

Lancaster Mennonite School
2176 Lincoln Highway East, Lancaster, PA 17602
Phone: (717) 299-0436 or (717) 509-4459
Fax: (717) 509-4088

Conditions for use of LMS facilities and grounds:

1. On-line application must be completed for rental stating name of organization, type of program, dates, hours, equipment needed, etc. on form provided. This application must be returned at least 2 weeks prior to the rental date so that the rental can be approved. The school reserves the right to decline a rental organization or program at any time if it believes the rental group or program could have detrimental effect or create negative publicity for the school.
2. A nonrefundable deposit of 20% of the expected rental fee is required to hold the date for the event and is due when the application is finalized and submitted to the school.
3. All payments are due within 10 days after the billing of the event to Lancaster Mennonite School, Attn: Business Office, 2176 Lincoln Highway East, Lancaster, PA 17602.
4. Buildings, equipment, and grounds must be left clean and in an orderly condition. Report any property damages immediately. Failure to do so may result in extra charges.
5. No smoking, drinking of alcoholic beverages, or profanity is allowed anywhere on campus. Food and drinks are not allowed in the auditorium, classrooms or the gymnasiums. Helium filled balloons are not permitted in the auditorium or gymnasiums. Sale of food concessions in the High Fine Arts Center lobby is not permitted.
6. User is responsible for conduct of all persons on school grounds attracted by the event and is also responsible for the enforcement of all rules.
7. User is responsible for supervising the parking of cars unless contracted with the school for the school to provide the service. No parking is allowed on 2160 property. **Parking is not permitted in the area in front of Gym A during school hours.**
8. Chairs must be set up and dismantled by the user.
9. All publicity related to rental of buildings and grounds must state the name of the sponsoring person(s) or organization.
10. **A certificate of liability insurance with LMS named as an additional insured must be on file before the date of the rental, covering the event as noted on the Facilities Use Application.**
11. No signs may be placed on the campus to advertise rentals.

12. Obligation for use of police for traffic or other services will be the obligation of the user.
13. When renting the gymnasium, all participants must wear tennis shoes. The bleachers are not to be used and the facilities will not be made available for teams that are playing in leagues.