

# FACILITY USE & RENTAL

## STEPS to SECURING A FACILITY

1. **COMPLETE** the appropriate [Facility Usage Request Form](#).
2. **ACCURACY** is important when filling out your Facility Usage Request. Any discrepancies could lead to additional charges after your event or denial of any future facility usage request. (E.g., indicating 50 attendees and the actual attendance is 150; hanging decorations or signs and causing damage to the walls; wearing non-athletic shoes on the basketball courts and causing damage to the court).
3. **ACCEPTING TERMS AND CONDITIONS** must be agreed to or your request will not be granted.
4. **APPROVAL** will arrive via email as soon as the request is reviewed and approved by both the building and central office.
5. **PAYMENT** for contracted Facility Usage is made through the MSD Lawrence Township business office. They will contact you regarding method of payment.
6. **CERTIFICATE OF INSURANCE:** Prior to use of any facility you will need to submit a certificate of comprehensive general liability covering personal injuries, wrongful death, and claims of property damage, with a combined single limit of not less than \$1,000,000 per occurrence. This certificate of insurance needs to name the MSD of Lawrence Township as the certificate holder or name insured. This can be uploaded during the application process and approval will not happen until this is done.
7. **DAY OF EVENT:** During your event, please take extra precautions to ensure participants are using the facility safely and in the proper fashion. To avoid additional charges, please make sure to not cause any damages or leave excessive messes. Not showing up for your event does not eliminate accountability for payment for any cost incurred by MSD of Lawrence Township, should you have an emergency please notify us 48 hours prior to your event. If MSD of Lawrence Township should cancel all school events on the day of your event, you would be allowed to reschedule your event or be reimbursed payment.