

**EASTERN LEBANON COUNTY SCHOOL DISTRICT
APPLICATION FOR USE OF SCHOOL FACILITIES**

Complete this application and return it to the Building Principal at least **two weeks** prior to the scheduled event. **SUNDAY use requires board approval and MUST BE SUBMITTED ONE MONTH IN ADVANCE to the building principal.**

Name of Group/Organization _____

Building Requested _____ Room/Area Requested _____

Activity or purpose of rental _____ Estimated Attendance _____

Date(s) of Event _____ Time: From: _____ TO: _____

Equipment Requested _____
(i.e. kitchen, public address system, extension cord, etc.)

Please check all that apply:

Admission is to be charged Collection will be taken Profit is to be made None

Access card will be needed – *High School, Middle School, Fort Zeller or Jackson only* (See reverse side for further information)

CONTRACT

I, _____, as the authorized representative of _____,
(print name) (group/organization)

agree to all the terms and regulations as stipulated in this rental agreement and agree to pay the following rental charge:
\$_____.

PLEASE NOTE: An additional \$17.00 per hour will be charged for each employee that must be present for the activity.

Signed: _____ (Authorized Representative) _____ (Title) _____ (Date)

_____ (Address) _____ (Telephone No.)

APPROVAL ORDER (District use only)

Approved 1. _____ (Principal) 4. _____ (Director of Food Service – if applicable)

Approved 2. _____ (Athletic Director) 5. _____ (Superintendent)

Approved 3. _____ (Director of Buildings & Grounds)

Comments: _____

Date of Board Action, if required _____

REQUEST DENIED: REASON: _____

Custodian Copy

_____ (signature and date of person denying request)

GUIDELINES

1. Eastern Lebanon County School District is a smoke/tobacco free environment. Smoking and use of tobacco is not permitted anywhere on school grounds. Organizations renting the facilities are required to notify the groups they are bringing onto school grounds of this rule.
2. The buildings will not be available in the event school is closed due to holidays, in-service, snow days or other emergencies.
3. A Certificate of Insurance must be provided with this form for a minimum of \$1M coverage. *Certificates are required for non-school related presenters, service providers, etc. Booster clubs and parent-teacher groups recognized by the board are covered under the district's insurance. However, if any of these groups bring in a third party (i.e. speaker, DJ, French fry stand, etc.) the third party must provide a certificate of insurance as outlined previously.*
4. Access will be granted only to the room or area requested on the application. Staff members are not authorized to permit access to other areas or to provide equipment not approved as part of this application.
5. The school district is not responsible for the property of the requesting organization/person or of any property brought on school premises or in school facilities in connection with the use of school property or facilities by the requesting organization/person. All protective services desired by the requesting organization/person must be arranged by the requesting organization/person subject to the approval of the school district. The requesting organization/person shall be liable for the acts or omissions of any protective services engaged. The school district is not liable for the acts or omissions of any protective services engaged.
6. The requesting organization or individual, agrees (a) to pay for and assume all and full liability for any loss or damages to the persons or property or claims therefore resulting to or arising from the use of the school district property or facilities by such organization or individual as well as those granted access to the facility, whether from an occurrence at the property or facility itself during such use, before or after such use, going to and from such use, in or about available parking areas, or otherwise; (b) to reimburse and/or hold harmless the school district, its board of directors, and the members, agents and employees thereof from any such loss, damage or claim, including, but not limited to, its or their attorneys' fees; and (c) to pay any attorneys' fees and costs paid or incurred by the school district to enforce any obligations imposed under this paragraph or otherwise herein.

ACCESS CONTROL CARDS

Appropriate doors will be programmed to allow your group access to the building 1/2-hour before and after your activity, unless otherwise requested and approved. Access control cards will be issued to groups/organizations upon request if access for setup or tear down is needed beyond the 1/2-hour allowance referred to previously. *Access cards may be obtained in the District Administration Office and will require a \$5 deposit, refundable upon return of the card.* The access system is easy to use and basic instruction will be provided when card is obtained.

Please note: Doors shall not be propped open! Propping doors or forcing them to stay open may result in denial of future use of the facilities.