



Souderton Area School District
760 Lower Road, Souderton, PA 18964-2311
215.723.6061

APPLICATION FOR USE OF FACILITIES

NAME OF ORGANIZATION: _____

ORGANIZATION CLASS: 1 1-A 2 2-A 3 4

Date(s) of Event: _____

Purpose of Event/ Name of event: _____

Building Requested: _____

Facilities Requested (Gym, Café, Field, Etc.) _____

Event Start Time: _____ **End Time:** _____ **Set Up Time Needed:** _____

Equipment Needed: _____

(Additional Charges may apply)

Anticipated Attendance: _____ **Admission to be Charged:** _____

Please include a complete roster/enrollment list with names and addresses of all members of your organization along with this application. Class 1 community status is established when 80% or more of participants are residents of the school district and organization is non-profit.

Applicant(s) In Charge: Name: _____

Organization Address: _____

Telephone: _____ E-Mail: _____

Invoice emailed to: _____

I have read the Facility Use Regulations and agree to abide by them. Failure to do so will result in the cancellation of this application and/or financial charges. I understand that any exception (s) to the regulations must be Board approved and that the school authorities may revoke my permission at any time.

Signed: _____ **Date:** _____

Do not Write Below this Line

CHARGES: Rental \$ _____ Security \$ _____
 Custodial \$ _____ Other \$ _____

INSURANCE CERTIFICATE: The lessee is required to submit a Certificate of Insurance from their Insurance Company for \$1,000,000 General Liability in the name of the above organization before a permit will be issued.

*The insurance certificate must show the Souderton Area School District as the Certificate Holder.
Applications will not be processed without a valid certificate of insurance.*

**FACILITIES WILL NOT BE AVAILABLE WHEN SCHOOLS ARE CLOSED DUE TO
INCLEMENT WEATHER OR HOLIDAYS, ETC.**

SUBMITTAL OF THIS FORM IN NO WAY CONSTITUTES APPROVAL OF THIS REQUEST.

PROCTORS RESPONSIBILITY

Maintain order of the group you are representing and associated spectators, with protection of the District in mind. The proctor is expected to secure appropriate help to assure that the stated guidelines are met.

This includes but is not limited to the following:

- a) NO SMOKING, VAPING, OR TOBACCO USE ON SCHOOL PROPERTY.
- b) Do not allow individuals to roam the halls or other building areas.
- c) Do not allow individuals to play, "rough-house," or throw objects in the hallways.
- d) Do not allow vending machines, or other district property to be turned off, unplugged, disabled or damaged in any way.
- e) Food and drinks are permitted only in approved areas.
- f) Monitor restrooms throughout the event.
- g) Leave the facility in the same condition as it was found.
- h) Report to the custodian and problems or damage. It is the responsibility of the proctor to notify the custodian when the event ends.

Be advised that the cost of any damages will be the responsibility of the organization using the facility.

AGREEMENT: An organization proctor will be present at the time the facilities are being used. I have read the REGULATIONS GOVERNING THE USE OF SCHOOL FACILITIES and I will accept responsibility for adherence to School District policy & regulations. I also understand that failure to abide by these regulations may result in the immediate or future discontinuance of facility rental privileges.

Organization Proctor in Charge Name: _____

Mailing Address _____

Daytime Phone #: _____ Alternate #: _____

E-mail address: _____

I have read **PROCTOR RESPONSIBILITIES** and will comply:

Signature

THIS SHEET MUST BE RETURNED WITH APPLICATION

FACILITY USE REGULATIONS:

1. District sponsored activities will take precedence over all use.
2. The named lessees or his/her representative shall meet with the Building Manager or custodian assigned to the event prior to the beginning of the activity.
3. The lessee shall not make any permanent changes or additions to the premises without the consent of the lessor; neither shall property be removed by the lessee. No property (e.g., piano, athletic equipment) shall be moved from its permanent location without prior permission from the lessor.
4. The facilities **WILL NOT** be available when schools are closed due to inclement weather or school holidays.
5. The lessee assumes responsibility for using only those areas in the facilities designated on the application. The facility must be returned to the same or better condition than when it was initially occupied.
6. Any school equipment to be used must be requested. The manipulation of lights, kitchen equipment, public address system and any other specialized equipment is to be under the direction of authorized school district personnel.
7. No gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the District and the user group has obtained the appropriate license from the Montgomery County Treasurer's Office. As per policy 707.
8. **No smoking.** For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; electronic cigarette or vaporizer; and smokeless tobacco in any form. As per policy 222.
9. No scenery, property or equipment may be stored in the building without the permission of the Building Manager.
10. The lessee is responsible for the preservation of order, including the employment of police for traffic and crowd control if deemed necessary by the Souderton Area School District.
11. The auditorium, gymnasium, or any other facility used by the lessee shall be examined carefully after use, and the lessee agrees to promptly make good any loss or damage occurring during the lessee's use of said facility.
12. Lessee shall not sublet the leased property.

