

PETERS TOWNSHIP SCHOOL DISTRICT
 631 EAST MCMURRAY ROAD, MCMURRAY, PA 15317
 PH: 724-941-6251
 BUILDING USE FORM
 APPLICATION AND PERMIT FOR THE USE OF SCHOOL FACILITIES

Name of Applicant Organization _____ Date ___/___/___

Address _____ Telephone (____) ____ - ____

Contact Person (print name) _____

NOTE: REQUESTS CANNOT BE MADE FOR THAN 1 YEAR IN ADVANCE. DATES ARE NOT AUTOMATICALLY RENEWED FROM YEAR TO YEAR.

Date (s) Requested _____ (Hours) From: _____ To: _____

Building Desired _____ Area Requested _____ Est. Attendance _____

NO EQUIPMENT, SUPPLIES OR PERSONNEL ARE PROVIDED UNLESS PRE-ARRANGED
 Use of School District Equipment Or Personnel Needed (enter number or quantity)

Stage Lighting (Note: *Requires school personnel to operate. Check All Required*):

Orchestra Pit Stage, Front Stage, Middle Stage, Full

Projector (Specify Type) _____

P.A. System Required Microphone (number) _____ Lectern

Piano Table on Stage Table in Hall (number) _____

Kitchen Chairs on Stage (number) _____ Other

(Explain) _____

Type Program/Activity _____

Purpose Program/Activity _____ Admission \$ _____ Adult \$ _____ Children

***Terms and Conditions**

The use of school facilities is subject to all terms and conditions contained in attached Regulation Governing Use of School Facilities. Execution of the application and acceptance of the permit indicated the undersigned party hereby agrees to be bound by and comply with said terms and conditions. Fees, if any, are to be made payable to the PETERS TOWNSHIP SCHOOL DISTRICT after an invoice is rendered. If KITCHEN EQUIPMENT is used, a Peters Township Food Service employee must be present to operate such equipment. "EQUIPMENT" is defined as ovens of any type, mixers, steamers, and any electric powered equipment. Food Service supplies, such as condiments, paper products, and cleaning supplies may be used with the approval of the Food Service Director. You may contact the Food Service Director at 941-6251 ext 226. The above recommendations have your safety as the primary goal and secondarily the legal liability of the School District.

Signature _____ Title _____

Number of adult sponsors, chaperones or supervisors to be present if application is for a school age group _____.

FOR SCHOOL DISTRICT USE

Basic Use Fee.....	\$	
Custodial Charges – Current Negotiate Wage Rage.....	\$	
Stage Attendant(s) – Current Minimum Wag.....	\$	
Projectionist/Projector – Current Minimum Wage.....	\$	
School Opening Fee (Non-School Days).....	\$	
Food Services.....	\$	
Other.....	\$	
Total.....	\$	

1. Bldg. Secretary	_____ O.K.	_____ No (Provide reason below)		Initial _____	Date _____
2. Athletic Director	_____ O.K.	_____ No (Provide reason below)	___ Approval Not Required	Initial _____	Date _____
3. Facility Coordinator	_____ O.K.	_____ No (Provide reason below)	___ Approval Not Required	Initial _____	Date _____
4. LGI/Stage Coordinator	_____ O.K.	_____ No (Provide reason below)	___ Approval Not Required	Initial _____	Date _____
5. Drama Director	_____ O.K.	_____ No (Provide reason below)	___ Approval Not Required	Initial _____	Date _____
6. Principal	_____ O.K.	_____ No (Provide reason below)		Initial _____	Date _____
7. Business Manager	_____ O.K.	_____ No (Provide reason below)	___ Approval Not Required	Initial _____	Date _____
8. Superintendent	_____ O.K.	_____ No (Provide reason below)	Signature: _____		

Reason Denied: _____

Payment is required in advance Yes No

Fees entered above are based on facilities and services and hours requested on application, and are subject to change when invoice is rendered if use has differed or required more personnel and services than the original request.

Note: Request insurance certificate for property damage and personal liability. Minimum \$1,000,000 for required except for groups exempt by the school district. Required Not Required

PLEASE VERIFY YOUR REQUEST AT THE BUILDING (3) BUSINESS DAYS BEFORE YOUR SCHEDULED EVENT
 High School 941-6250 Middle School 941-2688 McMurray Elementary 941-5020 Pleasant Valley Elementary 941-6260

Regulations Governing Use of School Facilities

1. Availability of facilities to non-school organizations will be determined after school needs are satisfied with first priority to school related groups. Applications by non-school organizations will be reviewed in terms of the benefit to be derived by the residents of the School District.
2. All leases and permits are subject to cancellation or postponement at anytime upon a determination by the School District that facilities are needed for school use, or where it is evident that privileges and/or properties are being abused.
3. Only terms and facilities requested on the application and entered on the permit will be made available. Building custodians are not authorized to furnish other items or facilities. Only school authorized personnel are permitted to use the light panels, projection booth, public address equipment, movie projectors, stage apparatus, and other technical equipment.
4. Smoking is not permitted in any part of any building.
5. Spectators and participants will not be permitted in rooms or parts of a building not included in the agreement.
6. The group of organization obtaining a permit is liable to the School District for property damage resulting from careless, negligent, or abusive use of the building, property or equipment, shall make appropriate financial adjustment if such damage should occur, and waives any claims against the School District and its agents for damages or injuries occurring to property of the applicant group while n school premises.
7. The School District and its agents shall not be liable for injuries sustained by any person. The applicant group or person hereby agrees to indemnity, save harmless and defend the Peters Township School District and its directors, employees, agents, or assigns, from and against all claims, demands and suits of whatsoever nature on account of property damage or personal injury sustained or suffered by the School District or others, or death of any person or persons, arising or growing out of or in connection with the use of school facilities granted pursuant to this application.
8. When the applicant group includes students, adequate adult supervision must be provided. Building custodians are not permitted to admit minors until adult supervisors are present.
9. Building custodians are not permitted to admit anyone to any building unless their permit appears on the weekly calendar or they are instructed to do so by a direct supervisor.
10. No activity, building or facility use will be authorized or scheduled without custodial or maintenance people or a Building Principal on the premises due to liability, insurance and security requirements.
11. The applicant is responsible for the preservation of order. If this requires police or guard attendance, such arrangement is the responsibility of the applicant. Need to provide shall be determined by the District.
12. Food and refreshments are limited to the dining areas.
13. Stage use includes dressing rooms; gymnasium use includes showers and locker rooms.
14. The School District reserves the right to reject any and all applications, to modify an application, or to waive certain stated charges when the District determines that such waiver is justified.
15. The School District requires a certificate of liability insurance from proprietary groups using the facilities.