

## 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, Laurel Black, Susquehanna Township District Office, 2579 Interstate Drive, Harrisburg, PA 17110, or email: lblack@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.
- VII. Complete and submit the STSD Facilities Lease Addendum.

### 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	<b>NC</b>	<b>\$20</b>	<b>\$40</b>	If Applicable	<b>\$30</b>	<b>\$30</b>
• Auditorium H.S.	<b>NC</b>	<b>\$75</b>	<b>\$125</b>	If Applicable	<b>\$30</b>	<b>\$30</b>
• Auditorium M.S.	<b>NC</b>	<b>\$50</b>	<b>\$100</b>	If Applicable	<b>\$30</b>	<b>\$30</b>
• Multi- Purpose Room	<b>NC</b>	<b>\$35</b>	<b>\$70</b>	If Applicable	<b>\$30</b>	<b>\$30</b>
• H.S. Gymnasium	<b>NC</b>	<b>\$75</b>	<b>\$100</b>	If Applicable	<b>\$30</b>	<b>\$30</b>
• <b>M.S. Gymnasium</b>	<b>NC</b>	<b>\$60</b>	<b>\$85</b>	If Applicable	<b>\$30</b>	<b>\$30</b>
• <b>Elementary Gymnasium</b>	<b>NC</b>	<b>\$40</b>	<b>\$60</b>	If Applicable	<b>\$30</b>	<b>\$30</b>
• Cafeteria (Kitchen Excluded)	<b>NC</b>	<b>\$40</b>	<b>\$80</b>	If Applicable	<b>\$30</b>	<b>\$30</b>
• Library	<b>NC</b>	<b>\$40</b>	<b>\$80</b>	If Applicable	<b>\$30</b>	<b>\$30</b>
• <b>Parking Lot</b>	<b>NC</b>	<b>\$35</b>	<b>\$70</b>	If Applicable	<b>\$30</b>	<b>\$30</b>
• All Fields (Excluding H.S. Football Field)	<b>NC</b>	<b>\$30</b>	<b>\$60</b>	If Applicable	<b>\$30</b>	<b>\$30</b>
• H.S. Football Field & Stadium (Excluding Lights)	<b>NC</b>	<b>\$50</b>	<b>\$110</b>	If Applicable	<b>\$30</b>	<b>\$30</b>
• High School Football Field & Stadium (Including Lights)	<b>NC</b>	<b>\$85</b>	<b>\$210</b>	If Applicable	<b>\$30</b>	<b>\$30</b>

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. Under Families & Community, click on **Facilities Leasing**
3. Then click on: **Facility Use Request Information** to complete and download the form.
4. Email the completed form to [lblack@hannasd.org](mailto:lblack@hannasd.org)

Special Equipment or Staff Needs Explanation:

# Susquehanna Township School District Facilities Use Addendum

Applicant wishing to rent District Facilities agrees to the following terms and conditions of this **Facilities Use Addendum**.

1. Applicant understands and affirms that the district does not sponsor or endorse and is not affiliated with events or activities associated with these 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 these facilities lease agreement and **Facilities Use Addendum**.
2. **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.”**
3. **Addendum:** All applicants are required to sign the **Susquehanna Township School District Facilities Use Addendum** and submit it with the facilities lease agreement to the Facilities Leasing Coordinator: [lblack@hannasd.org](mailto:lblack@hannasd.org).
4. Applicant, whether 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.
5. 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** and the **Susquehanna Township School District Facilities Use Addendum**.

Applicant Name Printed \_\_\_\_\_

Applicant Title \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date (MM/DD/YYYY) \_\_\_\_\_