

NESHAMINY SCHOOL DISTRICT

BUILDING USAGE FOR “IN-SCHOOL” EVENTS

If you would like to reserve space in a Classroom, Cafeteria, Gym or Auditorium, please be sure to complete a Building Usage form and submit it to the school Principal first for approval. Once the form is approved, it will then be submitted to the Operations Department for final approval. If/when approved, you will receive confirmation in the mail shortly after.

For your convenience, please find attached sample copies of the Building Usage information.

- 1. BUILDING USAGE FORM:** Please complete this entire form thoroughly and provide your contact information clearly. If you are requesting equipment, additional services, or wanting to serve refreshments during your event, please clearly indicate this on the form (or submit an itemized list and attach it to the building usage form.) Please note that the school Principal may also request Security personnel to work during your event. *If so, please be sure to complete the Security Form and forward it to District Offices for approval and scheduling.*
- 2. CERTIFICATE OF INSURANCE (C.O.I.):** A Certificate of Liability Insurance is required for all outside VENDORS (i.e.: DJ's, Crafters, Magicians, Carnival Equipment, Demonstrators, etc.) Insurance certificates should be emailed or faxed to the Operations Department, for approval, at least **two weeks prior** to the event. Please be sure that the **proper wording** is written on the insurance certificate (as shown on the “Sample” attached) otherwise, it will be rejected by our insurance carrier. Certificates can be scanned to either myself at ddonaldson@neshaminy.org or faxed to 215-809-6273.
- 3. All PTO and School Events are NOT required to pay a Registration Fee.**
- 4. PTO usage conducted on a Saturday** will be billed at a half rate for custodial coverage – this is a reduced rate for PTO's only.

If you have any questions, please feel free to contact me the Operations Department at **215-809-6270** or email at **ddonaldson@neshaminy.org**

Thank you.

Attachments