



LOWER MORELAND TOWNSHIP SCHOOL DISTRICT
2551 Murray Avenue
Huntingdon Valley, PA 19006
938-0272

(Rev. 2/2016)

APPLICATION FOR USE OF BUILDINGS AND FACILITIES

Date of Application \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address of Organization \_\_\_\_\_

Date(s) Desired \_\_\_\_\_ Total Hours Desired \_\_\_\_\_

Beginning time (including set-up) \_\_\_\_\_ Closing Time (including break-down) \_\_\_\_\_

Event start time \_\_\_\_\_ Event end time \_\_\_\_\_

The undersigned hereby makes application for the use of the school facilities as follows:

Name of Building \_\_\_\_\_ Parts of Building \_\_\_\_\_ (Cafeteria separate form)

Number expected to attend \_\_\_\_\_ % of participants who are LM Residents \_\_\_\_\_

% of organization who are LM Residents \_\_\_\_\_

State specific purpose of use. Be complete. \_\_\_\_\_

Will admissions fee or donation be charged? Yes \_\_\_\_\_ No \_\_\_\_\_

List names, addresses and phone numbers of at least one, but preferably two, responsible officials of your organization who will be present at the time the facilities are being used and who will accept responsibility for adherence to School District regulations.

Name of person making application Address Phone: Home Office

Name (official) Address Phone: Home Office

Name (of other official) Address Phone: Home Office

ONE COPY WILL BE RETURNED TO YOU UPON APPROVAL

PLEASE NOTE:

The board requires public liability and property damage insurance of \$500,000 to \$1,000,000 for all events except for Class 1 usage. A certificate showing evidence of insurability is to be sent with the application. The building will not be available to any groups on Sundays or other days when both the schools and offices are closed.

### **EQUIPMENT USE:**

A Separate *Technical Service Request Form* will need to be filled out for all types of equipment usage, e.g. microphones, lighting, etc. In-house technician(s) are required if using any of the district equipment at an additional hourly fee of \$10.00/hour per person. You will be held responsible for any costs that are incurred as a result of damage to, or theft of the equipment.

**Any event with 500 or more people in attendance are required to have security at an additional hourly fee. Security personnel will be provided by the Lower Moreland Township Police Department and will be billed after receipt of invoice from the police department.**

**All applications for use of the High School Auditorium must be accompanied by a non-refundable \$50 Building Rental Deposit. The \$50 Deposit will be deducted from the total fee that is due before the event. See below.**

**RENTAL FEES ARE PAYABLE IN ADVANCE. YOU WILL BE INVOICED AFTER THE EVENT FOR PERSONNEL FEES AND DAMAGE CHARGES. PLEASE MAKE CHECKS PAYABLE TO LOWER MORELAND SCHOOL DISTRICT, 2551 MURRAY AVENUE, HUNTINGDON VALLEY, PA 19006, TO THE ATTENTION OF ACCOUNTS RECEIVABLE.**

**THIS APPLICATION IS NOT TRANSFERABLE TO ANY OTHER ORGANIZATION.**

### **INSTRUCTIONS/TERMS & CONDITIONS**

**All organizations (hereafter referred to as User)** requesting use of School District facilities must fully understand and accept the general conditions as follows:

