

APPLICATION FOR USE OF BUILDINGS AND FACILITIES

School District of Hatboro-Horsham
229 Meetinghouse Road, Horsham, PA 19044

DATE RECEIVED	
CK. NO. / AMT. FULL OR PARTIAL PAYMENT	
RENTAL FEE	
CUSTODIAL FEE	
LIFEGUARD FEE	
OTHER (please provide details)	
TOTAL AMOUNT DUE	

CHECK PAYMENTS FOR FACILITY USE ARE TO BE MADE PAYABLE TO 'HATBORO-HORSHAM SCHOOL DISTRICT' AND SENT TO THE FACILITY COORDINATOR AT THAT SCHOOL BUILDING PRIOR TO THE DATE OF YOUR ACTIVITY OR EVENT.

Name of Organization (Please Print) Date

Address of Organization

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

Name of School Part of Building/Facility Requested

Date(s) Desired Hour(s) Desired Number of Expected Attendees

Purpose of Requested Use: _____

Will you be charging admission taking a collection or conducting a fundraising 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 (please list your need(s))

Kitchen Appliances _____ Cafeteria _____
(Please be specific)

List name(s), address and phone number of at least one, preferably two, responsible officials of your organization who will be present at the time of the facilities requested are being used, and who will accept responsibility for adherence to School District regulations.

Name (Please Print) Address Phone No. (indicate home, office or cell)

Name (Please Print) Address Phone No. (indicate home, office or cell)

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

Authorized Signature of Requesting Group Date

Instructions/Terms & Conditions

All organizations (*hereafter referred to as Use,*) requesting use of School District facilities must fully understand and accept the general conditions as well as the **COVID-19 Guidelines (see Addendum)** 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 a Safety Plan with regards to their adherence to COVID – 19 safety protocols 30 days prior to use of the facility.
- 4) User will present to the School District not less than thirty (30) days prior to the use of the facility a Certificate of Insurance ("COI") 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. Please refer to the attached "EXAMPLE COI" for direction on what is required.** 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.
- 5) All Rental Fees and/or other estimated Usage Charges shall be paid to the District when application is made and prior to the event.
- 6) Failure to comply with either "3 or 4" above may result in the termination of permission to use the facility.
- 7) No group may use any facility in the District without obtaining an appropriate approval from district personnel (see end of application).
- 8) User agrees that the H-HSD will not be liable for injury to participants or to a participants property or for district property loss that results from their participation **in** the group's activities.
 - a. 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.
 - b. 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.

- 9) Serving of food and refreshments is prohibited without prior approval.
- 10) Use of, or possession of alcoholic beverages is prohibited on school premises.
- 11) 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.
- 12) User will strictly comply with all fire and safety codes.
- 13) 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*).
- 14) User shall be responsible for moving its equipment into and out of the building.
- 15) 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.
- 16) User may not obstruct the halls, ramps, entrances or lobby of the building. User shall keep the passageways clear at all times.
- 17) No parking is permitted on the grass.

Instructions/Terms and Conditions Addendum – COVID 19 Guidance Recreational and Amateur Sports

The virus that causes the Coronavirus 2019 Disease (“COVID-19”) is easily transmitted, especially in group settings, and it is essential that the spread of the virus be slowed to safeguard public health and safety.

As such, the Hatboro-Horsham School District will be adhering to the guidance provided by PDE and the Pennsylvania Governor’s Office. The procedures set forth in this Addendum must be adhered to by all Recreational and Amateur Sports Organizations to the extent they are permitted to conduct in-person operations. This guidance is preliminary and will be updated as more public health data and other information is available. The Hatboro-Horsham School District reserves the right to impose more stringent requirements as it sees fit.

