

**Request for use of School Facilities**

***(Completed form is due to Buildings & Grounds Office no less than 30 days in advance of event)***

***\*This form is fillable online, please type on the form before printing.***

*Name of Requesting Organization:
*Name of Person Making Arrangements
*Address:
*Daytime Telephone Number: <span style="float: right;">*Evening Phone Number:</span>
*Email Address:

Check facility you would like to use: ECC  Elem School  Middle School  High School  District Office  Athletic Field

Room/Field requested within the building/area selected above: \_\_\_\_\_

\*Date(s) \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_  
 \*Date(s) \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

\*Set-up Time: \_\_\_\_\_ \*Tear Down Time: \_\_\_\_\_ ~ Hourly charge starts at set up and ends at tear down ~

**(DRAW DIAGRAM OF ANY SPECIAL REQUIREMENTS ON SEPARATE SHEET OF PAPER)**

**\*Event Name and Specific Detailed Information** about event. Complete event details needed for processing and approval of the event:

\_\_\_\_\_

\*Number of Participants: \_\_\_\_\_

\*Custodial Services Required: \_\_\_\_\_

\*Kitchen/Food Service Staff: \_\_\_\_\_

\*Cafeteria (**No Access to Kitchen**): \_\_\_\_\_

\*Special Equipment Needed: \_\_\_\_\_

School-Related Organizations/Activities  Non-Profit Organizations  Profit Organizations

Is this an athletic tournament?  Yes  No

- If your event has a brochure, please attach to this document.

Organization Sponsor Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>For internal use only</b>		
Facility/Facilities <input type="checkbox"/> available <input type="checkbox"/> not available at related time (s)		
_____	_____	_____
Building Principal	Food Service Director	Auditorium Manager/Co-Manager
_____	_____	_____
Buildings/Grounds Director	Director of Athletics	Director of Safe Schools/Student Services

**Please complete and return to:** Derry Township School District Attn: Buildings & Grounds Assistant (717) 534-2501 ext. 3210  
30 E Granada Avenue, Box 898  
Hershey, PA 17033

*The advertisement, possession or use of alcohol or tobacco products on school property is prohibited.*

*\*Required Fields*

Promissory Requirement. Groups or organizations requesting use of facilities will affirm in writing that they will

- a. refrain from behavior that abuses, degrades, demeans, humiliates or bullies students;
- b. refrain from provoking disrespect for, or imputing improper motives to, the district’s teachers and employees;
- c. respect the inherent dignity and rights of each child and of people regardless of race, color, religion, creed, age, gender, sexual orientation, gender identity or expression, ancestry, national origin, ethnicity, marital status, pregnancy, handicap, disability, genetic information or any other trait protected by applicable law, ordinance or District policy; and
- d. fully indemnify the District from any claims that may arise out of any violation of child’s rights.

I have read the rules, administrative regulations and Board policy on Use of School Facilities, and I understand that these are a condition of the lease; and I understand that when the application is properly approved, it is a lease, in fact. I understand that failure to abide by the rules, administrative regulations and Board policy on Use of School Facilities will result in the immediate discontinuance of use privileges. In addition, our organization agrees to pay the full cost of any damage caused by our group to any of the district’s facilities, as well as any cost incurred by the district to bring any facility back to the condition in which it was found.

Furthermore, my organization forever releases the district, its Board, agents, employees and servants from all claims, actions and charges whatsoever arising out of the event(s) conducted on the above-mentioned day(s) for which this application is being submitted. My organization will defend all actions, suits, complaints or legal proceedings of any kind brought against the Board and any of its agents, servants, or employees and further will hold harmless and indemnify the said Board and district from any expense and judgments or decrees recovered against them as a result of said use of these facilities.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

On-site representative (person in charge): \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only:

Date Received:	Date Ready for Board Approval:
Date Board Approved:	Date Lease Sent: