



FACILITY USE APPLICATION

(Please turn in filled out form at least 30 days prior to event to the Principal of the school you are requesting)

BUILDING REQUESTED: _____ DATES: _____ TO _____
AREAS TO BE USED (check): _____ DAY/DAYS OF THE WEEK _____
Gym Auditorium Cafeteria Kitchen TIMES _____ TO _____
Fields Classroom Parking Other (specify) _____
PURPOSE/ACTIVITY: _____
PERSON RESPONSIBLE: _____ ORGANIZATION: _____
ADDRESS: _____
PHONE: _____ Email: _____ DATE SUBMITTED: _____
SIGNATURE OF PERSON RESPONSIBLE: _____

CLASSIFICATIONS

- I. Civic (boy scouts, girl scouts, etc.), Service (Police, Emergency, Fire, etc.), and school sponsored activities (Music programs, Athletic programs, Athletic feeder programs, Student Clubs, PTO organization, Booster Clubs). No facility use fee charge, however, weekend or non-school dates will require payment for school personnel and security as required.
 - II. Booster club special functions, PTO special functions, music/athletic feeder programs: no facility use fee charged for a single day event. Weekend or non-school dates will require payment for incurred costs: kitchen, custodial, snow removal, and security. Multiple event day requests may have usage fee applied along with the incurred costs.
 - III. Community groups, recreational leagues, organizations or individuals engaged in recreational activities utilizing the facilities or grounds. Applicant and/or person in charge shall sign a waiver of liability form. Please note that names of all persons involved shall be submitted with this application. Attendance at adult recreational activities by unsupervised children of participants is prohibited. **\$15.00** an hour fee.
 - IV. Other community organizations charging fees (pageants, recitals, PIAA, college classes, etc.). Facility use fee of **\$100.00 per day** plus incurred costs for: kitchen, custodial, snow removal, and security are applied.
- **** Prior to event date, all non-District sponsored groups using the facilities are required to provide a liability insurance policy to the District and naming the District as additionally insured with amounts of \$500,000 bodily injury and \$100,000 property damage.

USE OF BUILDING(S): \$100.00 KITCHEN: \$35.00 per hour CUSTODIAN: \$35.00 per hour
SNOW REMOVAL: \$45.00 per hour SECURITY PERSONNEL: (user responsible to hire and pay)

APPROVAL

BUILDING PRINCIPAL: _____ DATE: _____
Facilities and Transportation Director: _____ DATE: _____
COPIES TO: FACILITIES AND TRANSPORTATION DIRECTOR MAINTENANCE SUPERVISOR
 PERSON IN CHARGE PRINCIPAL

CLASSIFICATION III: Community groups, organizations or individuals engaged in recreational activities. (Applicant and/or person in charge shall sign a waiver of liability form. Please note that names of all persons involved shall be submitted with this application. Attendance at adult recreational activities by unsupervised children of participants is prohibited).

WAIVER OF LIABILITY

To the fullest extent permitted by law: Name _____
Address: _____

shall indemnify and hold harmless the PENNCREST School District, its employees from and against all claims, damages, losses and expenses, including attorney's fees arising out of or resulting from the intended use of school facilities and equipment as approved herein, including bodily injury, sickness, disease or death, or injury to or destruction of tangible property that is caused by any negligent act of the applicant or anyone directly or indirectly associated with him/her regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge or otherwise reduce any right or obligation which would otherwise exist by law.

APPLICANT'S SIGNATURE _____

PARTICIPANTS:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

POLICY

- Facility use shall be governed by the adopted policies of the Board of Directors in addition to:
1. Student activities shall receive first priorities for all building use and activities shall not interfere with school programs.
 2. All sponsoring organizations or persons shall be financially responsible for loss or damages to facilities.
 3. Use of alcohol, illegal chemical substances, firearms or weapons, and any tobacco product is strictly prohibited and subject to penalties in accordance with state law.
 4. Use of school facilities for personal gain is prohibited.
 5. Use of school facilities for weekends or non-school dates shall require hiring of custodial personnel at appropriate hourly rates.
 6. Use of kitchen facilities shall require hiring of cafeteria personnel at appropriate hourly rates.
 7. All requests must be made at least thirty (30) days prior to intended use.
 8. One security guard is required for every 500 people in attendance.