

## **APPLICATION PROCESS**

### **2017**

1. The [Facility Use Guidelines for Community Users](#) and the [Application for Use of School Facilities](#) form should be read and signed by all users whose activities are not school sponsored and submitted to the Superintendent's Office. The Executive Assistant to the Superintendent will submit the request to the building Principal for confirmation of available dates. Once approval of requested date(s) and times is received, the request will be submitted to the facility committee for review and then to the Board for final approval.
2. Applicants shall clearly and accurately specify the sponsoring organization; the purpose of the activity; the number of expected participants and attendees; and the name, address, phone number and email address of the responsible representative of the group, on the application.
3. A Certificate of Insurance is required for all activities. General liability coverage in the amount of \$1,000,000.00 is required and Upper Moreland Township School District shall be named as additional insured.
4. The Superintendent's office reviews the application and submits any requests for food service, media support, sound and lighting support, additional custodial support and technology support. All costs for the above mentioned supports will be billed to the organization requesting the services.
5. Security and/or traffic control may be required for audiences/attendees in excess of 200 at the applicant's expense. The applicant is required to make their own arrangements with the local police department or a private security company. The District reserves the right to require police presence for any reason at the applicant's expense.
6. Once the Board has approved the facility use request, a letter of confirmation and an invoice for rental fees and any additional support services will be sent from the business manager.
7. The user group submits the amount indicated on the invoice and their Certificate of Insurance form ten (10) days in advance of the requested event date. In cases where the request is made more than 60 days in advance, a 50% deposit is required to hold the requested date.
8. Use of Pool – use of pool requests must be submitted to and approved by the Community Pool Coordinator, at which time lifeguards will be scheduled. The requesting organization will be responsible for lifeguard fees. See attached [Pool Preparations/Lifeguard Responsibilities and Pool Rules and Regulations](#).
9. Use of Stadium, Score Board, Press Box & Track – please see attached [Use of Stadium Facilities and Use of Stadium Track](#). The costs to use these facilities are listed on the [Fee Schedule](#).