



MANHEIM TOWNSHIP SCHOOL DISTRICT

DISTRICT OFFICE

450A CANDLEWYCK ROAD LANCASTER PA 17601
(PH) 717.569.8231 (FAX) 717.569.3729
www.mtwp.net

Use of School Facilities

Applicant Categories:

Those seeking to use/rent school facilities must fall into one of the following categories:

1. **Categories A, B & C: Student and/or School-Related Organizations/Activities.** Three distinct groups fall into this category:
 - **Category A** - Groups or organizations directly administered by the District or strongly affiliated with the District whose purpose is predominately the support of the District and/or its students. Examples of such organizations would be: School Programs, Parent Teacher Organizations, Booster Clubs including camps run by booster clubs, school affiliated co-curricular, extra-curricular and intermural activities, Interscholastic Athletics, Invitational athletic events sponsored by the booster clubs and/or athletic teams, Manheim Township Education Foundation.
 - **Category B** – Manheim Township Parks and Recreation Youth Programs.
 - **Category C** - Non-profit organizations chartered or established totally within the Manheim Township School District whose primary purpose is to provide civic, educational, or athletic benefits to District students, residents or community as a whole; and shall consist of a minimum of seventy percent (70%) of Manheim Township School District residents. Examples of such organizations would be: local youth sport organizations, Manheim Township Parks and Recreation Adult Programs, Civic and community organizations. The organization must provide proof of 501(c) (3) status.
2. **Category D – Non-resident Non-profit Organization.** All non-profit organizations not chartered or established totally within the Manheim Township School District and whose program shall provide civic, educational, or athletic benefits to a group of individuals, which do not consist of at least seventy percent (70%) of Manheim Township School District residents, shall fall under this group. The organization must prove 501(c)(3) status. Examples would be youth sport organizations, other youth organizations, Relay for Life, college courses offered by colleges. (For-profit organizations holding a non-profit event may fall under this classification at the sole discretion of the school district, as determined by the superintendent or her/his designee.)
3. **Category E - Individuals and Organizations.** Any organization or an individual that does not fall into one of the categories above.

All categories must submit a completed application.