

MT. LEBANON SCHOOL DISTRICT  
DISTRICT RENTAL OFFICE  
7 HORSMAN DRIVE  
PITTSBURGH, PA 15228  
(412) 344-2052



**REQUEST FOR USE OF DISTRICT FACILITIES APPLICATION**

**Applicant Information**

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_  
Street Address (Billing Address)

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Email: \_\_\_\_\_

**Event Information**

Building Requested: \_\_\_\_\_ \*Area/s Requested: \_\_\_\_\_

Date/s Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_  
Beginning Date and Ending Date Start Time and End Time

Day/s of the Week: \_\_\_\_\_ Recurrence: \_\_\_\_\_  
(example: first Tuesday of every month)

Purpose of Event/Activity: \_\_\_\_\_

Participant Fee for Event: \_\_\_\_\_ Spectator Fee for Event: \_\_\_\_\_

***\*Street shoes are not permitted at any time on any of our gym floors. Gym shoes that are worn outdoors are not recommended because they bring in dirt and debris.***

In accordance with the Administrative Guidelines for Background Checks and Medical Exams, renters of district space and **providing services to children** in Mt. Lebanon School District facilities must have the following:

- Pennsylvania State Police Request for Criminal Records Check (Act 34)
- Department of Public Welfare Child Abuse History Clearance (Act 151)
- Federal Criminal History Record Information (CHRI) in a manner prescribed by the Department of Education (Act 114)
- TB Test (Required if in direct contact with children 10 hours or more per week.)

**Organizations and groups are responsible for obtaining the above clearances for any individual in the organization or group who will be providing services to children in Mt. Lebanon School District facilities. The District will also accept background checks or clearances performed or obtained by groups or organizations for its members as a condition of the individual's membership or participation in the group or organization. All clearances must be dated within one year. Please indicate below if you have the following:**

<input type="checkbox"/> PA Act 34 Clearance _____	Clearance Date _____	<input type="checkbox"/> PA Act 151 Clearance _____	Clearance Date _____
<input type="checkbox"/> PA Act 114 Clearance _____	Clearance Date _____	<input type="checkbox"/> TB Test _____	Clearance Date _____

**My signature indicates that I have the authority to act on behalf of the organization listed above and that all individuals in the organization providing services to children in Mt. Lebanon School District facilities have the required clearances. I have read, and I understand the terms and conditions as set forth herein.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## *Needs for Events*

Please send email to Laura Shaheen at [lshaheen@mtlsd.net](mailto:lshaheen@mtlsd.net) with any information for tables, chairs and AV set up.

### **TERMS AND CONDITIONS FOR THE USE OF MT. LEBANON SCHOOL DISTRICT FACILITIES BY NON-SCHOOL GROUPS AND ORGANIZATIONS EFFECTIVE MAY 1, 2023**

1. Mt. Lebanon School District (hereinafter called the School District) functions have priority for use of all school facilities. Availability of facilities by permit to non-school organizations will be determined after school needs are satisfied. No permit will be issued to a group located outside of the School District unless sponsored by a recognized community organization and the purpose of use provides exceptional benefit to the residents of the School District.
2. This permit is subject to cancellation at any time upon a determination by the School District due to school renovation or the need of facilities for school use.
3. Only items and facilities indicated on this application will be included on a permit when issued. Building custodians are not authorized to furnish other items or facilities. Under no circumstances shall anyone other than trained school personnel attempt to use the light panel, projection booth, public address equipment, or technical equipment.
4. The School District reserves the right to cancel this permit during use of the premises when it becomes necessary to clear an area for a school activity which was not anticipated or where it is evident that a group is abusing the privileges implied by the permit.
5. The group and sponsor organization renting a facility is liable to the School District for property damage or personal injuries resulting from careless, negligent, or abusive use of the building, furniture, stage settings, or any other property or equipment and also waives any claims against the School District for any damages or injuries occurring to property of the group or sponsoring organization while on school premises.
6. Tobacco use is prohibited on all School District property.
7. Food and refreshments are limited to designated areas. No food or drinks are allowed in the auditorium, theater, pool, or gymnasiums.
8. School facilities are not available for use on Sunday except by special permission of the Superintendent.
9. When the applicant group includes students, adequate adult supervision must be provided. Adults supervising students must have their clearances as specified in this application. The building custodian is not permitted to admit students until adult supervisors are present.
10. Permitted groups are not entitled to exchange allotted time with other rental groups. All permitted time changes must be made through the District Rental Office.
11. The applicant group must contact the District Rental Office at least 6 hours before permitted time in case of cancellation (Monday through Friday) unless due to inclement weather. Saturday rental groups must notify the District Rental Office by 3:00 pm Friday. Applicants who do not cancel will be charged the applicable rental fee.
12. The permitted group must vacate the facility at the time designated on permit. Applicable fees for additional time will be applied.
13. The applicant group is fully aware of the risks and hazards inherent in engaging in this activity on School District property, particularly with respect to the recent COVID-19 Pandemic or any other pandemic and the potential transmission of virus or other illness resulting from participation in said activity. Applicant group voluntarily elects to engage in this activity, that acknowledges that this activity is such that may lead to transmission of virus or other illness of participants or others even if the Applicant group and/or the District utilize due care. Applicant group also acknowledges that the District is not guarantor of the participant's safety. Applicant group voluntarily assumes all risk of such illness or injury arising out of this activity occurring on District property.
14. The School District reserves the right to reject or deny any and all applications.
15. The applicant is responsible for maintaining orderly use of the facility. If this requires police or security attendance, such arrangements will be provided by the School District and paid by the applicant. Need to provide security will be determined by the School District.

16. Selling of memberships or promotional items such as records, tapes, and souvenirs is prohibited.
17. Selling or serving food or beverages in the Auditorium or Fine Arts Theater lobbies is prohibited without approval of the School District.

***The following apply if checked by the School District:***

- A list of regulations is attached, and use of the facilities is subject to these special regulations.
- An administrative supervisor has been assigned. The supervisor has no responsibility for control of the group. The supervisor has authority to represent the administration and alter these regulations if necessary. Failure to respect this authority automatically cancels this permit.

**ROSTER OF ACTUAL PARTICIPANTS WHO WILL BE USING THE FACILITY**  
**PLEASE LIST APPLICANT AND RESPONSIBLE ADULTS FIRST**

	<b>NAME</b>	<b>STREET ADDRESS</b>	<b>MUNICIPALITY</b>	<b>ZIP CODE</b>	<b>PHONE NUMBER</b>	<b>AGE (Only if under 21)</b>
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2						
3						
4						
5						
6						
7						
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(Use additional sheets if necessary)