

NESHAMINY SCHOOL DISTRICT
BUILDING USAGE PROCEDURES - 2018/2019

1. You will need to **complete and submit a Building Usage form and send it directly to the school you are requesting to rent space. The form must go to the school first for the Principal's approval.** If approved, you will then be invoiced an Application Fee(s).

Once your Building Usage form is APPROVED, you will need to submit the following information to the OPERATIONS DEPARTMENT.

1. Submit an **Application Fee for "EACH" building** you are renting space from once you are invoiced. Checks should be made payable to Neshaminy School District.
Please mail a copy of your invoice {and check} to the following:

ATTN: OPERATIONS

NESHAMINY SCHOOL DISTRICT
2001 OLD LINCOLN HIGHWAY
LANGHORNE, PA 19047

2. Submit a current **Certificate of Liability Insurance form. IMPORTANT:** The Certificate Holder must be Neshaminy School District, 2001 Old Lincoln Highway, Langhorne, PA. The certificate must also state that the ***Certificate Holder is Additional Insured.***
3. Complete and Submit an **Indemnities Form**
4. If applicable, you will need to complete and submit the **Auditorium Equipment Form**
5. If applicable, you will need to complete and submit the **Auditorium Guidelines Form**
6. **If this is a One-Time event**, you will receive an Invoice for "Estimated charges" and are required to pay those charges "in FULL" 3 weeks prior to your event. Otherwise, the District has the authority to cancel - your event.
7. If applicable and you are renting the Auditorium, you **MUST also schedule (at least 3 weeks prior to your event) an appointment with the school Stage Manager or Principal** to review the Auditorium and any other areas requested pertaining to your event.

(OVER)

SPECIAL NOTES

1. If renting on a Saturday or Sunday, you will be charged a \$100. Surcharge Fee per day for opening up the building on a **non-school day**.
2. **If requesting "Sunday" usage**, you will need to submit a **"Request Letter" to the Neshaminy School Board** detailing your event and asking for special permission to use the building on a Sunday. Your letter should be mailed or emailed to the Operations office directly, which will then be forwarded to the District Office. Please address your letter to the following:

**NESHAMINY SCHOOL DISTRICT
C/O SCHOOL SUPERINTENDENT
2001 OLD LINCOLN HIGHWAY
LANGHORNE, PA 19047**

3. **All events are now required to have Event-Staff Personnel.** If your organization does not have someone to secure your event, please note on your application at the time of facility request so Event Staff can be advertised for and booked for your event(s). You will be billed separately through our Business Office an hourly rate (per Event Staff Personnel requested) for Neshaminy Security. **Please contact Director of Security (215-809-6661) for current hourly rate.**
4. Custodial fees are based on current rates. They are per hour/per custodian after 10:00 pm on weekdays and all day on Saturdays. Custodial fees on Sundays are at a higher rate per hour. **Please contact the Operations Office for current rates.**

You can also find all Building Usage information on our website at www.neshaminy.org. Choose the District Offices Link in the Red Bar on your screen and scroll down to Business Operations. On the next page, click on the Operations Link on the left side of your screen.

If you have any questions, please contact the Operations office at 215-809-6270.

Thank you.