1. Activity shall be restricted to that area for which permission is granted.
2. All school buildings and grounds have been officially designated smoke-free and alcohol-free environments twenty-four (24) hours per day. Members of the public are expected to observe this restriction at all times.
3. User will present to the School District not less than thirty (30) days prior to the use of the facility a Certificate of Insurance evidencing the following minimum coverage: \$500,000-\$1,000,000 Combined Single Limit of Bodily Injury and Property Damage. **Each certificate must name the Lower Moreland Township School District as an additional insured.** Coverage will extend to any employees or representatives of LMTSD who will be assisting in or participating in the group's activities in an official capacity and the insurance provided by the user shall be the primary insurance for such participation. Written notice of insurance cancellation must be provided no less than thirty (30) days prior to cancellation.
4. All Rental Fees and/or other estimated Usage Charges shall be paid to the District when application is made and prior to the event.
5. Failure to comply with either #3 or #4 above may result in the termination of permission to use the facility.
6. No group may use any facility in the District without obtaining an appropriate approval from district personnel (see end of application).
7. User agrees that the LMTSD will not be liable for injury to participants or to participants' property or for district property loss that results from their participation in the group's activities.
  - a. User may not cause or permit any damages to school district premises, property, furnishings, fixtures or equipment and will not do or allow anything to be done which would damage or change the finish or appearance of the premises or its furnishings, fixtures or equipment. User is liable for the cost of repairing damages, which may be done to school district property, including, by way of example and not limited to furnishings, fixtures or equipment. The school district shall determine the amount of the damage and the reasonable cost to repair any damage done. User shall arrange for prompt payment of any loss or damage occurring as a result of use of school property.
8. Serving of food and refreshments is prohibited without prior approval.
9. Use of or possession of alcoholic beverages is prohibited on school premises.
10. The hours stated for use on the building application/use permit will be the actual time the building may be occupied and must be vacated in accordance with such. Additional charges will be made for overage.
11. User will strictly comply with all fire and safety codes.
12. User's function may be subject to cancellation if school is closed for:
  - a. Any emergency
  - b. Any unscheduled building closing
  - c. Any inclement weather situation
  - d. Any school event which may arise as **"...school sponsored groups and activities take precedence over outside groups at all times..."** (*Applications are approved and processed in strict accordance with School District Policy.*)
13. User shall be responsible for moving its equipment into and out of the building.
14. The school district may remove from its premises and facilities and dispose of or store at its sole discretion any personal property left behind by User or those participating in User's function or activity.
15. User may not obstruct the halls, ramps, entrances or lobby of the building. User shall keep the passageways clear at all times.
16. No parking is permitted on the grass.

***Please call immediately to inform the District if you are canceling your function.***

**SCHOOL ADMINISTRATION:**

Athletic Director (if applicable)	Approved ___	Rejected ___	Date _____
Building Principal	Approved ___	Rejected ___	Date _____
Tech Director (if applicable)	Approved ___	Rejected ___	Date _____
Maintenance Director (if applicable)	Approved ___	Rejected ___	Date _____
Business Manager (if applicable)	Approved ___	Rejected ___	Date _____
Superintendent	Approved ___	Rejected ___	Date _____

**FOR THE SCHOOL BOARD:**                      Approved \_\_\_    Rejected \_\_\_                      Date \_\_\_\_\_

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**CUSTODIAL OFFICE:**

Number of Custodians Required \_\_\_\_\_ Other Personnel Required \_\_\_\_\_

Name of Custodian Assigned to Event \_\_\_\_\_

Permit Issued \_\_\_\_\_

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**TO BE COMPLETED BY BUSINESS OFFICE**

FEE    \$ \_\_\_\_\_                      Approved \_\_\_    Rejected \_\_\_                      Date \_\_\_\_\_

NO FEE \_\_\_\_\_

Custodial charges for overtime and necessary cleaning will be charged in addition to the above fee, when a fee is charged.

Comments:

Business Office:

Date:

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**Distribution of Approved Application:**

Original	Applicant
1 <sup>st</sup> copy	Building Principal
2 <sup>nd</sup> copy	Business Office
3 <sup>rd</sup> copy	Superintendent's Office
4 <sup>th</sup> copy	Maintenance Director
5 <sup>th</sup> copy	Tech Director (if applicable)
6 <sup>th</sup> copy	Athletic Director (if applicable)

**Lower Moreland Township School District  
Hold Harmless Agreement  
For Use of Facilities Form**

All applications for use of Lower Moreland Township School District facilities must be signed by a responsible officer or representative of the group making the application. By signing this application, the person whose signature appears below (the applicant) signifies that he or she is responsible and authorized to make this application, and does make this application on behalf of the named person(s), group, or organization requesting use of the Lower Moreland Township School District's facilities as stated ("the user").

The applicant's signature below indicates that the user agrees that the Lower Moreland Township School District facilities shall be used in conformity with the rules and regulations established by the Board of Education, that user shall exercise reasonable care in the conduct of its activities while using the District's facilities, and that it shall provide all necessary adult supervision for the safe and appropriate use of the District's facilities, accepting sole responsibility for supervision and monitoring of said activities.

The applicant's signature below indicates that the user agrees to indemnify, defend, and hold harmless the District from any expense, cost, or liability on the part of the District, including but not limited to injuries to persons and/or damage to property, arising out of, resulting from, or connected in any way to, user's use of the District facilities.

Signature: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Date: \_\_\_\_\_