

Susquehanna Township School District Facilities Leasing Instructions for COVID-19

Susquehanna Township School District is committed to the health and safety of our students, staff, and community. The district has developed and implemented a Health & Safety Plan to mitigate the spread of COVID-19, which is informed by the Centers for Disease Control (CDC), Pennsylvania Department of Education (PDE) and Pennsylvania Department of Health (PA DOH). The district will continue to follow the orders, recommendations and guidance issued by CDC, PDE, and PA DOH and has implemented the following protocols:

1. **Lease Agreement Updates:** Effective October 27, 2021, the district will begin leasing indoor facilities. All leases for district facilities will include an additional COVID-19 **Impact Fee of \$50.00.**
2. **Applicant's Detailed Plan:** The requestor will need to present a detailed explanation of their plan for ensuring that all local, state, and district guidelines will be followed during their facility usage.
 - a. The plan must be submitted with the **Facility Use Request Application** in writing to the STSD Business Office prior to approval.
 - b. The plan must include the applicant's plan for complying with the district's Health & Safety Plan.
3. **Promotional Materials:** Effective immediately, all applicants will be required to display the following message on all notices, announcements, and promotional and marketing materials:

"THIS EVENT, PROGRAM OR GROUP IS NOT SPONSORED OR ENDORSED BY THE SUSQUEHANNA TOWNSHIP SCHOOL DISTRICT. NO INDIVIDUAL IN THEIR CAPACITY AS AN OFFICIAL OR EMPLOYEE OF THE SUSQUEHANNA TOWNSHIP SCHOOL DISTRICT ADMINISTRATORS, MANAGES, OR SUPERVISES THE EVENT, PROGRAM OR GROUP. THE DISTRICT'S BOARD APPROVED HEALTH & SAFETY PLAN MUST BE FOLLOWED WHILE USING SUSQUEHANNA TOWNSHIP SCHOOL DISTRICT BUILDINGS, GROUNDS AND FACILITIES."
4. **Addendum:** All applicants are required to sign the *Susquehanna Township School District Facilities Use Addendum for COVID-19* and submit with the facilities lease agreement to the Facilities Leasing Coordinator: iblack@hannasd.org.

Susquehanna Township School District Facilities Use Addendum for COVID-19

The applicant understands that the COVID-19 pandemic and current orders from CDC, PDE and PA DOH may impact events and activities held on Susquehanna Township School District (District) property. Therefore, any Applicant wishing to rent District Facilities agrees to the following terms and conditions of this **Facilities Use Addendum for COVID-19**.

1. Applicant understands and affirms that the District does not sponsor or endorse and is not affiliated with events or activities associated with this facilities lease agreement. The District bears no responsibility to supervise or monitor the event or activity. The applicant is solely responsible for ensuring compliance with this facilities lease agreement and **Facilities Use Addendum for COVID-19**.

2. Applicant agrees to hold events or activities on District property by strictly adhering to applicable state and county guidelines, to include but not limited to guidelines and recommendations put forth by CDC, PDE and PA DOH. This condition includes, but is not limited to adhering to the overall size of the gathering, including the number of participants and spectators; social distancing guidelines, sanitizing protocols, and the use of face coverings and/or other relevant protective equipment as stated in the Health & Safety Plan.

3. Applicant, whether a for-profit or not-for-profit entity, has provided a certificate of insurance with the minimum coverage limits as part of the **Susquehanna Township School District Facilities Lease Agreement** and has named the District as an additional insured.

4. Beyond the **Susquehanna Township School District Facilities Lease Agreement**, the Applicant agrees to indemnify and forever hold harmless the District and its officers, directors, employees, faculty, agents, and participants for any and all third-party claims, lawsuits, and expenses (including attorneys' fees) against the District for injury or damages, including illness and death, resulting from attendance at, or participation in an event or activity on District property organized and./or executed by the Applicant.

By signing below, I HEREBY ACKNOWLEDGE AND AFFIRM that I understand and will abide by the terms and conditions within the **Susquehanna Township School District Facilities Lease Agreement, the Susquehanna Township School District Health & Safety Plan, and Susquehanna Township School District Facilities Use Addendum for COVID-19**.

Applicant Name Printed _____

Applicant Title _____

Applicant Signature _____

Date (MM/DD/YYYY) _____