

APPLICATION FOR THE USE OF SCHOOL FACILITIES

(Please Print)

Building/Field Requested: _____ Event/Organization: _____

[illegible]

☐	Auditorium (HS ONLY)	☐	Competition Gym (HS/MS/ES GYM)	☐	Aux. Gym (HS/MS)
☐	LGI Room (HS ONLY)	☐	Cafeteria (HS/MS/ES)	☐	Press-Box
☐	Parking Lot/Playground	☐	Kitchen (HS/MS/ES)	☐	Field: (Stadium, MPF, MS Turf, Grass)
☐	Wrestling Room (HS ONLY)	☐	Locker Rooms	☐	() Classrooms

Complete Mailing Address

ITEM	COST	ITEM	COST
Basic Rental	\$	Keys	\$
Labor	\$	Other	\$
Class of Organization			

ADMINISTRATIVE APPROVAL	ADMINISTRATIVE SIGNATURE	APPROVAL	REJECTION
Facility Coordinator			
Building Administrator			
Superintendent			

Revised: June 2026

FOR SCHOOL DISTRICT USE ONLY

Key Card Required	☐ Yes	☐ No
Key Card Issue Date:	Key Card #	
Key Card Expected Return Date:		
Key Card Returned Date:		

Special Need(s) Requests:

- Tables.....Quantity _____
- Chairs.....Quantity _____
- Projector: ☐
- Microphone: ☐ Type: _____ (wireless or wired)
- Podium: ☐
- Auditorium Sound Booth: ☐
- Press Box: ☐
- Indoor Concession: ☐
- Outdoor Concession: ☐
- Other:

While using Bermudian Springs facilities all parking shall be limited to black topped designated parking lots utilizing outlined parking spots. No Parking should take place in the grass or on surrounding roads (ie: Baltimore Road or the Carlisle Pike, Route 94).