



POCONO MOUNTAIN SCHOOL DISTRICT

APPLICATION FOR USE OF SCHOOL FACILITIES

Date: _____

Contact Email: _____

Name of Organization: _____

Name of Contact: _____ Phone Number: _____

Address: _____

Facilities Requested: _____ School: _____

Date(s) and Day(s) Requested: _____

Time(s) Requested From: _____ AM/PM To: _____ AM/PM

Purpose of Facilities Usage: _____

No. of Persons Attending: _____ No. of Persons Supervising Activity/Event: _____

Age of Participants: _____

Participants are: District Residents ☐

Out-of-District Residents ☐

Combination of District and Out-of-District Residents ☐

Equipment Requested:

Tables/Chairs Type/Quantity: _____

Other Equipment Type/Quantity: _____

Requested District Personnel:Custodian Yes ☐ No ☐ Number Requested _____Food Service Yes ☐ No ☐ Number Requested _____Security Yes ☐ No ☐ Number Requested __________ Yes ☐ No ☐ Number Requested _____

Non-Profit Status: Yes ☐ No ☐

Local/State/National Affiliations: _____

Updated Staff Criminal History Checks/Clearances on file with District: Yes ☐ No ☐

Concessions: Food/Non-Food Items: _____

Registration Fees/Entry Fees/Ticket Sales: _____

Attach Insurance Certificate Naming Pocono Mountain School District as Additional Insured: _____

I/We have read the rules, administrative regulations and Board Policy No. 707 regarding the Use of School Facilities, and understand that these are a condition of the lease; and understand that when the application is properly approved, it is a lease, in fact. I/We 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 all use privileges. In addition, our organization agrees to pay the full cost of any and all direct or indirect 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, our organization forever releases the District, its Board of Education, agents, and employees 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. Our organization will defend and indemnify the School District and its employees against all actions, suits, complaints or legal proceedings of any kind brought against the District, Board of Education and any of its agents 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.

Board Policy No. 707 can be found on the Pocono Mountain School District Website at PMSD.org.

Signature of Applicant: _____

Title: _____

Do Not Write Below This Line – Administration Use Only

SCHEDULE ID # _____

All requests for the use of athletic fields, facilities and/or equipment must be reviewed by the Athletic Director prior to review by the Principal or Assistant Principal.

Athletic Director Signature: _____ **Approved:** ☐ **Disapproved:** ☐

Principal/Assistant Principal Signature: _____ **Approved:** ☐ **Disapproved:** ☐

Board Secretary Signature: _____ **Approved:** ☐ **Disapproved:** ☐

Approval Date: _____