

SUSQUEHANNA TOWNSHIP SCHOOL DISTRICT FACILITY USE REQUEST APPLICATION EVENT INFORMATION

Date Submitted:	School Facility Requested:
Organization:	Specific Area(s) Requested:
Group Number: 1 2 3 4 5	
Contact Person:	Start Time: End Time:
Street Address:	Date(s) Area will be utilized:
City, State, Zip Code:	Number of Days Requested:
Day Phone: Evening Phone:	Number of Attendees:
Email:	Event Purpose:
Special equipment or staff needs: (Use Designated Page Within This Form)	

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. **STSD does NOT lease to adult athletic groups.** Our primary focus is to provide space for our growing youth sports and recreational programs.
- III. The 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.
- IV. All applications must be submitted **60 days in advance of the requested usage date.**
- V. 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]**.
- VI. 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.
- VII. Susquehanna Township School District reserves the right to deny use of its facilities without giving any specific reason. Incomplete applications will not be processed.
- VIII. Complete, sign, and submit the STSD Facilities Lease Addendum.

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 ADMINISTERS, 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: iblack@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) _____

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CATEGORY OF APPLICANTS (named examples) AND DISCLOSURE OF INSURANCE AND RENTAL CHARGES REQUIREMENTS

CATEGORY OF APPLICANTS	Certificate of Insurance Required	Facility Charge	Custodial Charge
Group 1: School-Sponsored Student Activities	NO	NO	If Applicable
Official Clubs Musical Groups Intramural Interscholastic Sports Teams			
Group 2: School-Related Organization	If Applicable	NO	If Applicable
PTO Booster Clubs Teachers Association Examples: STHS Alumni Association Hanna Education Foundation HANNA Pantry			
Group 3: General Community Groups WITHIN District's Geographic Boundaries	YES	YES	YES
Non-Profit Groups Civic Groups Service Groups Examples: Susquehanna Township including Parks and Recreation Susquehanna Township Police Department Susquehanna Township Rotary Club Susquehanna Township Baseball Association Susquehanna Township Baseball Association - Legion Baseball Susquehanna Township Midget Football and Cheer Association Susquehanna Township Soccer Club Susquehanna Township Youth Basketball Association Susquehanna Township Wrestling Club			
Group 4: Educational Institutions	YES	YES	YES
Universities Colleges School Districts Parochial Schools			
Group 5: Other	YES	YES	YES
For Profit OR Other Individual, Group, or Entity			

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RENTAL CHARGES

(NC = No Charge)

AREA	GROUPS 1 & 2 - CHARGE PER HOUR		GROUPS 3 & 4 - CHARGE PER HOUR		GROUPS 5 - CHARGE PER HOUR	
	FACILITY	CUSTODIAL	FACILITY	CUSTODIAL	FACILITY	CUSTODIAL
All Fields (Excluding H.S. Football Field)	NC	If Applicable	\$30	\$30	\$60	\$30
Auditorium H.S.	NC	If Applicable	\$75	\$30	\$125	\$30
Auditorium M.S.	NC	If Applicable	\$50	\$30	\$100	\$30
Cafeteria (Kitchen Excluded)	NC	If Applicable	\$40	\$30	\$80	\$30
Classroom	NC	If Applicable	\$20	\$30	\$40	\$30
Elementary Gymnasium	NC	If Applicable	\$40	\$30	\$60	\$30
Gymnasium - H.S.	NC	If Applicable	\$75	\$30	\$100	\$30
Gymnasium - M.S.	NC	If Applicable	\$60	\$30	\$85	\$30
H.S. Football Field & Stadium (Excluding Lights)	NC	If Applicable	\$50	\$30	\$110	\$30
H.S. Football Field & Stadium (Including Lights)	NC	If Applicable	\$85	\$30	\$210	\$30
Library	NC	If Applicable	\$40	\$30	\$80	\$30
Multi- Purpose Room	NC	If Applicable	\$35	\$30	\$70	\$30
Parking Lot	NC	If Applicable	\$35	\$30	\$70	\$30

Rates Effective August 2015

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

1. Visit **www.hannasd.org**.
2. Under **Families & Community**, select **Facilities Leasing**.
3. Click on **Facility Use Request Information**.
4. Download the form:
 - Print it to complete by hand, or
 - Save it to complete electronically.
5. If completed electronically, save the form again.
6. Email the completed form to lblack@hannasd.org.