

# PENNRIDGE SCHOOL DISTRICT – PERKASIE, PA

## 2025-2026 REQUEST FOR USE OF SCHOOL FACILITIES

*\*see separate form for Synthetic Turf Field use*

Pennridge School District; Business Office; 1200 N. Fifth Street; Perkasie, PA 18944

Name of the Organization Requesting Use of Facilities: \_\_\_\_\_

Address: \_\_\_\_\_

Category of Organization: (see page 3) \_\_\_\_\_

Is the Organization Charging Admission or Registration Fees: \_\_\_\_\_ Yes \_\_\_\_\_ No

Event Title and Purpose of the fees: \_\_\_\_\_

Building Requested: \_\_\_\_\_

Dates Desired: \_\_\_\_\_ Hours Desired: \_\_\_\_\_ to \_\_\_\_\_

Describe Special Needs for Use (such as chairs, tables, microphones, lighting, catering, elevators, scoreboard, etc.)

### Requested Facilities and Personnel

	Auditorium
	Rehearsal(s)
	Gymnasium
	Wrestling Room (PHS)
	Field(s)
	Concession Stand
	Cafeteria
	Cafeteria/Kitchen
	Multipurpose Room
	MPR/Kitchen
	Classroom(s) incl. library
	Computer Lab
	Pool
	Parking Lot

### Event Staffing (Lessee will be Billed costs)

	*Custodian(s)
	*Cafeteria Worker(s)
	**AV Equipment Operator
	*Event/Game Manager
	*Security/Police
	*Parking Attendant
	*Other Personnel (Scoreboard operator, etc.)
	*Miscellaneous
	*Lifeguard

\* Reimbursement is based on present overtime cost and/or cost of persons requested.

\*\* Lighting system in the High School Auditorium must be operated by school personnel and the cost will be billed to lessee.

***Certificate of Insurance must be received by Business Office prior to final approval. See page 4 for Insurance Requirements.***

### **Agreement:**

The undersigned is authorized to act on the behalf of the organization requesting the use of the facilities. In consideration of Pennridge School District’s permission to use the requested facilities, and other good and valuable consideration the receipt of which is hereby acknowledged, the requesting organization agrees to indemnify, defend and hold harmless the Pennridge School District, its directors, officers, employees and insurers (the “Pennridge Indemnitees”), from and against all claims, suits, actions, liabilities or losses caused by, related to or arising out of the requesting organization’s use of the requested facilities and any other buildings, improvements, facilities, grounds, walkways, sidewalks and parking areas incidental to the requesting organization’s use of the requested facilities. This obligation includes, but is not limited to, claims brought or damages incurred by any third party and/or any claims arising from or related to and/or damages incurred as the result of the negligence of the Pennridge Indemnitees. Furthermore, the requesting organization will, at its expense, maintain comprehensive public liability insurance, contractual liability insurance, worker's compensation insurance (unless the requestor is not required by law or is exempt from carrying Worker Compensation Insurance) and property damage insurance under policies issued by insurers of recognized responsibility, with limits of not less than \$1,000,000.00 for personal injury, bodily injury, sickness, disease or death or for damage or injury to or destruction of property (including loss of use) for any one occurrence. The requesting organization’s policies will name the Pennridge School District, its directors, officers, employees and insurers as additional insureds.

**Furthermore, I have read and agree to all of the terms and conditions set forth in the attached Building Use Form Instructions. (Authorized Representative’s Information and Signature required on page 2)**

**Authorized Representative's Information (Please Print):**

_____ (Authorized Representative's Name)	_____ (Complete Address)	_____ (Phone & Fax)	_____ (Date)
_____ (Authorized Representative's Signature)	_____ (Email Address)		_____ (Date)
_____ (Building Principal's Signature)	_____ (Date)		

**Pennridge School District  
Building Use Form  
Instructions**

**Purpose**

This form is used to request the use of school district facilities by organizations or individuals. The information contained on the form is necessary to determine the status of building use fees charged by the District. These charges are authorized by Pennridge School Board Policy No. 707, Use of School Facilities. All items must be completed by the individual that is authorized to represent the organization.

**Who must file this form?**

This form must be completed by any organization that is not under the direct authority of the Pennridge Board of School Directors. These organizations include, but are not limited to, booster clubs, parent/teacher organizations, other governmental organizations, youth athletic associations, individuals, non-profit organizations, private corporations, civic organizations, other non-public schools, colleges, and religious groups. Organization approved for the use of the facilities cannot transfer their rights and privileges to any other group. Any such actions will result in revoking the organization rights to utilize the facilities.

