

SCRANTON SCHOOL DISTRICT

No. 707-AR-2

ADMINISTRATIVE REGULATION

APPROVED: January 10, 2017

REVISED: April 1, 2023



707-AR-2 APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization: _____ Date: _____

Person Responsible for Billing Charges: _____

Billing Address: _____

Nonprofit Organization: Yes _____ No _____

Building Requested: _____

Location Requested: _____

High School	Intermediate School	Elementary School
Classroom(s) _____	Classroom(s) _____	Classroom(s) _____
Gymnasium _____	Gymnasium _____	All Purpose Room - Whole _____
Auxiliary Gym _____	Pool _____	All Purpose Room - Half _____
Auditorium _____	Auditorium _____	Kitchen _____
Library _____	Library _____	Library _____
Lobby _____	Lobby _____	Lobby _____
Athletic Field(s) _____	Athletic Field(s) _____	Athletic Field(s) _____
Specify Field _____	Specify Field _____	Specify Field _____
Other _____	Other _____	Other _____

Dates Requested: _____
Please note: For those organizations requesting outdoor facilities, please complete two applications – one for the Fall and one for the Spring.
Days Requested: S M T W TH F S
Times: From _____ To _____ Doors Open _____

Reason for Use: _____

Is the user requesting any special support services (e.g., safety equipment, security/police, custodial support, etc.); if yes, please explain

NOTE: The Scranton School District reserves the right to determine what additional support services may be necessary for the requested event and the user agrees to reimburse the Scranton School District for reasonable costs associated with such services.

Expected Attendance: _____ Will admission be charged? Yes___ No___ If yes, amount _____

Please list any Special Circumstances that merits attention: _____

Do you have any sponsor(s) supporting you with this event? Yes___ No___ If, yes please list sponsorship(s) below:

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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 of Education, 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 of Education 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: _____