

**UPPER MORELAND TOWNSHIP SCHOOL DISTRICT
APPLICATION FOR USE OF SCHOOL FACILITIES**

REQUESTER'S NAME: _____ DATE OF REQUEST: _____

REQUESTER'S EMAIL: _____ REQUESTER'S PHONE: _____

ORGANIZATION/GROUP NAME: _____

BILLING ADDRESS: _____

BUILDING REQUESTED: High School Middle School Intermediate School Primary School

ROOM REQUESTED: Gym Auditorium Cafeteria/Cafetorium Other _____

EVENT/ACTIVITY DESCRIPTION: _____

DATE(S) REQUESTED: Click here to enter a date. OR WRITE IN DATE(S): _____

EVENT START TIME: _____ EVENT END TIME: _____

SET UP START TIME: _____ BREAKDOWN/CLEAN UP END TIME: _____

EXPECTED # OF PARTICIPANTS: _____ EXPECTED # OF OVERALL ATTENDANCE: _____

❖ SET-UP REQUESTS – PLEASE BE SPECIFIC. ATTACH DIAGRAM AND/OR DETAILED DESCRIPTION IF NECESSARY: _____

❖ SEE FEE SCHEDULE FOR THE FOLLOWING REQUESTS: Air Conditioning Heat
 Other (be specific) _____

❖ For use of AV equipment (projector, microphone): Contact Tony Gauker at
<mailto:tgauker@umtsd.org>

❖ For use of Food Service and/or Kitchen Facilities: Contact Melissa Froehlich at
<mailto:mfroehlich@umtsd.org>

I/we the renter/requester(s) have read the [2016-2017 Rules and Regulations for Use of the Upper Moreland School District Facilities](#). I/we have read and signed the [Facility Use Guidelines for Community Users](#).

Authorized Signature: _____ Date: _____

OFFICE USE ONLY

Facilities Supervisor: _____ Date: _____
(signature acknowledges approval of the request)

Principal/Designee: _____ Date: _____
(signature acknowledges approval of the request)

CERTIFICATE OF INSURANCE: Received On File Approved by School Board on: _____

DATE INVOICE SENT: _____ TOTAL AMOUNT DUE: _____
2016

APPLICATION PROCESS

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, additional custodial support and technology support. Stage sound and lighting requests may be referred to an outside provider if deemed appropriate. All costs for the above mentioned supports will be billed to the organization requesting the services.
5. 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.
6. 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.
7. 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 [Use of Swimming Facilities-Pool Rules and Regulations](#).
8. Use of Stadium, Score Board, Press Box & Track – please see attached [Use of Stadium Facilities Stadium Track](#). The costs to use these facilities are listed on the [Fee Schedule](#).