

# Use of Facilities

(Application for usage of schools/fields)

**REQUESTER**

<b>Name of Organization:</b>		<b>Date:</b>
<b>Address:</b>		
<b>Applicant:</b>	<b>Telephone: (    )</b>	<b>Email Address:</b>
Representative(s) to be present during activity and will accept responsibility for following school district regulations:		
<b>Representative/s:</b>	<b>Telephone: (    )</b>	<b>Email Address:</b>

**(This form must be submitted to office of building requested & approved 7 days prior to the requested usage date)**

**TERMS & AGREEMENT**

1. Certain events will necessitate the user to provide liability insurance coverage which names Palmerton Area School District as additionally insured.
2. No smoking, alcohol or illegal substances are permitted on school property.
3. Due to the Depart. of Health & Dept. of Agriculture sanitation requirements, all kitchen access is strictly prohibited.
4. The organization shall assume all responsibility and liability for damage to school property, and shall assume full responsibility for all participants and spectators, and their orderly manner, under terms set forth by the school district. Users may be required to employ security personnel.
5. All building usage requires custodial coverage. Service, rental, & utility fees to be paid by the organization under the terms of the approved facilities usage policy. Custodial personnel shall not be responsible for participants/spectators.
6. All stage activity requires that an advisor and stage crew is present, with costs to be paid by the organization.
7. Building doors shall be unlocked for entrance at the listed time, provided a responsible individual is present to assume responsibility and control.
8. I/We certify that I/We have read and understand the regulations of the School District of the Palmerton Area concerning the use of school buildings and further that I/We forever release the Palmerton Area School District, the Palmerton Area School Authority, their Directors, Agents, Employees and Servants from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the requested dates(s) for which this application is submitted. That upon prompt notice it will defend all actions, suits, complaints, or legal proceedings of any kind brought against the Board of Education and any of its Agents, Servants, or Employees and further it would hold harmless and indemnify the said School Directors, School District, and School Authority from any expense and judgments or decrees recovered against them as a result of said use of facilities.
9. In the event that the District closes due to weather or other emergency, all scheduled events are cancelled. Check District website or TV13 for details.
10. School District events take precedence.

Signature indicates the understanding of the approved use of facility policy and above agreements:

**Applicant Signature:**

**FACILITY REQUESTED**

**School:**  High School  Jr. High School  S.S. Palmer  Towamensing  Parkside  Other:

**Room(s)/Field(s):** **May any other room/field be substituted?**  
 Yes  No **Why?**

**EQUIPMENT NEEDED**

- |  |                                     |                                    |                                  |                                 |
|--|-------------------------------------|------------------------------------|----------------------------------|---------------------------------|
| <input type="checkbox"/> Tables: _____ | <input type="checkbox"/> Lectern    | <input type="checkbox"/> PA System | <input type="checkbox"/> Screen  | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Chairs: _____ | <input type="checkbox"/> Stage Crew | <input type="checkbox"/> Spotlight | <input type="checkbox"/> Piano   |                                 |
| <input type="checkbox"/> Desks: _____  | <input type="checkbox"/> Projector  | <input type="checkbox"/> TV        | <input type="checkbox"/> VHS/DVD |                                 |

**ACTIVITY INFORMATION**

<b>Type of Activity:</b>		<b>Estimated Attendance:</b>
		<b>Time(s):</b>
<b>Date(s):</b>	<b>Day of Week:</b>	<b>Setup/Access:    Doors Open:    Activity Begins:    Activity Ends:</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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<b>PALMERTON AREA SCHOOL DISTRICT</b>			
<b>Facility</b>	<b>Address</b>	<b>Telephone</b>	<b>Fax</b>
Central Administration Office	680 Fourth Street, Palmerton, PA 18071	(610)826-7101	(610)826-4958
Palmerton Area High School	3525 Fireline Road, Palmerton, PA 18071	(610)826-3155	(610)826-4929
Palmerton Area Junior High School	3529 Fireline Road, Palmerton, PA 18071	(610)826-2492	(610)826-2366
S.S. Palmer Elementary School	298 Lafayette Avenue, Palmerton, PA 18071	(610)826-7538	(610)826-7528
Towamensing Elementary School	7920 Interchange Road, Lehigh, PA 18235	(610)681-4024	(610)681-6410
Parkside Education Center	680 Fourth Street, Palmerton, PA 18071	(610)826-4914	(610)826-4925

<b>STAGE</b>	
If the stage and/or the stage crew are necessary, this form must be reviewed by the stage crew advisor to ascertain availability and coordinate scheduling.	
<b>Reviewed by Stage Crew Advisor:</b>	<b>Date:</b>

<b>GYM &amp; ATHLETIC FIELDS</b>	
If the high school or junior high school gymnasium(s) or athletic field(s) are requested, this form must be reviewed by the athletic director at HS to ascertain availability and coordinate scheduling.	
<b>Reviewed by Athletic Director:</b>	<b>Date:</b>

<b>APPROVAL</b>	
<b>Principal:</b>	<b>Date:</b>
<b>District Facilities Director:</b>	<b>Date:</b>