

EH-45 (Rev. 3/09)
Comm. Code
61602445055

SCHOOL DISTRICT OF PHILADELPHIA
REQUEST FOR USE OF SCHOOL FACILITIES

**FOR ASSISTANCE, CALL OFFICE OF
FACILITIES USAGE AT 215-400-5298**

"Any person or nonprofit group or organization may use available school facilities provided that the person, group or organization does not illegally restrict its membership, attendance or leadership by reason of race, color, religion, creed, ancestry, age, sex, sexual orientation, physical handicap, national origin or Vietnam era or veteran status." (BOARD OF EDUCATION POLICY NO. 707)

■ STOP! IF YOU DO NOT HAVE A CUSTOMER NUMBER, OBTAIN FORM EH-45C, REQUEST FOR CUSTOMER NUMBER, FIRST!

Instructions: Applicant must complete this section. Remove and keep Pink copy for your records. Submit form to requested school three (3) weeks prior to event. SEE REVERSE FOR MORE INFORMATION.

Name of School Requested	Customer No.	Group Name	Applicant's Name (PRINT)	Telephone: ()
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Describe your event and answer all questions below:

- Is this a fund raising activity? Yes No
- Is this a volunteer project? Yes No.
- Will there be food at your event? Yes No. If yes, where do you intend to eat? _____
- Will other concession be sold? Yes No. If Yes, what? _____ Admission Fee? Yes No
- Expected attendance _____ How many on your staff? _____
- Are there any other groups involved in this use? Yes No. If yes, list _____
- Do you require any equipment from school? Yes No. If Yes, list equipment: _____

DATE NEEDED		DAYS OF WEEK							EVENT TIMES		OCCUPYING TIMES	
FROM	TO	S	M	T	W	T	F	S	START	END	CHECK-IN	CHECK-OUT

LIST SPACES NEEDED FOR EVENT:	Signature of Applicant	Date
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<p>COSTS ASSOCIATED WITH USE OF SCHOOL FACILITIES</p> <p>Costs may include: utilities, custodial services, or other personnel costs. SEE REVERSE FOR MORE INFORMATION.</p>	<p>HOW DO I KNOW PRINCIPAL SIGNED MY REQUEST? WHAT DO I DO NEXT?</p> <p>1. Get a Reference Number from the school. Without a Ref. #, the Principal has not approved your request.</p> <p>2. See reverse of this form for more information on the full process.</p>
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SCHOOL MUST COMPLETE THIS SECTION

- WE REQUIRE THESE CUSTODIAL SERVICES: Set up Heat/AC Clean up Other _____ Please Evaluate
- SECURITY FOR THIS EVENT WILL BE: NTA _____ School Police _____ Please Evaluate
- AFTER CONSULTING WITH APPLICANT, WE HAVE DETERMINED THE COSTS FOR USING SCHOOL FACILITIES TO BE PAID BY:

YR	FUND	AGENCY	ORG.	ACT	OBJ	RPT. CAT.
<input type="checkbox"/> School District ABC Codes >>					4411	

 Group will Pay Please Evaluate Building is already open

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved _____ Principal's Signature Date	Group is approved for the following rooms:
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■ Principal: completed requests must be submitted online. Log on to: http://10.0.104.71/lrp/fms_usage

Guidelines to Applicants for Use of School District Facilities

School District of Philadelphia facilities can be made available to nonprofit groups or organizations who meet the requirements of the School District as stated in Board of Education Policy 707. For your information, a synopsis of that policy follows.

All groups that wish to use School District facilities must follow the procedures as outlined. Please pay particular attention to the information regarding charges and required insurance coverage.

Summary of School District of Philadelphia Policy 707 (Use of Facilities)

A. Persons Who May Use Facilities:

Nonprofit groups or organizations who do not engage in prohibited discriminatory acts defined in the policy

Policy 707: "Any person or nonprofit group or organization may use available school facilities, provided that the person, group or organization does not illegally restrict its membership, attendance or leadership by reason, race, color, religion, creed, ancestry, age, sex, sexual orientation, physical handicap, national origin, or Vietnam era veteran status."

B. Persons Who May Not Use Facilities:

1. Nonprofit groups or organizations who engage in prohibited discriminatory acts defined in the policy.
2. Groups or organizations who want to use the facilities for illegal activities.
3. Groups or organizations who want to use the facilities for an event where alcoholic beverages will be served or tobacco or illicit drugs will be used.
4. Groups or organizations who want to use the facilities for an activity which involves the use of unsafe or dangerous equipment or materials.
5. Groups or organizations who want to use facilities for **PARKING** purposes.
6. Groups or organizations who engage in activities without adequate supervision or security.
7. Groups or organizations who do not adhere to pre-approved time schedules.
8. Groups or organizations who have committed, or failed to control or prevent, acts of vandalism, disorderly conduct, violations of local ordinances, or violations of fire, liquor, or criminal laws of the United States or Commonwealth of Pennsylvania during prior use of facilities.
9. Groups or organizations who use the facilities for purposes and times not specifically permitted by the policy.

C. Procedures for the User:

1. Applicant must submit a form titled Request for Customer Organization Number (EH-45C) to the Office of Facilities Usage.
2. After receiving a Customer Number, Applicant can submit a form titled Request for Use of School Facilities (EH-45) to the Principal of the school. Form is available at schools, or via e-mail to jkent@philasd.org
3. Applicant must receive a Reference Number from the school; this is proof that the Principal has approved the request.
4. Applicant may be required to execute an Indemnification Agreement, in addition to the EH-45. It is not necessary to have the form notarized. (for non-School District users only)
5. Applicant must provide a Certificate of Comprehensive Public Liability Insurance in coverage amounts determined by the School District.
6. Applicant must pay, in advance, all charges for the use of a facility. An invoice will be presented to the Applicant for all charges.
7. Requests which satisfy the preceding guidelines will be granted CONFIRMED status. Copies of Confirmed requests can be printed in the main office of the requested school.

D. Responsibilities of the User of School District Facilities:

1. The user must inspect the facility prior to the period of use and must inform the School District in writing of any defects.
2. The user assumes the care, custody and control during the period of use. The user is responsible for the monitoring and control of all its events at the facility and at the conclusion of the event the user must return the facility in as good order as it was prior to the event.
3. The School District has the right to terminate the use of a facility by the user for noncompliance with any of Policy 707.
4. The user is responsible for any personal injuries or property damage during the period of use, and must indemnify and hold the School District harmless from and against any damages or losses.
5. The user is responsible for costs if the activity involves overtime, requires extra services such as above normal cleaning costs and utilities, lining fields, grooming baseball diamonds, etc. Each of those activities will be charged personnel plus materials.

E. Rates

Rates vary by location and event.

HIGH SCHOOLS – rates start at \$140 per hour

MIDDLE SCHOOLS – rates start at \$65 per hour

ELEMENTARY SCHOOLS – rates start at \$50 per hour.

Please send an e-mail to jkent@philasd.org for current Field and SuperSite rates.