

PENN HILLS SCHOOL DISTRICT
REQUEST FOR USE OF SCHOOL FACILITIES AND/OR AUTHORIZATION
(Please type or Print)

Name of Organization & Contact (Print) _____

Date of Event: _____ Begins _____ Ends _____ Hours: From /to _____

Type of Organization _____

Type of Program or Event _____ Contact: (print) _____

Are you a 501C Organization: Y or N (please circle and provide proof)

Facilities Requested: (Check needs listed below)

BUILDING _____

Multipurpose Room _____
Auditorium _____
Cafeteria _____
Gym _____
Conference Room _____
Room (#) _____
Library _____
Scoreboard _____
Pool _____
Ball Fields _____
Other _____

EQUIPMENT REQUESTED :

Chairs (#) _____
Tables (#) _____
Other _____
Microphone _____
*Projector _____
*Screen _____
*TV/VCR/DVD _____
*PA System _____
*Overhead _____

*in-house must request these items
thru "HELPDESK" or Data Dept.

Staff Arrival/Set up Time _____

Date of Practice if applicable _____ Hours: From _____ To _____

No. Attendees for Event _____ Fee Charged? Y/N _____

Specific Purpose of event and use of fees when charged _____

Insurance (please provide proof) _____

I have received and read the Penn Hills School District policy relating to after-hours use of the facilities and accept responsibility for meeting the requirements stated therein. The affix of the representative's signature will hold the Penn Hills School District harmless to all claims.

Signature of Applicant _____ Date: _____

Address _____ Phone/Fax _____

E-mail _____

Approved () _____

Disapproved () _____ Date: _____

*School Board Authorization (when necessary) _____ Date: _____

FEES: (DEPOSIT of Rental fee may be required before approval can be given as per Board Policy)

Rental Fee:

Equipment Fee

Utility Fee:

Cafeteria Help/Cost:

Custodial Help/Cost:

Auditorium Help & Cost: