



Souderton Area School District
760 Lower Road, Souderton, PA 18964-2311
215.723.6061

APPLICATION FOR USE OF FACILITIES

NAME OF ORGANIZATION: _____

Date(s) of Event: _____

Purpose of Event/ Name of event: _____

Site Requested: _____

Facilities Requested (Gym, Café, Etc.) _____

Grass Field Requested: _____

Set-Up Time (s) _____ **Event Time(s)** _____ **Ending Time (s)** _____

Equipment Needed: _____

(Additional Charges may apply)

Anticipated Attendance: _____ **Admission to be Charged:** _____

Is this Organization based within Souderton School District: _____

Applicant(s) In Charge Name: _____

Address: _____

Telephone: _____ **E-Mail:** _____

Supervisor of Event (Person in attendance): _____

I have read the Facility Use Regulations and agree to abide by them. Failure to do so will result in the cancellation of this application and/or financial charges. I understand that any exception (s) to the regulations must be Board approved and that the school authorities may revoke my permission at any time.

Signed: _____ **Date:** _____

Do not Write Below this Line

CHARGES: Rental \$ _____ Security \$ _____
Custodial \$ _____ Other \$ _____

Special Personnel Needed: (Lifeguards, Lighting/Sound Techs, etc.) _____

Attached: Insurance Certificate: _____ **Hold Harmless** _____

INSURANCE CERTIFICATE: The lessee is required to submit a Certificate of Insurance from their Insurance Company for \$1,000,000 General Liability in the name of the above organization before a permit will be issued.

The insurance certificate must show the Souderton Area School District as the Certificate Holder.

Applications will not be processed without a valid certificate of insurance.

FACILITIES WILL NOT BE AVAILABLE WHEN SCHOOLS ARE CLOSED DUE TO INCLEMENT WEATHER OR HOLIDAYS, ETC.

SUBMITTAL OF THIS FORM IN NO WAY CONSTITUTES APPROVAL OF THIS REQUEST

PROCTORS RESPONSIBILITY

Maintain order of the group you are representing and associated spectators, with protection of the District in mind. The **Proctor** is expected to secure appropriate help to assure that the stated guidelines are met.

NO SMOKING ON SCHOOL PROPERTY

This includes but is not limited to the following:

- a) **DO NOT ALLOW** students/children/adults to roam the halls or other areas of the building.
- b) **DO NOT ALLOW** students/children/adults to play, “rough house” or throw objects in the hallways.
- c) **DO NOT ALLOW** vending machines, or other “property” to be turned off, unplugged, disabled, or damaged in any way.
- d) Food & drinks allowed **only** in **APPROVED AREAS**.
- e) Monitor rest rooms to insure that inappropriate activities do not take place.
- f) Provide “**CROWD CONTROL**” for the group.
- g) Make sure group leaves facility as clean as they found it.
- h) Report to the custodian any problems or damage. It is the responsibility of the Proctor to notify the custodian when the activity is over and you are ready to leave.

Be advised that the cost of any damages will be the responsibility of the Proctor and/or the group using the facility.

AGREEMENT: As a resident of the Souderton Area School District, I will be present at the time the facilities are being used. I have read the REGULATIONS GOVERNING THE USE OF SCHOOL FACILITIES and I will accept responsibility for adherence to School District policy & regulations. I also understand that failure to abide by these regulations will result in the immediate or future discontinuance of building privileges.

Resident (Proctor) In Charge Name: _____

Mailing Address _____

Daytime Phone #: _____ Alternate #: _____

E-mail address: _____

I have read **PROCTOR RESPONSIBILITIES** and will comply:

Signature

THIS SHEET MUST BE RETURNED WITH APPLICATION

BUILDING USE REGULATIONS:

1. District sponsored activities will take precedence over all use.
2. The named lessees or his/her representative shall meet with the Building Manager or custodian assigned to the event, prior to the beginning of the activity within the leased building
3. The lessee shall not make any permanent changes or additions to the premises without the consent of the lesser; neither shall property be removed by the lessee. No property (such as a piano) shall be moved from its permanent location without prior permission from the lesser.
4. The facilities will not be available when schools are closed due to inclement weather, school holidays.
5. The lessee assumes responsibility for using only those areas in the facilities designated on the application. The facility must be returned to the same or better condition than when it was initially occupied.
6. Any school equipment to be used must be requested. The manipulation of lights, kitchen equipment, public address system and any other specialized equipment is to be under the direction of authorized school district personnel.
7. Gambling and the possession and use of alcoholic beverages or controlled substances (drugs) are strictly prohibited in buildings or on grounds. No smoking on school property. Violators will be reported to the local police for prosecution.
8. No scenery, property or equipment may be stored in the building without the permission of the Building Manager.
9. The lessee is responsible for the preservation of order, including the employment of police for traffic and crowd control if deemed necessary by the Souderton Area School District.
10. The auditorium, gymnasium, or any other facility used by the lessee shall be examined carefully after use, and the lessee agrees to promptly make good any loss or damage occurring during the lessee's use of said facility.
11. Lessee shall not sublet the leased property.
12. No payment shall be made directly to custodians, cafeteria workers, or students. All fees are due and payable within ten (10) days after billing. Failure to pay on time may result in a rejection of future applications.
13. Use of flammable materials is prohibited; and all fire and safety regulations must be observed.
14. Safety regulations prohibit chairs from being placed in aisles of the auditorium.
15. If the lessee violated any of the terms or conditions of the lease, the lease shall instantly terminate; and the lessee shall leave the premises.
16. School facilities will not be available for wedding or similar receptions.

