



NESHAMINY SCHOOL DISTRICT

BUILDING USAGE FOR “OUTSIDE” BUSINESSES AND ORGANIZATIONS

1. When reserving space at Neshaminy School District for a Classroom, Library, Gym or Auditorium, a Building Usage form must be submitted. The Building Usage form (**attached**) must first be submitted to the school Principal for approval. Once the form is approved, it will then be submitted to the Operations Department for final approval. If approved, you will receive confirmation in the mail.

***The Building Usage form (and other information) can also be found on our district website at www.neshaminy.org Go to the District Offices link and then scroll to the Business Operations link.**

2. Along with the Building Usage form, the following information must be submitted:
 - **Application Fee**: Checks should be made payable to Neshaminy School District.
 - **Certificate of Liability Insurance**: This is obtained through your insurance carrier. The Certificate Holder on the certificate must be **Neshaminy School District, 2001 Old Lincoln Highway, Langhorne, Pennsylvania**. In the Description Of Operations Box, the following statement must be written: **Certificate Holder is Additional Insured**. Please refer to the “sample” certificate is attached.
 - **Indemnities Form**: This form must be filled out, signed and returned along with your building usage form (**see attached form**).
3. **Usage requested for a Saturday or Sunday will have a \$100. Surcharge Fee.** This Surcharge Fee is assessed since weekends are not normal school days and the building will need to be opened. (see fee schedule).
4. **“SPECIAL” requests for “Sunday” Usage must be approved by both the school Principal and School Board.** A detailed letter requesting Sunday Usage must be placed in writing and submitted to the Operations Department. This letter will be presented for approval at the upcoming School Board Meeting. Your request should be on letterhead and addressed to the following:

Neshaminy School District
c/o Superintendent’s Office
2001 Old Lincoln Highway
Langhorne, PA 19047

5. **The Custodial fee for Sunday is billed at a Double-Time rate; that being \$56.00/hr.** The Custodial fee for Saturday Usage is \$28.00 per hour (which is subject to change – please refer to fee schedule)

6. **IMPORTANT UPDATE: All days booked will be invoiced for the dates and times scheduled, whether your group is in the building or not.** Once your application is approved, this space is then considered reserved specifically for your group, therefore other organizations requesting the same space/time have been denied. If however, you notify the Operations Department 48 hours in advance to cancel a day, we will deduct that day from your monthly usage. Cancellations can be emailed to Debra Donaldson at ddonaldson@neshaminy.org **Note: Neshaminy School District reserves the right to cancel due to school district activities or inclement weather.**

7. And finally, **if you are reserving an Auditorium at either Maple Point or Poquessing**, you must also sign off on “Auditorium Guidelines” before usage will be considered. Guidelines are distributed through the Operations Department upon the receipt of a Building Usage Request for the Auditorium.

Any questions, please feel free to call the Operations Department at 215-809-6270 or email at ddonaldson@neshaminy.org.

Thank you.

Debbie Donaldson
Operations Secretary