

PETERS TOWNSHIP SCHOOL DISTRICT
631 EAST MCMURRAY ROAD, MCMURRAY, PA 15317
PH: 724-941-6251

APPLICATION AND PERMIT FOR SCHOOL FACILITIES ONLINE ACCESS

The Peters Township School District uses the web-based application, Facilities Direct, to schedule its facilities. In order to access the system, an organization must register the name of the organization, a main contact person, a valid email address, and a valid telephone number. The organization must agree to adhere to the District's policies and procedures for facilities usage including providing required documentation and insurance.

Please complete the necessary information on this form and return it to a secretary in one of our buildings or send directly to Jami Christopher, Athletic Secretary, 264 E. McMurray Road, McMurray, PA 15317 .

Name*: _____

Organization*: _____
(include school building if applicable, ex: enrichment classes - PV)

Organization Address*: _____

Type of Organization*: Booster _____ PTSD Staff _____ Parks & Rec. _____
Non Profit _____ Profit _____ Government Organization_____

Email*: _____

Telephone Numbers* home: _____ cell: _____

Telephone Number (work): _____

*Required information needed to process for access to our online facility scheduling program. This person will be the official contact for the school district when additional information is needed.

***Terms and Conditions**

The use of school facilities is subject to all terms and conditions contained in attached Regulations 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. 7226. The above recommendations have your safety as the primary goal and secondarily the legal liability of the School District.

An insurance certificate for property damage and personal liability may be requested by the School District. Minimum \$1,000,000.00 liability insurance is required except for groups exempted by the school district.

Signature _____ Title _____

Date: _____

(Regulations for use of School District Facilities on next page.)

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REGULATIONS FOR THE USE OF SCHOOL FACILITIES

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 Bower Hill Elementary : 941-0913 District Administrative Offices: 941-6251

Regulations Governing Use Of School Facilities (Update after policy approved)

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 items 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 and grounds.
5. Spectators and participants will not be permitted in rooms or parts of a building not included in the agreement.
6. The group or 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, and 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 on 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 indemnify, 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 dining areas.
13. Stage use includes dressing rooms; pool 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 justifiable.

15. The School District requires a certificate of liability insurance from proprietary groups using the facilities.