17. Parking shall be in approved areas only, and lessee shall be responsible for any damage to grounds resulting from improper use.
18. The High School athletic stadium **will not** be available for concerts
19. Refrain from playing on the fields in bad weather or when ground is soft. **(If daytime activities are cancelled because of the field conditions, evening activities are also cancelled.)**
20. Report to the District Office any use of the fields by unauthorized persons.
21. The lessee agrees to pick up all litter at the conclusion of the activity. Use the trashcans.
22. Groups may not schedule any event which would include animal rides, mechanical rides, hot air balloons, fireworks or bonfires.
23. No "Hardballs" of any type are allowed to be used indoors at any of our facilities. This includes but not limited to: Baseballs, Softballs, Lacrosse Balls and Field Hockey Balls. You may use softer training balls.
24. Community/Non Profit is defined as an organization which membership is comprised of 80% Souderton residents.
25. All facilities users will be accountable for any damages occurring to fields, facilities, property and equipment of The Souderton Area School District.

SOUDERTON AREA SCHOOL DISTRICT **BUILDING USE PROCEDURES**

The use of school facilities will be available to all district residents and community groups in accordance with School Board Policy #707 – Use of School Facilities.

APPLICATIONS: Applications are available from all District buildings and available on line at the following link: <http://www.soudertonsd.org/community/facilities/>. All requests for facilities use should be submitted to the Souderton Area School District Administrative Office.

APPLICATION PROCESSING: Requests are received at the District Office for review by the Operations department for proper information and schedule availability. All applications are approved by the Building Principal or Designee and then sent to the Supervisor of Operations for approval and appropriate cost estimates. After these steps are taken, a confirming e-mail will be sent to the organization. Please allow approximately two (2) weeks for this process.

PROCTORS: Each organization using the facilities must appoint their own **PROCTOR** to oversee the group and associated spectators with protection of the property in mind. The **PROCTOR'S NAME MUST** be listed on the application and that individual **MUST** be in attendance whenever the organization is using the facility.

Failure to comply may be grounds for the organization's expulsion and future denial of facility use. It is recommended that the group select one (1) proctor for each 300 in anticipated attendance. This proctor shall have no other duties than to adhere to **PROCTOR RESPONSIBILITIES**.

FEES: Lump sum rental fees will be charged for the facilities used in accordance with Policy #707, depending upon the type of organization and the purpose of the event. In addition, the following equipment charges will be assessed as necessitated by the activity. These fees may be adjusted annually. Please see rental fees and classifications contained herein.

A building custodian will be on duty for all events. Staffing fees will be charged to the organization accordingly.

Staff wages: Custodial, Cafeteria, Security, Audio Visual, Light and Sound Technician services will be based upon the current individual bargaining unit agreement. A weekend differential will be applied as required. An **estimate of these costs will be provided to the organization, upon approval of their event.**

All Kitchen facility rentals require staffing by a Food Service employee.

GYMNASIUM

Capacity

**Community/
Non Profit**

**Non Community &
Single Use Fee
(1 Time Fundraiser)**

EMC
Franconia
Indian Crest
Indian Valley
Lower Salford
Oak Ridge
Salford Hills
SAHS Main
SAHS Auxiliary
West Broad Street
Vernfield

standing
100
400
1000
standing
100
100
2400
120
100
100

\$5.00	per use
\$5.00	per use
\$10.00	per use
\$10.00	per use
\$5.00	per use
\$5.00	per use
\$5.00	per use
\$10.00	per use
\$10.00	per use
\$5.00	per use
\$10.00	per use

\$100.00	per use
\$100.00	per use
\$200.00	per use
\$200.00	per use
\$100.00	per use
\$100.00	per use
\$100.00	per use
\$200.00	per use
\$200.00	per use
\$100.00	per use
\$200.00	per use

POOL

175

Scoreboard Fee
Sound System Fee
Lifeguards

\$75.00	per hour
\$40.00	per hour
\$40.00	per hour
charges will apply	

\$150.00	per hour
\$40.00	per hour
\$40.00	per hour
charges will apply	

STADIUM

4000

without stadium lights
with stadium lights
Stadium scoreboard
Stadium Sound System

