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SCHOOL DISTRICT OF HATBORO-HORSHAM
229 Meetinghouse Road
Horsham, PA 19044

(Rev. 11/2011)

APPLICATION FOR USE OF BUILDINGS AND FACILITIES

Name of Organization _____
Date

Address of Organization

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

Name of Building: _____

Part of Building or Facility required: _____

Date or Dates Desired: _____

Hours Desired: _____

Beginning *Ending* *Number Expected to Attend*

State Specific Purpose of Use *(please be complete)* _____

Will you be charging admission, taking a collection, or conducting a fund raising activity?

Yes _____ No _____

What percentage of participants in your organization are Hatboro-Horsham Students? _____%

Check equipment that will be needed. *(Additional charges will be made for personnel assigned to operate certain equipment).*

Sound System _____	Stage Lighting Systems _____
Projector and Screen _____	Tables _____
Folding Stands _____	Other (list) _____

Kitchen Appliances _____

(Please be as specific as possible)

Cafeteria _____

List name, address, and phone number of at least one, preferably two responsible officials of your organization who will be present at the time the facilities requested are being used, and who **will** accept responsibility for adherence to School District regulations. PLEASE PROVIDE THE FOLLOWING INFORMATION:

Name & Address Phone (Home-Office or Cell) e-mail address

Name & Address Phone (Home-Office or Cell) e-mail address

Note: If a corporation makes application, an authorized corporate signature is required.

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 a smoke-free environment 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: \$ 1,000,000 Combined Single Limit of Bodily Injury and Property Damage. **Each certificate must name the Hatboro-Horsham School District as an additional insured.** Coverage will extend to any employees or representatives of H-HSD 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 H-HSD 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.
- 7a) User shall indemnify, hold harmless and defend the School District, its Board Members, officials, employees, volunteers, agents and attorneys from any and all claims, complaints, demands, costs, suits, actions, penalties, withheld subsidy, and cost (including, by way of example and not limitation, attorney's fees and litigation costs and expenses) with respect to or arising out of user's utilization of School District buildings and facilities and any other activity under the control or sponsorship of user including the errors or omissions of user's officials, employees, agents, contractors, or volunteers in connection with any activity relating to this application. It is intended that this indemnity, defense and hold harmless provision shall be given its broadest possible meaning and that the School District's board members, officials, employees, volunteers, agents, insurers and employees are expressly considered to be third party beneficiaries with respect to this provision.
- 7b) 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 limitation, 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; or
 - 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.

I, on behalf of the above-indicated organization, fully understand the above general conditions for facilities usage and that we, individually, and as an organization, accept the conditions as stated.

Authorized Signature of Requesting Group *Date*

Address of Requesting Group *Phone*

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**Please return this application to:** HHHS Athletic Office 899 Horsham Road, Horsham, Pa 19044/Fax 215-420-5633

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

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*Authorized Signature of Hatboro-Horsham School District* *Date*

Applicable Charges to be determined by Facilities Use Coordinator:

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