

RULES AND REGULATIONS

THE ORGANIZATION AGREES TO ADVISE ALL OF ITS MEMBERS OF THE FOLLOWING RULES AND REGULATIONS OF THE EPSD THAT ARE REQUIRED TO BE OBSERVED AT ALL TIMES:

1. All Facilities Use Agreements are subject to modification or cancellation by the district because of noncompliance with the terms and conditions of the agreement by the lessee.
2. All Facilities Use Agreements are subject to cancellation due to an emergency situation within the district.
 - Facilities Use Agreements are automatically cancelled on Weekdays schools are closed by weather or other emergencies. School district closings are announced on certain local radio and television stations.
 - Facilities Use Agreements may be cancelled on weekdays when weather and other emergencies occur which have not affected the school day. In these cases, a general announcement will be made on the local radio and television stations.
 - Facilities Use Agreements may be cancelled on non-school days and week-ends due to weather or other emergencies. In these cases, a general announcement will be made on the local radio and television stations.
3. The lessee is responsible for maintaining and/or returning the facilities to their existing condition at the time of the rental. Lessee may incur additional fees if additional cleaning, repair or maintenance is required.
4. The lessee shall provide its own equipment such as balls, volleyball nets, stage props, projectors, music, etc., unless specific alternative arrangements have been requested and agreed to by the district.
5. The lessee shall be responsible for the activities and actions of the participants and spectators.
6. The lessee is responsible to limit the participation to those eligible under the group designation for which the facility was secured. Any variance must be approved at least one week in advance by the Athletic/Activities Office and the building principal.
7. The lessee shall be responsible for notifying the Athletic/Activities Office and building principal of any changes in building use at least one (1) week (or as soon as the information is known) prior to the event.
8. Smoking, alcoholic beverages and all forms of illegal gambling are strictly prohibited. No food and drink are permitted in gymnasiums or auditoriums.
9. The facilities of the school district may be used only for the purpose related to their specific function, or for which they are specifically equipped, unless special permission for a different use is obtained from the Athletic/Activities Office and the building principal.
10. When using the Natatorium:
 - The lessee using the Natatorium facility must have, on duty, an adult **Certified Lifeguard** and have on file in the main office a copy of the individual's Red Cross Certificate before using the facilities.
 - The lessee shall assure that all participants using the Natatorium Facility shall shower immediately prior to all pool use.
 - The lessee shall remind youngsters and adults alike that the bathroom, rather than pool use, must be adhered to on the subject of eliminating in the pool.
11. The lessee, unless specifically excused in writing by the Board, must provide Evidence of Liability Insurance Coverage in the amount of no less than \$500/500 Thousand Dollars Bodily Injury, and a Property Damage Limit in the amount of no less than \$500,000, or, alternatively, no less than \$1,000,000 of Bodily Injury and Property Damage if Liability is combined under a single limit. East Penn School District shall be named as additional "Insured" and the evidence of insurance shall stipulate no less than a thirty (30) day notice of cancellation when renting gymnasiums, auditoriums, natatoriums, athletic fields, and, as determined by the Board, other facilities so rented or used.

Name of Insurance Carrier:

Phone Number:

Address:

Name of Agent:

Phone Number:

Policy Number:

Policy Effective Date:

VERIFICATION AND HOLD HARMLESS/INDEMNIFICATION:

I/we do hereby verify on behalf of the applicant organization that the above information is true and correct, and that all regulations concerning the Use of Facilities will be abided with. If the above application is approved, I/we do further acknowledge on behalf of the applicant organization the express understanding that the applicant and their organization will be solely responsible for any and all damages, personal injuries or property damage incurred by any persons as a result of the applicant's organization and its use of school property, and that the applicant and their organization will indemnify and hold harmless the school district, its directors, employees, agents and representatives from and against any and all loss, damage, claim demands, suits at law or equity, judgments, liability or expenses, including attorney's fees for property damages, personal injury, including death, to any person whosoever, and for damage to the property of the school district arising of any accident or occurrence, however, caused, as a result of the activities of the applicant and their organization and its use of school property.

PLEASE SIGN BELOW:

Organization Name: _____

By (USER): _____

Title: _____

Date: _____

Athletic Director: _____

Date: _____

Building Principal: _____

Date: _____

As a group, permission is granted for the above request by the Board of School Directors:

Superintendent: _____

Date: _____

FEES

Facility Used: Rental Fee: Per Hours in Use: Total Rental Fee:

Facility Used: Rental Fee: Per Hours in Use: Total Rental Fee:

Facility Used: Rental Fee: Per Hours in Use: Total Rental Fee:

Facility Used: Rental Fee: Per Hours in Use: Total Rental Fee:

TOTAL RENTAL FEE (A):

\$

Subject to Change

Please List Personnel **Required** by district to be present:
(Custodial/Security/Technical)

Hours Worked:

Fee:

TOTAL REQUIRED PERSONNEL FEE:

\$

Subject to Change

TOTAL RENTAL & PERSONNEL FEE:

\$

Subject to Change

***Rental Deposit – A 25% rental deposit is required on all contracts listing estimate rental fees prior to date of event. All deposits and rental fees are subject to change.