**Where should the completed Request for Use of School Facilities form be submitted for approval?**

The completed form must be submitted to the designated building administrator to authorize the use and certify that the requested facility is available at the requested time. After approving the request, the building administrator will forward the form to the District's Business Administrator to determine the applicant's estimated fees for use of the facilities. This determination will be based on the provisions of the Pennridge School Board Policy No. 707 and the information submitted on the application. A copy of the form along with a fee estimate will be returned to the applicant for approval and signature. The original fee estimate must be returned to the district's business office and building administrator prior to use of the building.

**REQUIRED INFORMATION:**

**Name of the Organization Requesting Use of Facilities:**

The organization identified is responsible for all financial and operational issues resulting from the use of the district's facilities. The purpose for the use of the facility must be related to the organization's mission. Any organization or representative that uses the facilities or requests the use of facilities with misleading information will not be permitted to use the buildings in the future.

**Category of Organization**

A factor in determining the building use fees to be charged to the applicant relates to the category of the applicant as described in the Pennridge School District Board Policy No. 707. The following is a listing of these categories:

<b>Pennridge Community Youth Organizations</b>	<b>Category 1</b>
<b>Non-Pennridge Community Youth Organizations with at least 2/3 Pennridge Students</b>	<b>Category 1</b>
<b>Pennridge School District Activities including Parent and Booster Clubs</b>	<b>Category 1</b>
<b>Non-Public Schools within the District</b>	<b>Category 1</b>

*\*If an event admission fee or registration fees are charged for groups outside the district to participate in activities sponsored by the local group, there shall be a rate of ten percent (10%) of the rates listed on the Use of Facilities Application.*

<b>All Non-Profit Adult Organizations</b>	<b>Category 2</b>
<b>All Non-Pennridge Youth Organizations with fewer than 2/3 Pennridge Students</b>	<b>Category 2</b>

*\*Government-related groups conducting Pennridge School District approved safety/emergency response exercises and programs will not be charged the twenty percent (20%) per session fees.*

<b>All For-Profit Youth or Adult Organizations</b>	<b>Category 3</b>
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*\*Individuals or groups in this category will be charged the rates listed on the Use of Facilities Application, as well as the cost for any necessary school personnel at the cost of overtime pay.*

### Dates Desired

The building use fees are charged based on the number of sessions the facility is being used. Each day of use is considered one session.

### Requested Facilities

Please request every area of the building that you will require. This is necessary to properly plan the staffing needed for the event as well as effectively scheduling the usage of our facilities. The building use fees are based on the specific areas being used. Should a group utilize an area of the facility that has not been requested the district will charge the additional fee for that area. The following is a schedule of per session costs for the use of our facilities:

	<b>Category 3 Rates (100%)</b>	<b>Category 2 Rates (20%)</b>	<b>Category 1 Rates (10%)*</b>
<b>High School</b>			
Auditorium (4 hours or less)	\$ 2,000	\$ 400	\$ 200
Auditorium (Additional hourly fee)	300	60	30
Auditorium Rehearsal(s)	300	60	30
LGI 3.3, 3.2, 3.1 (all open)	1,000	200	100
LGI 3.3	700	140	70
Gymnasium	1,700	340	170
Wrestling Room	900	180	90
Cafeteria	1,400	280	140
Cafeteria/Kitchen	1,800	360	180
Pool (per hour)	500	100	50
<b>Middle Schools</b>			
Auditorium	1,000	200	100
Auditorium Rehearsal(s)	300	60	30
Gymnasium	1,700	340	170
Cafeteria	1,000	200	100
Cafeteria/Kitchen	1,200	240	120
<b>Elementary Schools</b>			
Multipurpose Rooms	1,000	200	100
Multipurpose Rooms/Kitchen	1,200	240	120
Gymnasium	1,000	200	100
<b>District wide</b>			
Field(s)	100	20	10
Concession Stand	50	10	5
Classroom(s) (includes LGI 3.2 & 3.1)	150	30	15
Computer Lab	300	60	30
Field Use Deposit	100	100	100
High School Synthetic Turf Field	See separate schedule of fees		

\* If applicable.

## **OTHER REQUIREMENTS:**

### **Event Staffing**

A district employee must be on duty at all times the facility is in use. The district has the authority to increase staff and security personnel to maintain a safe environment and may require event staff to clean the areas in use after the event has been completed. The organization using the facilities is responsible for all costs associated with this staffing.