Community and Non Profit Organizations

\$120.00	per hour
\$155.00	per hour
\$40.00	per hour
\$40.00	per hour

includes 1 custodian & 1 security guard
includes 1 custodian & 1 security guard

STADIUM

without stadium lights
with stadium lights
Stadium scoreboard
Stadium Sound System

Other Organizations

\$260.00	per hour
\$310.00	per hour
\$40.00	per hour
\$40.00	per hour

1 custodian & 1 security guard - extra fee
1 custodian & 1 security guard - extra fee

FIELDS

Athletic Fields are available only to community organizations/non-profit: \$500.00 per season or \$25.00 per use (less than 5)

Indian Valley MS Track

\$500.00 per season or \$25.00 per use (less than 5)
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USE OF FACILITIES BY PIAA

not including single, head-to-head contests involving SASD teams

Stadium Turf	\$ 50.00 / hour + security
SAHS Pool	\$ 75.00 / hour + security
SAHS Main Gym	\$100.00 / hour + security
SAHS Aux Gym	\$ 50.00 / hour + security

add'l custodial on weekends
add'l custodial on weekends
add'l custodial on weekends
add'l custodial on weekends

CAFETERIA	Capacity	Community/ Non Profit		Non Community & Single Use Fee (1 Time Fundraiser)	
EMC	200	\$5.00	per use	\$100.00	per use
Franconia	400	\$5.00	per use	\$100.00	per use
Indian Crest	390	\$10.00	per use	\$200.00	per use
Indian Valley	330	\$10.00	per use	\$200.00	per use
Lower Salford	450	\$5.00	per use	\$100.00	per use
Oak Ridge	200	\$5.00	per use	\$100.00	per use
Salford Hills	300	\$5.00	per use	\$100.00	per use
SAHS	670	\$10.00	per use	\$200.00	per use
West Broad Street	260	\$10.00	per use	\$100.00	per use
Vernfield	300	\$10.00	per use	\$200.00	per use

AUDITORIUM	Capacity	Community/ Non Profit		Non Community & Single Use Fee (1 Time Fundraiser)	
EMC	400	\$5.00	per use	\$100.00	per use
Franconia	500	\$5.00	per use	\$100.00	per use
Indian Crest	730	\$10.00	per use	\$200.00	per use
Indian Valley	475	\$10.00	per use	\$200.00	per use
Lower Salford	400	\$5.00	per use	\$100.00	per use
Oak Ridge	500	\$5.00	per use	\$100.00	per use
Salford Hills	400	\$5.00	per use	\$100.00	per use
SAHS	850	\$10.00	per use	\$200.00	per use
West Broad Street	500	\$5.00	per use	\$100.00	per use
Vernfield	500	\$5.00	per use	\$200.00	per use

Rehearsal - One (1) free rehearsal is included in the rental fee for each date rented

MISCELLANEOUS					
SAHS Wrestling Rm		\$10.00	per use	\$200.00	per use
SAHS Band Room		\$10.00	per use	\$100.00	per use
SAHS Choral Room		\$5.00	per use	\$100.00	per use
SAHS L.G.I.		\$10.00	per use	\$100.00	per use
ICMS Band Room		\$5.00	per use	\$100.00	per use
ICMS Choral Room		\$5.00	per use	\$100.00	per use
ICMS L.G.I.		\$10.00	per use	\$100.00	per use
IVMS Band Room		\$5.00	per use	\$100.00	per use
IVMS Choral Room		\$5.00	per use	\$100.00	per use
Libraries / Classrooms district wide		\$10.00	per use		

The SASD reserves the right to assign security and custodial services at any location as deemed necessary. Additional charges will apply.

Custodial staff is on site Monday through Friday - no additional charges apply.

***Saturday & Sunday events will require custodian to be on duty at hourly rate of \$41.00 & \$54.00**

SECURITY NOTES

A security guard is required to be on staff for events that exceed attendance of 175 persons.

A security guard is required to be on staff for all events held in the high school stadium.

Security guard weekday hourly rate is \$24.00 - Saturday & Sunday hourly rates \$41.00 & \$54.00

Additional Facility Use Guidelines

Indoor Facility
Attendance
0 to 175
176 to 500
501 to 900
901 to 1,500
1,500 and up

Security
0
1
2
2
3

Custodian
1
1
2
2
3

Stadium
Attendance
0 to 900
901 to 2,000
2,000 to 3,000
3,001 to 4,000

Security
1
2
3
3

Custodian
1
2
2
2

High School Pool - Lifeguard Guidelines

Pool Limit 175 people

10 to 25 people
26 to 50 people
51 to 75 people
76 to 100 people

1 supervisor
1 supervisor
1 supervisor
1 supervisor

1 lifeguard
2 lifeguards
3 lifeguards
4 lifeguards