



## Facility Usage Checklist

Neshaminy School District - Operations Department  
2001 Old Lincoln Highway, Langhorne, PA 19047

Date of Event: \_\_\_\_\_

Building to be used: \_\_\_\_\_

Name of Vendors: \_\_\_\_\_  
\_\_\_\_\_

Building Usage Request Application

Covid-19 Waiver Form

Signed Indemnities/Insurance Form

Application Fee (Outside organizations only, \$100.00 commercial, \$75.00 non-profit)

Certificate(s) of Liability Insurance, workers' compensation and auto insurance (food trucks)

Vendor Form

Vendor Background checks

Event Staff Request (If applicable)

Computer Use Agreement (if applicable)