

RADNOR TOWNSHIP SCHOOL DISTRICT

APPLICATION FOR USE OF SCHOOL DISTRICT FACILITIES

ALL APPLICATIONS MUST BE SUBMITTED AT LEAST 30 DAYS IN ADVANCE

ALL ENTRIES BELOW MUST BE COMPLETED

Name, Organization or Person _____

School District Affiliated? _____ Percentage of Radnor Township Residents? _____

Non-Profit? _____ Tax Exempt # _____

Which District Building are you requesting permission for use? _____

Date _____ 20_____ Start Time _____ End Time _____
(please list additional dates and times on separate sheet of paper and attach to your application)

_____ Auditorium	_____ Cafeteria	_____ Kitchen	_____ Classroom(s) No	_____ Multi-Purpose Room
_____ Gymnasium	_____ Locker Room	_____ Scoreboard	_____ Ticket Booth	_____ Parking Lot
_____ Athletic Field	_____ Field lights	_____ PA System	_____ Lavatories	_____ Other
_____ Custodial	_____ Food Svc's	_____ Maintenance	_____ Security	
_____ Tech AV (complete form)	_____ Advertising (Attach sample)			

The purpose for which said facilities and equipment, or grounds will be used is: _____

_____ and for no other purpose.

_____ Admission Charged? _____ Tickets Sold? _____ Donation? _____ Estimated Attendance?

_____ Concessions will be sold?

Information of responsible officer or individual that will be **PRESENT AT ALL TIMES**:

Name _____ Email _____

Street _____ City, State, Zip _____

Home Phone _____ Cell Phone _____

The applicant has read the "Use of District Facilities" regulations and will comply with and be bound by the regulations of the School District.

Print Name _____ Signature _____

Date _____

** FOR OFFICE USE ONLY **

APPROVED _____

DISAPPROVED _____

REMARKS _____

FEES:

Rental	_____
Field Lights	_____
Custodial	_____
Food Services	_____
Lifeguards/ Supv	_____
Maintenance	_____
Security	_____
Technical	_____
Insurance	_____
Date/Invoice #	_____

Principal/Designee _____
Date _____

TECHNOLOGY PLANNING FORM

Special Events/Presentations

Event Date: _____ Event Location (Building and Room): _____

Event Start Time: _____ Event End Time: _____

Brief description of event/presentation: _____

EQUIPMENT REQUESTED:

Computer _____	Guest logon needed? (If you do not have an RTSD logon): _____
Projector _____	
Sound system _____	Portable Sound System _____
CD/DVD player _____	If DVD, does it play on a computer? _____
Microphone(s) (#): _____	Microphone stand(s) _____
Podium _____	
Printer (color or b&w) _____	
Internet connection _____	Specify web addresses to be accessed: _____
WiFi access for attendees who do not have an RTSD logon _____	
Apple TV _____	
Video Conferencing Equipment _____	

PRESENTER WILL BRING:

Laptop PC _____ or Mac _____ MAC VGA adapter _____

Presenter will require WiFi access for non-RTSD laptop? _____

Portable usb drive with files _____

CD with files _____

File types to be opened _____

DVD _____

iPad VGA adapter _____

ATTENDEE ACCESS:

Number of attendees _____

WiFi access for attendees who do not have an RTSD logon _____

Number of laptops needed for attendees _____

AUDITORIUM USAGE:

Auditoriums and stages are used daily for rehearsals.

Start time of an event will need to allow an appropriate amount of time following any rehearsals to account for student seating and/or stage setup.

Auditorium stage needed for presentation? _____

Special lighting / sound requests _____

Other needs not identified _____

OTHER NEEDS:

Assistance required? _____

A tech will need to be present for all auditorium rentals and a fee will be added according to the current rate chart.