All event staffing or security personnel employed by the lessee must be pre-approved by the district. The district must approve the use of any private vendors.

### **Insurance Requirement**

The organization will, at its expense, maintain comprehensive public liability insurance, contractual liability insurance, worker's compensation insurance (unless the requestor is not required by law or is exempt from carrying Worker Compensation Insurance) and property damage insurance under policies issued by insurers of recognized responsibility, with limits of not less than \$1,000,000.00 for personal injury, bodily injury, sickness, disease or death or for damage or injury to or destruction of property (including loss of use) for any one occurrence. The requesting organization shall provide an insurance certificate that names the Pennridge School District, its directors, officers, employees and insurers, as additional insureds on the organization's policies. This certificate must be received in the business office prior to approval by Business Administrator.

### **Payments for Use of Buildings by Organizations Outside of the District**

At the discretion of the Pennridge Administration, any organization whose principal services are not provided to the Pennridge community may be asked to make payment in full prior to the use of the facility. Should payment not be received the organization will be restricted from using the facilities. It is the organizations responsibility to ensure that the cost of the use of facility is determined and provided to them.

### **Damage to the Facilities**

The organization utilizing the facility is responsible for any and all damages occurring during the event. The district will survey the facility after the use and the organization will be responsible for the costs associated with lost or damage to equipment or the facilities.

### **Proper Adult Supervision**

Proper adult supervision of youth activities must be provided at all times. It is expected that children are not in public areas of the facility without adult supervision.

### **Prohibitions**

1. Absolutely no use of alcohol or tobacco is allowed on school property, including ball fields and other outdoor facilities. Violation of this rule is grounds for revocation of use.
2. A representative of the sponsoring organization shall assume responsibility for making appropriate announcements to all in attendance pertaining to the regulations on smoking and eating in unauthorized areas.
3. Candles and/or open flames are prohibited in public assembly areas, auditoriums (including stages), gymnasiums, libraries and cafeterias.
4. For safety and security reasons, school building doors which provide entry and exit to the building must not be propped open for any reason. Failure to comply with this directive may lead to termination of future building usage.
5. Community groups may not schedule any event that would include animal rides, mechanical rides, hot air balloon rides, fireworks, or bon fires. School district properties including fields and parking lots may not be used for a circus or carnival.
6. School district representatives may not schedule any event when it is believed that crowd control will represent a serious threat to the health and welfare of those attending or will represent a serious risk to school district property.
7. Use of facility permits may not be transferred.

## **Complying with State Laws**

Organizations must comply with state laws, local ordinances, and rules of the police and fire departments regarding public assemblies.

When admission is charged, the organization using the facilities is responsible for the payment of any admission tax required to the Collector of Internal Revenue.

## **School Closings**

When schools are closed for emergency reasons, community use of the district facilities is also cancelled.

## **Advertising and promotional materials – disclaimer of endorsement.**

All advertising, promotional, informational, and related materials distributed with regard to the events taking place at the District's facilities, whether in paper, electronic, or other format, shall include a statement that the District is not affiliated with the organization conducting the event and that the organization's products, programs, activities, and services are not endorsed or sponsored by the District, in language substantially similar to the following:

*[NAME OF ORGANIZATION] and its products, programs, activities and services, are not affiliated with, sponsored by, or endorsed by the Pennridge School District.*

The District reserves the right to review any advertising and promotional materials in advance, to ensure compliance with these requirements.

## **Other**

1. School district use of facilities will have priority. Even when a community group has been given permission to use a facility, such use may be cancelled if the district needs the facility for school use.
2. Sneakers or gym shoes must be worn in the gymnasiums for all activities.
3. All equipment and materials brought into school buildings or on school grounds must be specifically mentioned on the application form and approved.
4. Any approved event that is not cancelled 48 hours in advance will result in a custodial charge not less than two (2) hours pay for each custodian who was requested to work the event.
5. Additional Charges: A set-up/breakdown fee, for any area, of \$30 per every ½ hour per person will be charged when appropriate and is to be paid at the time of the request. (Set-up/breakdown would include tables, chairs, sound system, bleacher, computers, etc.)
6. Violation of the rules and regulations of the school district may result in cancellation of the privilege granted to use facilities and/or equipment.
7. As per the School District's Energy Policy, all school buildings are closed and unavailable for public use during the summer months, Friday through Sunday.