

## SUSQUEHANNA TOWNSHIP SCHOOL DISTRICT FACILITY USE REQUEST APPLICATION EVENT INFORMATION

Date Submitted:	School Facility Requested:
Organization:	Specific Area/s Requested:
Contact Person:	Start Time: <span style="float: right;">End Time:</span>
Street Address:	Date/s Area will be utilized:
City, State, Zip Code:	Number of Days Requested:
Day Phone: <span style="float: right;">Evening Phone:</span>	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 Susquehanna Township School District Facility Lease Coordinator, Oslwen Anderson, Susquehanna Township District Office, 2579 Interstate Drive, Harrisburg, PA 17110, or email: oanderson@hannasd.org.
- 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 unless request is for more than **20 days** of use. Applicants submitting facility lease applications containing requests for more than 20 days of use will be billed subsequent to facility usage in accordance with policy [**See reverse side for rental charges**].
- 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. Susquehanna Township School District reserves the right to deny use of its facilities without giving any specific reason. Incomplete applications will not be processed.

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

Group 1: School-sponsored student activities			
Organization	Certificate of Insurance Required	Facility Charge	Custodial Charge
• Official Clubs; Musical Groups; Intramural; Interscholastic Sports Teams	NO	NO	If Applicable
Group 2: School-related organizations			
Organization	Certificate of Insurance Required	Facility Charge	Custodial Charge
• Alumni Association; PTO; Booster Clubs; Teachers Association, Hanna Education Foundation	NO	NO	If Applicable
Group 3: General community groups within the district's geographic boundaries			
Organization	Certificate of Insurance Required	Facility Charge	Custodial Charge
• Non-Profit Groups; Civic Groups; Service Groups	YES	YES	YES
Group 4: Educational Institutions			
Organization	Certificate of Insurance Required	Facility Charge	Custodial Charge
• Universities; Colleges; School Districts	YES	YES	YES
Group 5: Other			
Organization	Certificate of Insurance Required	Facility Charge	Custodial Charge
• For Profit and any other individual, group or entity	YES	YES	YES

### SCHOOL USE ONLY

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

**SUSQUEHANNA TOWNSHIP SCHOOL DISTRICT  
FACILITY USE REQUEST APPLICATION**

**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	\$40	If Applicable	\$30	\$30
• Auditorium H.S.	NC	\$75	\$125	If Applicable	\$30	\$30
• Auditorium M.S.	NC	\$50	\$100	If Applicable	\$30	\$30
• Multi- Purpose Room	NC	\$35	\$70	If Applicable	\$30	\$30
• H.S. Gymnasium	NC	\$75	\$100	If Applicable	\$30	\$30
• M.S. Gymnasium	NC	\$60	\$85	If Applicable	\$30	\$30
• Elementary Gymnasium	NC	\$40	\$60	If Applicable	\$30	\$30
• Cafeteria (Kitchen Excluded)	NC	\$40	\$80	If Applicable	\$30	\$30
• Library	NC	\$40	\$80	If Applicable	\$30	\$30
• Parking Lot	NC	\$35	\$70	If Applicable	\$30	\$30
• All Fields (Excluding H.S. Football Field)	NC	\$30	\$60	If Applicable	\$30	\$30
• H.S. Football Field & Stadium (Excluding Lights)	NC	\$50	\$110	If Applicable	\$30	\$30
• High School Football Field & Stadium (Including Lights)	NC	\$85	\$210	If Applicable	\$30	\$30

Rates Effective August 2015

**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:** Susquehanna Township School District's Facility Use Request Application is available on the school district's website.

1. Go to: [www.hannasd.org](http://www.hannasd.org)

2. Click the **For Community** section

3. Then click on: **Facility Use Request Application**

- To access the Use of School Facilities Policy, instead of selecting Facility Use Request Application in step 3 simply click on: **Use of School Facilities Policy**.

Special Equipment or Staff Needs Explanation: