired:</b>
<b>Number Expected to Attend:</b>	<b>Will Admission be charged:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

**State specific purpose of use – BE COMPLETE:**

**Check all equipment needed and describe below (additional charges may apply):**

- |  |   |   |                                      |                                 |
|--|---|---|--------------------------------------|---------------------------------|
| <input type="checkbox"/> Sound System      | <input type="checkbox"/> Stage Lighting | <input type="checkbox"/> Scoreboard               | <input type="checkbox"/> Microphones | <input type="checkbox"/> TV/VCR |
| <input type="checkbox"/> Cafeteria Kitchen | <input type="checkbox"/> Canteen        | <input type="checkbox"/> Video/Computer Projector | <input type="checkbox"/> Podium      |                                 |
| <input type="checkbox"/> Other – Describe: |   |   |                                      |                                 |

**Please attach specific layout if a special setup is requested.**

**REGULATIONS FOR USE OF EASTERN LANCASTER COUNTY SCHOOL DISTRICT FACILITIES AND GROUNDS:** A certificate of insurance naming the Eastern Lancaster County School District as an additional insured with a \$1,000,000 combined single bodily injury / property damage must be received with the application for facility usage.

The "USER" hereby agrees to save harmless, the said ELANCO School District Authority and/or ELANCO School District, from any and all claims, suits, liabilities, litigations or proceedings of any kind or nature, by reason of any injury, or alleged injury, damage or alleged damage, sustained by any person, firm, organization, or corporation arising out of the use of said premises and facilities; and we further agree to indemnify the ELANCO School Authority and/or the ELANCO School District from and against all costs, counsel fees, expenses and liabilities incurred as a result of any such claims or any action or proceeding brought thereon.

**\*The capacity of the auditorium is 808 / Community Hall is 175. Organizations using these facilities must take responsibility that the capacity WILL NOT be exceeded. ALTERATIONS TO EXISTING FACILITIES OR EQUIPMENT BY THE APPLICANT ARE PROHIBITED WITHOUT PRIOR APPROVAL OF THE BUSINESS MANAGER. PLEASE DETERMINE IF THE FACILITIES MEET ALL YOUR REQUIREMENTS BEFORE SUBMITTING THIS FORM.**

PLEASE NOTE: In the event of school closing due to snow, emergency, etc. **facilities will not be available.** Please phone 661-5581 for information. School activities will take precedence over outside activities.

List name, address, phone number & email of a responsible official of your organization who will be present at the time the facilities requested are being used and who will also accept responsibility to School District regulations.

<b>Name:</b>	<b>Email:</b>
<b>Address:</b>	<b>Phone:</b>
<b>City, ST Zip:</b>	

Approved

Cc: Business Office, Maintenance, Technology

Date

BASIC FEE

Charges to be billed later