Recreational and amateur sports organizations and teams (not affiliated with a public or private PK-12 school), including, but not limited to, basketball, hockey, field hockey, football, soccer, swimming, baseball, softball, lacrosse, gymnastics, and kickball, are permitted to conduct in-person activities, including games and practices, in counties designated as being in the Green phase only if they strictly adhere to the requirements of this guidance, including the limits on total occupancy outlined below:

To conduct games and practices, organizations and teams authorized to conduct in-person activities pursuant to this guidance **must adhere to the following:**

- Coaches and league officials must review and consider the CDC guidance on consideration for youth sports to modify practices and games to mitigate the risk of spreading the virus. This includes focusing on individual skill building versus competition and limiting contact in close contact sports.
- The community, league, or team must designate a primary point of contact for all questions related to COVID-19, and all parents, athletes, officials, and coaches must be provided the person’s contact information.
- The community, league, or team must develop a plan of action in the event an athlete, coach, or official falls ill, make the plan publicly available, and explain it to the entire sport community.
- The community, league, or team must educate all athletes, staff and families about the symptoms of COVID-19 and when to stay home. Athletes also should be educated on proper hand washing and sanitizing.
- Coaching staff and other adult personnel should wear face coverings (masks or face shields) at all times, unless doing so jeopardizes their health.
- Coaches and athletes must maintain appropriate social distancing at all times possible, including in the field of play, locker rooms, sidelines, dugouts, benches, and workout areas. During down time, athletes and coaches should not congregate.
- Coaches and athletic staff must screen and monitor athletes for symptoms prior to and during games and practices. If individuals participating in sporting activities show symptoms, have a temperature of 100.4 degrees or higher, or are sick, they must be sent home.
- All athletes, coaches, and officials must bring their own water and drinks to team activities. Team water coolers for sharing through disposable cups are not allowed. Fixed water fountains should not be used.
- Activities that increase the risk of exposure to saliva must not be allowed including chewing gum, spitting, licking fingers, and eating sunflower seeds.
- Avoid shaking hands, fist bumps, or high fives before, during or after games and practices. Limit unnecessary physical contact with teammates, other athletes, coaches, officials, and spectators.
- Whenever possible, equipment and other personal items should be separated and not shared. If equipment must be shared, all equipment should be properly disinfected between users.

- If multiple games are to be held at the same facility, adequate time shall be scheduled between contests to allow for facilities to be cleaned and disinfected, and to minimize interaction between athletes. Sports complexes with multiple fields may operate simultaneous games or practices on fields within a complex only if social distancing can be maintained. Each individual game or practice at a complex must adhere to the gathering occupancy limits (25 in yellow, 250 in green), and the facility as a whole may not exceed 50% of total occupancy otherwise permitted by law.
- Concession stands or other food must adhere to the [Guidance for Businesses in the Restaurant Industry](#).

Guidance for Caregivers and Spectators

- Seating areas, including bleachers, must adhere to social distancing requirements of at least 6 feet of spacing for anyone not in the same household. To assist with proper social distancing, areas should be clearly marked. Adults should wear face coverings (masks or face shields) at all times.
- Caregivers or spectators should not enter the field of play or bench areas.
- Nonessential visitors, spectators, and volunteers should be limited when possible, including activities with external groups or organizations. Parents should refrain from attending practices, or volunteering to assist with coaching.
- Caregivers and coaches should assess levels of risk based on individual athletes on the team who may be at a higher risk for severe illness.
- Caregivers should monitor their children for symptoms prior to any sporting event. Children and athletes who are sick or showing symptoms must stay home.

Guidance for All

- Maintain a distance of at least 6 feet from other individuals;
- Wash hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer if soap and water are not available;
- Cover coughs or sneezes with a sleeve or elbow, not hands;
- Do not shake hands;
- Regularly clean high-contact surface areas; and
- When sick, stay at home.



CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 1
DATE (MM/DD/YYYY)
06/29/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Insurance Company's Name & Address	CONTACT NAME	
		PHONE (A/C, H/O, M/C)	FAX (A/C, H/O, M/C)
INSURED	Name of Organization Using the District's Facilities	INSURER A:	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	


COVERAGES CERTIFICATE NUMBER: 25553867 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL (YYYY)	SUB (YYYY)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER				7/1/2017	7/1/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS-COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HERED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> COE <input type="checkbox"/> RETENTIONS						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED (Mandatory in WI) (Was done under DESCRIPTION OF OPERATIONS below) Y/N		N/A				PER STATUTE <input type="checkbox"/> MIS-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

EXAMPLE

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Re: Workshop, May 3, 2014; Simmons Elementary School, 411 Babylon Road, Borschen, PA 19044.
 Bethoro-Borschen School District is included as an Additional Insured as respects to General Liability.

CERTIFICATE HOLDER	CANCELLATION
Bethoro-Borschen School District 229 Meetinghouse Road Borschen, PA 19044	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 

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