13. No payment shall be made directly to custodians, cafeteria workers, or students. All fees are due and payable within thirty (30) days after billing. Late payment may result in a rejection of future applications.
14. Use of flammable materials is prohibited; all fire and safety regulations must be observed.
15. Safety regulations prohibit chairs from being placed in aisles of the auditorium.
16. If the lessee violated any of the terms or conditions of the lease, the lease shall instantly terminate; and the lessee shall leave the premises.
17. School facilities will not be available for wedding or similar receptions.
18. Parking shall be in approved areas only, and lessee shall be responsible for any damage to grounds resulting from improper use.
19. The High School athletic stadium **WILL NOT** be available for concerts.
20. Refrain from playing on the fields in bad weather or when ground is soft. If daytime activities are cancelled because of the field conditions, evening activities are also cancelled.
21. Report to the District Office any use of the fields by unauthorized persons.
22. The lessee agrees to pick up all litter at the conclusion of the activity and deposit in available trashcans.
23. Groups may not schedule any event which would include animal rides, mechanical rides, hot air balloons, fireworks or bonfires.
24. No "Hardballs" of any type are allowed to be used indoors at any of our facilities. This includes but not limited to: Baseballs, Softballs, Lacrosse Balls and Field Hockey Balls. Soft training balls are permitted.
25. All facilities users will be accountable for any damages occurring to fields, facilities, property and equipment of The Souderton Area School District.
26. All groups with an expected attendance of over 100 people will be required to schedule a meeting with the Building Facility Manager and Security one week prior to the event to review expectations and proactively facilitate a successful event.

SOUDERTON AREA SCHOOL DISTRICT **BUILDING USE PROCEDURES**

The use of school facilities will be available to all district residents and community groups in accordance with School Board Policy #707 – Use of School Facilities.

APPLICATIONS:

Applications are available online at <http://www.soudertonsd.org/community/facilities/>. All requests for facilities use should be submitted to the Souderton Area School District Administrative Office.

APPLICATION PROCESSING:

Requests are received at the District Office for review by the Operations department. All applications must be submitted 7 business days PRIOR to the event. Organizations scheduling season-long events must submit a complete calendar of use dates 15 days prior to the date of the first event.

PROCTORS: Each organization using the facilities must appoint their own proctor to oversee the group and associated spectators with protection of the property in mind. The proctor's name must be listed on the application and the named proctor must be in attendance whenever the organization is using the facility. It is required that the group select one (1) proctor for each 300 in anticipated attendance. This proctor shall have no other duties than to adhere to proctor responsibilities.

Failure to comply with facility use regulations and/or proctor responsibilities may be grounds for the organization's expulsion and future denial of facility use.

FEES: Rental fees will be charged for the facilities used in accordance with Policy #707, according to the School Board approved fee schedule effective July 1, 2022. Facility use hours may vary from the custodial, security or other personnel hours depending on time needed to open buildings, set up preparation, time needed to clean building after the event and time needed to secure the building. These fees may be adjusted annually. Please see rental fees and classifications contained herein.

Cancellation Policy:

- Any fees paid by the lessee will be fully refunded for events cancelled by the district due to inclement weather or other unanticipated event.
- **Class 1 Events:**
 - For events cancelled by the lessee more than two weeks prior to the event, the lessee will be fully refunded.
 - For events cancelled by the lessee within two weeks of the event, there shall be no refund.
- **Class 1-A, 2, 2-A, 3, and 4 Events:**
 - For events cancelled by the lessee more than 48 hours prior to the event, the lessee will be fully refunded.
 - For events cancelled by the lessee less than 48 hours prior the event, the lessee will be refunded minus a \$50 cancellation fee.

A building custodian will be on duty for all events. Custodians and Security will be assigned according to anticipated attendance in accordance with our fee schedule guidelines. Souderton Area School District reserves the right to add additional security and/or custodians as deemed necessary. Staffing fees will be charged to the organization accordingly.

Staff wages: Custodial, Security, Audio Visual, Light and Sound Technician and Food Service services will be based upon the current individual bargaining unit agreement. A weekend differential will be applied as required. An estimate of these costs can be requested by the organization, upon approval of their event.

All Kitchen facility rentals require staffing by a Food Service employee. Additional charges for Food Service staff and food (if supplied by the Food Service Department) will be billed by the Food Service Department.

CLASSES

Class 1	Class 1-A
<p>Resident non-profit community programs serving school age and/or preschool children, local governmental entity that is part of the school district; formally organized civic, service, recreational and cultural organization of the school district. Community group status is established when 80% or more of participants are residents of the school district</p> <p style="text-align: center;">Charging Admission: NO</p>	<p style="text-align: center;">Same as Class 1</p> <p style="text-align: center;">Charging Admission: YES</p>
Class 2	Class 2-A
<p>Program or entity that is not a community group OR <u>any</u> for-profit entity</p> <p style="text-align: center;">Charging Admission: NO</p>	<p style="text-align: center;">Same as Class 2</p> <p style="text-align: center;">Charging Admission: YES</p>
Class 3	Class 4
<p>Governing, interscholastic athletic associations, including PIAA and its affiliate districts, not including single, head-to-head contests involving district teams</p>	<p>School student organizations which directly benefit students and are directly school related such as Home & School Associations, school booster clubs, and the Education Foundation</p>