



FACILITY USE APPLICATION

BUILDING REQUESTED: _____ DATES: _____ TO _____
 AREAS TO BE USED (check): _____ DAY/DAYS OF THE WEEK _____
 Gym Auditorium Cafeteria Kitchen TIMES _____ TO _____
 Fields Classroom Parking Other (specify) _____
 PURPOSE/ACTIVITY: _____
 PERSON RESPONSIBLE: _____ ORGANIZATION: _____
 ADDRESS: _____
 HOME PHONE: _____ WORK PHONE: _____ DATE SUBMITTED: _____
 SIGNATURE OF PERSON RESPONSIBLE: _____

CLASSIFICATIONS

- I. Civic, service and student organizations working for the benefit of PENNCREST students.
There is no facility fee for this use: however, weekend or non-school dates will require payment for school personnel and security costs when required.
- II. Community groups or organizations raising money for themselves.
A \$100.00 per event facility use fee will be charged in addition to personnel costs. A liability insurance policy in the amount of \$500,000 bodily injury and \$100,000 property damage naming the school district as additionally insured is required for this type use and must be received prior to use.
- III. Community groups, organizations or individuals engaged in recreational activities.
Applicant and/or person in charge shall sign a waiver of liability form. Please note that names of all persons involved shall be submitted with this application. Attendance at adult recreational activities by unsupervised children of participants is prohibited.
- IV. Non-profit civic or service organizations working to promote the welfare of the community.
Appropriate personnel costs for weekend and non-school dates will be charged. Insurance is required as outlined in Class II above.
- V. Recreation leagues utilizing school structures.
This class shall be charged \$10.00 per hour use fee for gymnasium and locker rooms.

POLICY

Facility use shall be governed by the adopted policies of the Board of Directors in addition to:

- 1. Student activities shall receive first priorities for all building use.
- 2. Activities shall not interfere with any school programs.
- 3. All sponsoring organizations or persons shall be financially responsible for loss or damages to facilities.
- 4. Use of alcohol, illegal chemical substances, fire arms or weapons, and any tobacco product is strictly prohibited and subject to penalties in accordance with state law.
- 5. See back for further requirements including waiver of liability form.
- 6. Use of school facilities for personal gain is prohibited.
- 7. Use of school facilities for weekends or non-school dates shall require hiring of custodial personnel at appropriate hourly rates.
- 8. Use of kitchen facilities shall require hiring of cafeteria personnel at appropriate hourly rates.
- 9. All requests must be made not less than thirty (30) days prior to intended use.

(To be completed by school personnel)

CHARGES BILLED TO: (name) _____
 USE OF BUILDING(S): \$100.00 _____ KITCHEN: \$ _____ per hour CUSTODIAN: \$ _____ per hour
 SECURITY PERSONNEL: \$ _____ per hour CLASS V: \$10.00 per hour use of gym / locker rooms _____

APPROVAL

BUILDING PRINCIPAL: _____ DATE: _____

PLANT & TRANSPORTATION SUPERVISOR: _____ DATE: _____

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 PERSON IN CHARGE PRINCIPAL

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