

REQUEST FOR USE OF SCHOOL FACILITIES



Date: ____/____/____

Name of Organization: _____

Building Room Requested: _____

Equipment Requested: _____

Date(s) Facility Requested: ____/____/____ thru ____/____/____

Day(s) of Week: _____

Hours: From _____ To _____ Estimated Attendance: _____

Specific Purpose for Function: _____

Name and Address of individual who will coordinate activity:

Home Phone: _____

Work Phone: _____

Cell Phone: _____

If admission is charged, state specifically for what purpose the proceeds will be used: _____

COST: In accordance with district procedure, a \$500 building deposit fee **FOR EVENTS ATTENDED BY THE PUBLIC** will be assessed. The \$500 deposit is refundable if there is no damage or cleanup required.

The deposit is due with this form to secure your requested date(s). Preferred payment method is by check made payable to Moshannon Valley School District. Cash will also be accepted.

SIGNATURES:

Organization Representative: _____ **Date:** ____/____/____

Be sure to sign, date, and return Attachment A.

Deposit Received: Date: ____/____/____ **Check #:** _____ **OR Cash:** _____

Building Principal: _____

After this application and Attachment A are signed by the authorized school and organization representatives, a **CONTRACT EXISTS**. The organization may not sublet or transfer these rights or privileges to any other group, individual or organization. The building principal reserves the right to reschedule location of groups as he/she deems necessary.

Copies: (White) Business Office; (Canary) Maintenance Supervisor; (Pink) School Office; (Goldenrod) Organization

Superintendent: _____

MOSHANNON VALLEY SCHOOL DISTRICT
4934 Green Acre Road
Houtzdale, PA 16651
ATTACHMENT A

Instructions: Read the statements below, sign, date, and return with the completed "Request For Use Of School Facilities" form.

Part I - District Policies

- 1) School district personnel have first priority on equipment and facilities usage. Other requests will be considered only after the needs of school personnel/organizations are satisfied.
- 2) All school district policies are in force including the tobacco-free zone when individuals/groups use school facilities.
- 3) User will assume full responsibility for the proper care, maintenance, and prompt return of all school equipment.
- 4) User must show proof of adequate insurance coverage as required by the School Board (See Part II below).

Part II - Insurance Certificate

Individuals, groups, or organizations using any and all school facilities and/or equipment of the Moshannon Valley School District, other than those individuals, groups or organizations directly controlled and/or organized by the district, are required as a condition of approval to provide the district with a Certificate of Insurance prior to commencing approved usage.

Individuals, groups, or organizations agree to hold harmless and indemnify the Moshannon Valley School District, its directors, administrators, employees and/or agents from any and all claims, demands, judgments, attorney or other fees, costs, awards or liabilities of any kind, whether brought or claimed by any user or any third party or parties, arising from or out of the use of district facilities and/or equipment. This hold harmless provision shall be effective and is understood to be effective even should user(s) and/or a third party or allege that Moshannon Valley School District, its directors, administrators, employees and/or agents is/are jointly liable to any such party. This hold harmless provision is understood to mean that any claim, demand, judgment, attorney or other fee, cost, award or liability of any kind is in effect not against Moshannon Valley School District, but rather against user(s), and constitutes, in addition to the foregoing, a full and voluntary waiver of any claim by user(s) against Moshannon Valley School District. This waiver and hold harmless provision shall remain in force and be binding upon both parties until written notice of discontinuance is given by Moshannon Valley School District.

(Name of Individual, Group, Organization)

(Date Signed) USER

(Signature of Authorized Person)

(District)

(Principal/District Authority Signature)

Part III – Location of AED (Automatic External Defibrillator)

Elementary Building – AED is mounted on wall inside stage door of multi-purpose room

Junior-Senior High Building – AED is inside bottom of music trophy case, which is located directly to the right as you enter the building at the front auditorium entrance.

MOSHANNON VALLEY SCHOOL DISTRICT

ATTACHMENT B

APPLICATION/CONTRACT FOR USE OF SCHOOL FACILITIES

Name of Organization: _____ Telephone: _____

Address of Organization: _____

Organization Representative: _____

Year _____

Moshannon Valley Jr.-Sr. High School
(Dates Facilities Used)

Moshannon Valley Elementary School
(Dates Facilities Used)

	Moshannon Valley Jr.-Sr. High School (Dates Facilities Used)	Moshannon Valley Elementary School (Dates Facilities Used)
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		