

FACILITY USE & RENTAL

STEPS to SECURING A FACILITY

1. Fill out the **Building Availability Request form**.
2. **Rolonda Brown** will email you as soon as the building administrator approves or denies the space you are requesting. She will also send you the link to fill out the application. If you have never created a login you will have to do this first.
3. **ACCURACY** is important when filling out your application. Any discrepancies could lead to additional charges after your event or possibly not being able to secure a facility with us in the future (for example: saying there are 50 attendees and you actually have 150, hanging decorations or signs and causing damage to the walls, wearing non-athletic shoes on the basketball courts and causing damage to the court...).
4. **ACCEPTING TERMS AND CONDITIONS** must be agreed to or your request will not be granted.
5. **APPROVAL** will be e-mailed to you as soon as it is approved by the building and central office.
6. **PAYMENT** will be collected by central office. Accounting will contact you regarding method of payment.
7. **Not For Profit (NFP) status** has to be verified with your Tax ID number and form.
8. **CERTIFICATE OF INSURANCE:** Prior to use of any facility you will need to submit a certificate of comprehensive general liability covering personal injuries, wrongful death, and claims of property damage, with a combined single limit of not less than \$1,000,000 per occurrence. This certificate of insurance needs to name the MSD of Lawrence Township as the certificate holder or name insured. This can be uploaded during the application process and approval will not happen until this is done.
9. **DAY OF EVENT:** During your event please take extra precautions to ensure participants are using the facility safely and in the proper fashion. To avoid additional charges, please make sure to not cause any damages or leave excessive messes. Not showing up for your event does not eliminate accountability for payment for any cost incurred by MSD of Lawrence Township, should you have an emergency please notify us 48 hours prior to your event. If MSD of Lawrence Township should cancel all school events on the day of your event you would be allowed to reschedule your event or be reimbursed payment.