

LEHIGHTON AREA SCHOOL DISTRICT
Lehigh, Pennsylvania
APPLICATION FOR USE OF SCHOOL PROPERTY

- Reminder: (1) Applicant must meet with principal or designee not less than fourteen (14) days prior to facility use and present completed application.
- (2) Applicant must present proof of insurance seven (7) days prior to facility use.

Application Date: _____

1. Name of Responsible Person : _____ Group Name: _____
 Address: _____ Phone No. _____
 _____ (____) _____

2. Building Requested:
 _____ Elementary Center _____ Middle School
 _____ High School _____ Old Stadium (Beaver Run Rd)
 _____ Multi-Purpose Stadium _____ Other _____

Facilities Needed:
 _____ Gym _____ Outside Fields _____ Classrooms # _____
 _____ Cafeteria _____ Auditorium _____ Other: _____

3. Dates – Time and Hours of Use:

<u>Dates</u>	<u>Time</u>	<u>Number of Hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Purpose: _____

5. Will there be an admission charge? Yes _____ No _____
 If yes, what will net proceeds be used for? _____

6. Check services/equipment needed. (Note: Charges may be required)

Sound System _____	Stage Lighting _____	Cafeteria _____
Scoreboard _____	Folding Stands _____	Tables _____
Concession _____	Projector _____	
Other _____		

Required services are:

Cafeteria _____	Stage Lighting _____
Custodian _____	Audio Visual Equipment _____

The school custodian on duty will be in charge of the building. Responsible person will be responsible to custodian for the following:

1. The conduct of persons taking part in the activity.
2. Any damage to property.
3. Adherence to time schedule.
4. Containing activity to engaged portion of building.
5. Assigning doorman to assure authorized admittance only.
6. Enforcing no smoking, drinking and drug regulation.

Will police be in attendance? Yes _____ No _____

Will stage crew be needed? Yes _____ No _____

Start time of Event (if applicable provide date and start time) Date: _____ Time: _____

Starting time for custodian _____ Estimated time for Custodian _____

Remarks or special arrangements _____

I/We have read the above and understand. I/We are responsible for conforming to above use regulations, damages and fees as result of use of property and guarantee to pay for same.

_____ Responsible Person _____ Date _____

Not less than fourteen (14) days prior to facility use.

Application: Approved _____ Date _____
 Signed by Principal/Designee _____

Application: Denied _____ Date _____
 Signed by Principal/Designee _____

Seven (7) days prior to use.

Insurance Certificate Received: _____ Date _____
 Security Deposit Received: _____ Amount: _____ Date _____

Copies to: Sponsoring Group _____ Stage Manager _____ Custodian _____
 Gym Manager _____ Cafeteria _____ Building _____
 Secretary _____

FINAL CHARGES TO BE DETERMINED AFTER FACILITY USE

(All checks made payable to LASD)

Building charges: Number of Hours _____ @ \$ _____ /hr. TOTAL _____
 Custodial charges: Hours worked _____ @ \$ _____ /hr. TOTAL _____
 (Note: prorated salary) Custodian Signature _____
 Other charges: _____ TOTAL _____
GRAND TOTAL _____

COMPLETED BY DISTRICT BUSINESS OFFICE

Charges approved and check received by Principal: _____ Date _____
 Check received by Business Manager: Check No. _____ Date _____
 Security Deposit returned: Initialed _____ Date _____