

PENN CAMBRIA SCHOOL DISTRICT
CRESSON, PENNSYLVANIA

REQUESTING AGENCY/GROUP

APPLICATION FOR USE OF SCHOOL FACILITIES

BUILDING REQUESTED: _____

FACILITIES REQUESTED: *(Please indicate)* _____

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> NUMBER OF CLASSROOMS | <input type="checkbox"/> AUDITORIUM |
| <input type="checkbox"/> ALL PURPOSE ROOM | <input type="checkbox"/> GYMNASIUM |
| <input type="checkbox"/> KITCHEN | <input type="checkbox"/> STADIUM |
| <input type="checkbox"/> CAFETERIA | |
| <input type="checkbox"/> OTHER <i>(See Supplemental Charge on Basic Fee Schedule)</i> | |

NAME OF ORGANIZATION _____

MAILING _____

ADDRESS _____

USING GROUP'S PURPOSE: _____

DAY(S) REQUESTED: _____

DATE(S) REQUESTED: _____ 20 _____ 20 _____

FROM TO

20 20

FROM TO

TIME: FROM _____ A.M. TO _____ A.M.
P.M. P.M.

ADMISSION FEE: NONE _____ CHARGE _____ DONATION _____

(Check One)

I (we) agree to abide by the liability, care, and cost provisions outlined by the Board of School Directors for the use of the facility requested.

REQUEST
SUBMITTED BY _____

SIGNATURE

EMAIL _____

TELEPHONE NO. _____ DATE
SUBMITTED _____

Make check payable to : PENN CAMBRIA SCHOOL DISTRICT

NOTE: This authorization is issued subject to emergency conditions and restrictions to might later be events beyond our control

DISTRICT OFFICE USE ONLY

DATE APPLICATION RECEIVED _____ 20 _____

FEE: _____

ACTION:

- | | | | |
|---------------------|----------|----------|----------|
| 1. Basic rental fee | \$ _____ | 4. Heat | \$ _____ |
| 2. Custodial fee | \$ _____ | 5. Other | \$ _____ |
| 3. Lights | \$ _____ | | |

AGREEMENT ASSUMING RESPONSIBILITY

By Board action, the board directed that each agency requesting the use of school facilities for large group participation must also have:

- 1 At least two (2) duly designated responsible adults for supervision of their activities. (List persons below.)

_____ Phone _____

_____ Phone _____

_____ Phone _____

PRINCIPAL'S RECOMMENDATION:

DATES CLEARED _____ YES _____ NO

CUSTODIAN NEEDED _____ YES _____ NO

APPROVAL _____ YES _____ NO

SIGNATURE _____

DATE _____

ATHLETIC DIRECTOR'S APPROVAL _____ DATE _____

FOR THE BOARD OF SCHOOL DIRECTORS,

Superintendent

cc: _____ Originator _____ Business
_____ Principal _____ File

(SEE OTHER SIDE)

USE OF SCHOOL FACILITIES - General Area Rules and Regulations:

- 1 No facility is available until after dismissal of classes on any school day.
- 2 Only facilities stipulated in contract are to be used.
- 3 Smoking or other use of tobacco is prohibited by State law.
- 4 Possession or use of intoxicating beverages in the facility or on school property is prohibited by State law.
- 5 Spectators and participants will not be permitted in rooms or parts of a building not specifically included on the contract.
- 6 Adequate adult supervision must be provided for students at all times. The building custodian is not permitted to admit students until adult supervisors are present and all students should exit ahead of the group supervisor.
- 7 Rentee shall pay the School District for any damage done to the building or the equipment during the rental period.
- 8 School District shall under no circumstances be liable for injuries sustained by any person during the rental period.
- 9 Rentee shall assign capable persons to control admissions and to report any disturbances to the custodian or the police.
- 10 Rentee agrees to indemnify and hold harmless the School District from any and all liability, whether for costs, damages, judgements, legal fees, or otherwise, and rentee promises to repay the School District in the event the school district should be required to make any expenditure, whether for said costs, damages, judgements, legal fees or otherwise.

USE OF SCHOOL FACILITIES - Specific Area Rules and Regulations:

- 1 The contract specifies facilities leased and is binding on both parties.
- 2 Board policy requires that a custodian be on duty when facility is in use.
- 3 Curtains, drapes, or travelers permanently installed shall not be rehung for any program.
- 4 Decorations shall not be pinned to draperies and curtains.
- 5 Nails shall not be driven into the stage floor or any other surface.

CAFETERIA/KITCHEN

- 1 Rentee must employ a regular school food service employee during the time that kitchen is being used.
- 2 No cafeteria and/or kitchen equipment shall be removed from premises unless permission is granted by the Supervisor of Food Services.
- 3 Parent-teacher organizations may use cafeteria facilities for serving refreshments for their regular monthly meetings provided that they notify the building principal and cafeteria manager prior to the meeting.
- 4 Any group desiring use of complex kitchen equipment; i.e., steam kettle, dishwasher, ovens, etc., shall employ a regular school food service employee to operate same.

STADIUM

- 1 Rentee must register with the Superintendent's Office at least two persons as responsible for scheduled activity.
- 2 Rentee must provide constant and adequate supervision; i.e., police, auxillary police, etc.
- 3 Rentee must provide own tickets, ticket takers, concessions, concession salemen, etc.
- 4 Parking inside the stadium is prohibited.
- 5 Full details of schedule programs shall be presented to the Athletic Director one week prior to program.

GYMNASIUM

- 1 Participants are to bring appropriate shoes to wear on the gym floor. Shoes worn to and from the gym are not to be worn on hardwood gym floors.
- 2 Floor mops should be used before and after the use of gyms.