EAST ALLEGHENY SCHOOL DISTRICT

**RETURN TO**

**ATTN: TONI VALICENTI**

1150 JACKS RUN ROAD, ROUTE 48

NORTH VERSAILLES, PA 15137

(412) 824-8012 EXT. 4157 FAX# (412)824-1062

# **APPLICATION FOR USE OF SCHOOL PROPERTY**

1. ORGANIZATION INFORMATION

Name: Click here to enter text. Phone: Click here to enter text.

Address: Click here to enter text.

Description of Organization: Click here to enter text.

1. PROPERTY REQUESTED

Name of Building/Grounds: Click here to enter text.

Area(s) of Building/Grounds: Click here to enter text.

Date(s) Requested: Day of Week

1st Choice M[ ]  T[ ]  W[ ]  Th[ ]  F[ ]  Sa[ ]  Su[ ]

 Starting Date Ending Date

 Click here to enter a date. Click here to enter a date.

Day of Week

2nd Choice M[ ]  T[ ]  W[ ]  Th[ ]  F[ ]  Sa[ ]  Su[ ]

 Starting Date Ending Date

 Click here to enter a date. Click here to enter a date.

1. TIMES REQUESTED From Click here to enter text. [ ] a.m. [ ] p.m. To Click here to enter text.[ ] a.m. [ ] p.m.
2. DESCRIPTION OF ACTIVITY Click here to enter text.
3. NUMBER OF EXPECTED PARTICIPANTS Click here to enter text.
4. NAME AND ADDRESS of person in charge or control, **who will be in attendance** when said premises are used and who shall **answerable or responsible**for all matters or damages arising from use of said premises.

Name(s) Click here to enter text.

Phone – Home Click here to enter text. Work Click here to enter text.

Address Click here to enter text.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **agrees to all conditions**.

**ACTIVITIES WILL BE RESTRICTED TO THE AREAS REQUESTED.**

**FAILURE TO OBSERVE ALL GUIDELINES WILL RESULT IN REMOVAL FROM PREMISES.**

**(DO NOT WRITE BELOW THIS LINE)**

VII. Estimated fee to be paid to E.A.S.D. for property . . . $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Rental Fee $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Personnel Cost $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VIII. **Must have Certificate of Insurance.** Certificate of Insurance/Waiver Received: Yes No

IX. Athletic Director - Initial for Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Request approved by Board of School Directors Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Request denied by Board of School Directors Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rev 2/21/2018

USE OF SCHOOL PROPERTY GOVERNING RULES

1. The applicant agrees to pay all costs for the use of said premises (such as costs for janitor services, equipment, security, etc.) as determined and required by the Board of School Directors in order to avoid any costs to the School District that may arise out of said use. These fees must be paid and received by the School District prior to the date the property is used.
2. The applicant, at its own expense, hereby guarantees to properly police, control, and supervise said premises and its use in strict accordance with requirements of law, from the time of commencement of said use until the termination of said use, and to be responsible for any and all damages found by the School District to have arisen out of such use.
3. The use of facilities is cancelled automatically on in-service days, holidays or on non-school days. We reserve the right to cancel at anytime without prior notice.
4. No alcoholic beverage, drugs, smoking, profanity, and/or loud music, etc. is permitted in or on any school property at anytime.
5. All the participants in your organization must, at all times, restrict themselves to the area to which you have been given permission to use. All other parts of the building or grounds are off limits.
6. Priorities for use of school properties:
	1. School activity, school organization, or school-related functions has first priority without prior notice.
	2. School District organizations of school age students such as Little League baseball/football, Girl/Boy Scouts, etc.
	3. Non-profit organizations in the School District.
	4. Other organizations.
		* If there is a conflict because of a school-scheduled activity on the date or dates your organization has been granted use of our facilities, your organization will be notified that use of the facility for that date is cancelled.
7. Fields: No playing on wet fields or relocating of bases and plates.
8. If you find you are unable to use the approved requested facility, please notify the Administrative Office at 412-824-8012, extension 4157, so that it may be used by another organization.
9. Any individual working directly with the children, i.e. coaches, are required to provide the following clearances: Act 151 - Child Abuse, Act 34 – PA Criminal and Act 114 – FBI Criminal Background Check. **Please Note: the fees for the aforementioned clearances are the responsibility of the applying individual.** Forms are available in the District Office by request. **No forms will be mailed.**