

**Wallenpaupack Area School District**  
Request for Use of Facilities

Name of Organization: \_\_\_\_\_

Type of Program /Purpose of Event: \_\_\_\_\_

**Name of School Building/Area or Room requested:** \_\_\_\_\_

Are you charging admission? Yes \_\_\_\_\_ No \_\_\_\_\_      Are you asking for a donation? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this group non-profit?      Yes \_\_\_\_\_ No \_\_\_\_\_

What district supplies/property/services are you asking to be supplied? (Subject to approval not all requests can be granted)

\_\_\_\_\_

**Date of Event:** \_ \_\_\_\_\_ **Time of Use:** \_\_\_\_\_ to \_\_\_\_\_ **Doors open to public:**  
Day, Month/ Date/ Year      (If requesting more than one day-list each day and time below)

**Consecutive Dates:** \_\_\_\_\_

**Expected Attendance Number:** \_\_\_\_\_ (Large groups will need to have security on premises see #6 below).

**Regulations:**

1. Application for use of facilities **must be made in advance** to the appropriate building principal with the understanding that: **a.** School activities take precedence over outside groups. **b.** The application may be rejected if the group, or activity planned by the group, can, in the opinion of the administration, create a problem for the school district. **c. If school is cancelled, dismissed early or after school events are cancelled, due to weather conditions, the building becomes unavailable for your event as well.**
2. **Proof of insurance to cover the activity will be required prior to any private use of the school facilities. Please attach a copy of certificate of liability insurance indicating Wallenpaupack Area School District as an additionally insured .**
3. Documentation must be provided evidencing that the school district shall be held harmless by the user for any liability that arises from use of school facilities by the individual or group. (See attached)
4. When a group uses any equipment technically difficult to operate, it will be required that **district personnel** who has **knowledge** of such equipment must operate it, and that he/she will be paid for his/her services by the user group. The Cost for this service is \$53 per hour.

**Cost of Service:** \_\_\_\_\_

5. A maintenance person must be on duty when an activity is held in any building or athletic fields. School maintenance persons on duty are responsible for opening and closing the building, policing it, and cleaning the premises after use. The facilities should be left clean and be placed in order for the next school session. Additional maintenance services, if needed, must be paid for by the organization at the rate of \$23 per hour.

**Cost of Service:** \_\_\_\_\_

6. **When a renter requests use of special facilities such as gym, auditorium, etc.,** the renter will be responsible for paying for security contracted by the school as deemed necessary by the administrators at a rate of \$20 per hour.

**Cost of Service:** \_\_\_\_\_

7. Rental Fee: \_\_\_\_\_ Fee for using a Concession Stand: \$ \_\_\_\_\_
8. The renter is responsible for any damages caused by the group and will be charged accordingly for repairs or replacement.
9. **There shall be no smoking in school buildings or on school grounds.**
10. Adequate adult supervision must be provided for each activity. (1:30 ratio – adult:students)
11. Gambling, immoral or unbecoming conduct will not be permitted on school properties. Alcoholic beverages are prohibited on all school properties.
12. Individuals shall not use, access or enter upon any portions of the school facilities not specified in the approved written request form.
13. When advertising or promoting activities held at school facilities, individual and community groups shall clearly communicate that the activities are not being sponsored by the school district.
14. **The school district reserves the right to remove from the school district premises any individual or community group who fails to comply with the terms and conditions of this policy.**
15. In the event an individual or community group violates this policy or the terms under which permission was granted to use school facilities, that individual or community group forfeits the right to submit future written requests to use school district property.

**Please complete the following information:**

Date Submitted: \_\_\_\_\_

I agree to abide by the rules and regulations as listed in the Wallenpaupack Area School District's Use of Facilities Policy.

**Name of Responsible Person:** \_\_\_\_\_  
(please, print first and last name)

**Signature of Responsible Person:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **email** \_\_\_\_\_

You will receive confirmation via one of the options provided above.

\*\*\*\*\*

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Total Estimated Maintenance Fee: \$** \_\_\_\_\_ **(see item #5)**

**Total Estimated Security Fee: \$** \_\_\_\_\_ **(see item #6)**

**Total Other Fees: \$** \_\_\_\_\_ **(see items # 4 & #7)**

**Send completed forms to  
Mark Kirsten  
South Elementary School  
989 Main Street  
Newfoundland, PA 18445**

Email [kirstema@wallenpaupack.org](mailto:kirstema@wallenpaupack.org) or Fax to 570-676-3389

**Copies to:** Head Custodian \_\_\_\_\_ Representative \_\_\_\_\_ Calendar \_\_\_\_\_ Secretary \_\_\_\_\_

**Wallenpaupack Area School District  
HOLD HARMLESS AGREEMENT**

I, \_\_\_\_\_ **as the requesting officer for group**, applies for permission to  
(print name)

use the Wallenpaupack Area \_\_\_\_\_ on \_\_\_\_\_  
(building/facility) (Day, Month/Date/Year)

from \_\_\_\_\_ to \_\_\_\_\_ for the purposes of:  
(beginning time) (end time)

\_\_\_\_\_

In consideration for permitting the use of the named school facilities,

I, \_\_\_\_\_ **as the requesting officer for the group**, hereby agree to be  
(print name)

responsible for any damages to those or other school facilities or property resulting from or in connection with our use thereof.

I, \_\_\_\_\_ **as the requesting officer for the group**, further agree to indemnify  
(print name)

and hold harmless the Wallenpaupack Area School District from any claim, loss or damage arising from or by reason of any bodily injury, death or property damage resulting from or in connection with our use of school facilities or property.

**Name** \_\_\_\_\_  
(signature)

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please note:** If the district closes school, dismisses early or cancels after school events, in the event of inclement weather, the building(s) become unavailable for your scheduled event. This information is made available through the local television and radio stations.