

# PENNRIDGE SCHOOL DISTRICT – PERKASIE, PA

## 2025-2026 REQUEST FOR USE OF SYNTHETIC TURF FIELD

*\*see separate form for all other School Facilities usage*

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

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

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

Category of Organization: \_\_\_\_\_

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

Requesting Use of Scoreboard: \_\_\_\_\_

*Certificate of Insurance must be received by Business Office prior to final approval.*

### **SCHEDULE OF FEES**

#### **Category 1**

Penridge Community Youth Organizations, non-Penridge Community Youth Organizations with at least 2/3 Penridge students, Penridge School District activities including Parent and Booster Groups, and non-public Schools within the District

Field Rental- \$175.00 per hour

(Includes custodial fee and an event supervisor fee of \$25.00)

Lighting Fee (if applicable) \$ 50.00 per hour

#### **Category 2**

All non-profit adult organizations and all non-Penridge youth organizations with fewer than 2/3 Penridge students

Field Rental- \$200.00 per hour

(Includes custodial fee and an event supervisor fee of \$25.00)

Lighting Fee (if applicable) \$ 50.00 per hour

#### **Category 3**

All for-profit youth or adult organizations

Field Rental- \$225.00 per hour

(Includes custodial fee and an event supervisor fee of \$25.00)

Lighting Fee (if applicable) \$ 50.00 per hour

**\*\*Rental of turf field includes access to gang restrooms in the Field House.**

### **ADDITIONAL EVENT STAFFING**

Additional Event staffing can be required by School District and all costs must be reimbursed at the overtime cost and/or cost of persons requested.

### **PAYMENTS FOR USE OF FIELD BY ORGANIZATIONS OUTSIDE THE DISTRICT**

At the discretion of the Penridge Administration, any organization whose principal services are not provided to the Penridge 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.

**Agreement:**

The undersigned is authorized to act on the behalf of the organization requesting the use of the facilities and agrees to hold harmless all members of the Pennridge Board of School Directors, administrators, certificated and non-certificated employees for loss of any material, equipment, and injury which may occur while using any of the school district owned buildings, facilities, fields, or equipment. In addition, the undersigned agrees to hold harmless all parties identified above from all acts of negligence and to inform all members of this agreement. **Furthermore, I have read and agree to the terms and conditions set forth in this document and the attached Synthetic Turf Field Use Form Instructions.**

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

_____	_____	_____	_____
(Authorized Representative's Name)	(Complete Address)	(Phone & Fax)	(Date)
<div style="border: 1px solid black; height: 30px; width: 100%;"></div>	_____		
(Authorized Representative's Signature)	(Email Address)		
_____	_____	_____	_____
(Building Principal's Signature)	(Athletic Director Signature)		Date Approved

**Pennridge School District  
Synthetic Turf Field Use Form  
Instructions**

**Purpose**

This form is used to request the use of school district Synthetic Turf Field 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 Synthetic Turf Field 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 the Synthetic Turf Field:**

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.

**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.

**OTHER REQUIREMENTS:**

**Event lighting**

As part of the Synthetic Turf Field project approval process, the East Rockhill Township required the District to limit the timing of the event lighting to 9:45PM. Field lighting will automatically shut off at 9:45 PM. There will be limited lighting on to allow the safe exit of the facility until 10:00PM.

**Weekend, Night Use of Synthetic Turf Field**

As part of the Synthetic Turf Field project approval process, the East Rockhill Township required the District to limit the night weekend use of the facility to one Saturday each month during the school year. Permission from East Rockhill Township must be obtained by the organization requesting the use of the field in the form of a special permit prior to approval by the School District.

**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 utilizing the building must maintain personal and property liability insurance with a minimum coverage of \$1,000,000. This must be evidenced with an insurance certificate that names the Pennridge School District as additionally insured. This certificate must be received in the business office prior to approval by Business Administrator.

**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
4. 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.
5. 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.
6. Use of synthetic turf field permits may not be transferred.
7. Use of noisemakers of any kind are prohibited.

**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.

**Authority of Event Manager**

The event manager has the authority to stop any event and have the users removed from the field should there be non-compliance with the orderly and safe operation of the field and/or safety concerns with the public attending or participating in the activity.

**School Closings**

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

**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. All equipment and materials brought into school buildings or on school grounds must be specifically mentioned on the application form and approved.
3. Violation of the rules and regulations of the school district may result in cancellation of the privilege granted to use facilities and/or equipment.