

MANHEIM TOWNSHIP SCHOOL DISTRICT

FACILITY RENTAL APPLICATION for PTOs

FAQ

APPLICATION

- 1) What is the process for PTOs to secure a location to hold an event in the district?
 - a) Submit an application to the Business Office (to Ashley Spector at rentals@mtwp.net).
 - b) The application is submitted to the building for approval.
 - i) Can we submit the application directly to the building?
 - (1) No, all applications need to be submitted to the business office.
 - c) Once approved the event is entered in FMX (our scheduling software), and a contract is generated.
 - d) The contract is sent to the PTO to sign.

- 2) Do I need to fill out a separate application for each event?
 - a) No, you can fill out one application and attach a list of the events.
 - i) Ex: you can submit one application for all PTO meetings for the year.
 - ii) Ex: you can submit one application with all events for the year, but you must provide dates and times for approval of that event and for the contract to be issued.

- 3) Do I need to fill out an application for events held during the day?
 - a) Yes, any event sponsored by the PTO requires an application and contract. This is for security purposes so that the district is aware of any and all individuals in buildings at all times.

- 4) Who should complete the application?
 - a) A member of the PTO board should complete and sign the application. Digital signatures are acceptable.

- 5) How do we submit the application?
 - a) Completed applications should be emailed to rentals@mtwp.net.
 - b) Applications can also be mailed to P.O. Box 5134 Lancaster, PA 17606.

- 6) How long does it take to process an application?
 - a) Applications should be submitted at least 30 days in advance of the event.

- 7) What parts of the application do I need to fill out?
 - a) The application is a fillable pdf, the areas outlined in red are required.
 - b) You should fill in as much of the set-up section as you can, we realize you may not know these details until closer to the event. We ask that you give 10 days' notice for changes or additional needs.

- 8) Do I need to fill in the COVID section?
 - i) Yes, by completing this section you are simply agreeing to follow the district's Health and Safety Plan.

- 9) Page 2 of the application asks about a General Release and Waiver, do PTO have to complete this section?
 - a) No, PTOs are covered under the district's insurance policy, therefore these forms are not necessary.
 - b) This section of the application does not need to be completed.

10) We want to use the kitchen, is that allowed?

- a) Use of the kitchen requires approval and should be requested on the application.
- b) This includes the use of refrigerators, coolers.

CONTRACT (once the event application is approved, a contract is issued. The contract needs to be completed by the PTO and returned to the district)

11) What's the difference between an application and a contract? Do I need both?

- a) An application is the first step in securing your location. Applications must be approved by district personnel.
- b) A contract is issued once the use of the facility has been approved.
- c) Yes, you need both.

12) What sections of the contract are applicable to PTOs?

- a) Only items #1 & #4 are applicable to PTOs; Items #2 & #3 are not applicable and stated as such on the contract.

13) Why do PTOs need to follow the "Rules for Use of Facilities" listed on page 2 of the contract (Item #1 on the contract)?

- a) Agreeing to follow the rules listed on page 2 protects the district's buildings and PTO volunteers, and is recommended by the district's insurance company.

14) Page 2 of the contract asks for "Name of Insurance Carrier". Are PTOs required to have an insurance policy?

- a) PTOs are covered under the district's insurance policy; separate insurance is not necessary.
- b) PTOs do not need to complete the insurance carrier information on page 2 of the contract.

FEES

15) Are PTOs charged rental fees?

- a) PTOs are not charged a rental fee.

16) Are PTOs charged for custodial, food service or security fees?

- a) PTOs are only charged a custodial fee for events held on weekends (when there is no custodian typically scheduled to work). There is no charge for weekday events since custodial staff are already in the building. If there is a large weeknight event that requires a significant amount of clean-up there may be a charge.
 - i) The current rate is \$30/custodian/hour.
- b) PTOs will be charged for food service staff if they are required to be at an event.
- c) PTOs will be charged for security if it is requested/required due to the size/type of event.
- d) Why are we being charged for a custodian to come in on the weekend?
 - i) Custodians are not on duty on weekends, so the district must cover the cost of paying someone overtime to work outside their normal schedule.
- e) All staffing charges will be listed on the contract.
- f) If the words 'if applicable' are listed on the contract that means that you would only be charged if those services are needed (Ex: security, extraordinary clean-up).

VOLUNTEERS

17) Do our volunteers need clearances?

- a) Only volunteers who will supervise or be alone with students need to have clearances.

- i) If a PTO volunteer is a district volunteer or employee, then they already have clearances on file with the district and do not need to obtain new ones.
- ii) Do I need to submit copies of the clearances to the district?
 - (1) No, we do not need copies of clearances. By signing this section, you are stating that any volunteer who meets the criteria has clearances.
 - (2) You will need to submit a list of volunteers (only the ones that require clearances) via email to rentals@mtwp.net no later than 14 days prior to the event.
- b) Example: A volunteer is running a ring toss game at May Day; do they need clearances?
 - i) No, this volunteer does not need clearances because he/she is not alone with students. This volunteer does NOT need to be listed as a volunteer.
- c) Example: A volunteer is running a game at May Day and overseeing students who are helping to run the game, do they need clearances?
 - i) Yes, this volunteer needs clearances because he/she may be alone with students; these types of volunteers should be listed as a volunteer.
- d) Example: A volunteer is overseeing a group of students rehearsing for the talent show.
 - i) Yes, this volunteer needs clearances and should be listed as a volunteer.

INSURANCE

18) Do we need a separate insurance policy?

- a) No, PTOs are covered under the district's insurance policy.
- b) PTOs do not need to complete the insurance carrier information on page 2 of the contract.

19) We have an outside vendor attending our event, do they need to submit a Certificate of Insurance?

- a) Yes, any outside vendor needs to submit a COI to the Business Office.
 - i) It must name MTSD as an additional insured, not just a certificate holder.
 - ii) General Aggregate Limit: \$2,000,000
 - iii) Each Occurrence Limit? \$1,000,000
 - iv) Examples of outside vendors include but are not limited to DJ's, Food Trucks, Bounce Houses, Magician's, Petting Zoos, etc.

SMALL GAMES OF CHANCE

20) Line 18e on page 2 states "Gaming, games of chance, lotteries, raffles, or any activities requiring license under the Local Small Games of Chance Act are prohibited"; What is considered a Small Games of Chance?

- a) The games that fall under the Small Games of Chance Act include:
 - i) Punchboards
 - ii) Pull-Tabs
 - iii) Raffles (includes lotteries)
 - iv) Daily Drawings
 - v) Weekly Drawings
 - vi) Raffles
 - vii) Raffle auctions
 - viii) 50/50 drawings (including major league sports drawing)
 - ix) Race Night Games
 - x) Pools (Excluding Sports Pools)

21) Is BINGO considered a gambling / Small Games of Chance event?

a) No, BINGO is not considered gambling or a Small Games of Chance; BINGO is permitted

22) Does the district require a BINGO license to hold a BINGO event?

a) At this time, the district is not requiring a BINGO license; however, it is up to the PTO to make that determination.

OTHER

23) Are these documents online?

a) They should be available online within the next few weeks.

24) Who should we contact if we have changes to our application, contract, or set-up needs?

a) Ashley Spector at rentals@mtwp.net

b) Set-up needs that have been communicated with the building custodian in the past may continue.

c) Day of set-up needs can be communicated with the building custodian.

25) If we have any questions, who should we contact?

a) Ashley Spector at rentals@mtwp.net