



Education & Operations Building | 2619 Stadium Drive | Orefield, PA 18069 | 610.351.5870

Request for Use of School District Facilities

Email completed form to facilitiestracker@parklandsd.net

Application is hereby made by _____
Name of Organization & Contact Person

Street City State Zip

Contact Number Email Address

Building Area Describe Reason for Use of the Facility

At the _____
Name of School

Permission is requested for the use of the above facility on the following dates and times: _____

Pursuant to School District Policy 707 (Use of School Facilities) all Users, other than school or school-related organizations, shall have general liability insurance, which shall name Parkland School District as an additional insured and which shall provide minimum coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate. In addition to general liability, it is required to have \$1,000,000 in Auto Liability coverage and the Parkland School District is to be listed as an additional insured on the Auto Liability policy. The insurance shall be primary to any insurance maintained by Parkland School District and shall remain in effect during the time that the user is using school facilities. The insurance policy shall provide that the School District shall receive thirty (30) days written notice prior to any cancellation or non-renewal of the insurance. A *Certificate of Insurance* containing the above insurance information shall be provided to the School District prior to commencing the User's use of the school facilities. The *Certificate of Insurance* will be reviewed to assure conformance with the School District Policy, Rules and Procedures.

Indemnification/Hold Harmless

The above named User shall indemnify and hold harmless Parkland School District, its directors, officers, agents and employees from and against any loss, damage, liability, claim, demand, suit and expense, including reasonable attorneys' fees ("Loss") that may be incurred by Parkland School District, or incurred as the result of third party claims brought or threatened against Parkland School District and arising, or alleged to be arising out of User's representations on this Application or arising out of User's use of the Parkland School District facilities.

An original signature of a person authorized to sign on behalf of the User is required on this Application.

Signature

Billing Address (if different than above)

Title

Contact Number

SCHOOL DISTRICT USE ONLY
Approved / Disapproved by

Date Authorized