

Indiana Area School District  
Indiana, PA

**APPLICATION FOR USE OF SCHOOL FACILITIES**

Copies to:

Name of Organization:		Applicant
		Bldg. Principal
Type of Organization:		Supv Bldg/Grd
		Head Custodian
(Civic, Service, Social, Recreational, etc.)		Accts. Rec.
Is your organization CO-SPONSORED by the Indiana Area Rec Department?		Athletic Director
<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, signature of approval of the Rec Department Director:	Other

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Requests approval for the use of the following facilities of the Indiana Area School District:

School Building Requested: \_\_\_\_\_

Room(s) or Area(s) Requested: \_\_\_\_\_

Date(s): \_\_\_\_\_ Hours: From: \_\_\_\_\_ To: \_\_\_\_\_

Purpose *(Please explain in detail. Attach additional sheet if necessary):*

If admission is to be charged, state as specifically as possible what proceeds are to be used for:

Equipment requested: *(Please explain. Attach additional sheet if necessary.):*

Approximate number that will be in attendance: \_\_\_\_\_

I have read and understand the Indiana Area School District policy for use of school property and do hereby accept responsibility for meeting the requirements therein.

Signature: _____	Name <i>(Please print)</i> _____
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Address: _____	Telephone No.: _____	Date: _____
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*NOTE: Incomplete Applications Will Not Be Processed*

SCHOOL DISTRICT USE ONLY

Approval/Disapproval	School Principal: _____	Date: _____
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Approval/Disapproval	Business Manager: _____	Date: _____
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Security Required:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Number: _____
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Charges: \_\_\_\_\_

INDIANA AREA SCHOOL DISTRICT  
Rules and Regulations  
**Regarding Use of School Property**

1. Procedures

1. Initiate application at the school where use is requested to clear school calendar. If your group is co-sponsored by the Indiana Area Recreation and Parks Department, the signature of its director or designee is required on the front page.
2. Submit application with copy of Certificate of Insurance to Principal for approval of availability of area desired.
3. Principal will process application and forward to the Business Office.
4. Business Manager will indicate rental charge and fees, if any.
5. Approved copies will be sent to the Applicant, Principal, Supervisor of Buildings and Grounds, Head Custodian, Safety Coordinator (if security required), Athletic Director (if athletic facilities included) and Recreation Department (if required).

2. Rental Charges \*

	Non-Community or Non-Charitable Groups		Community/Charitable Groups	
	Per Hour	Minimum	Per Hour	Minimum
Auditorium-Rehearsal	\$25.00	\$50.00	\$10.00	\$20.00
Auditorium-Performance	\$50.00	\$100.00	\$25.00	\$50.00
Gymnasium-Practice	\$10.00	\$20.00	\$5.00	\$10.00
Gymnasium-Game	\$40.00	\$80.00	\$20.00	\$40.00
Multi-Purpose	\$10.00	\$20.00	\$5.00	\$10.00
Cafeteria	\$10.00	\$20.00	\$5.00	\$10.00
Classroom	\$10.00	\$20.00	No Charge	No Charge
Playground	\$10.00	\$20.00	No Charge	No Charge
Stadium-Day Practice	\$25.00	\$50.00	No Charge	No Charge
Stadium-Day Game	\$50.00	\$100.00	\$25.00	\$50.00
Stadium-Night Practice	\$50.00	\$100.00	\$25.00	\$50.00
Stadium-Night Game	\$100.00	\$200.00	\$50.00	\$100.00

The Indiana Area Recreation Department, PTA, and PTO are exempt from all rental charges and contractual agreements.

3. Reimbursement of Expenses

The intent of the school district is to keep the rental charges to a minimum; however, it is not its intent to absorb extra custodial, maintenance, security, or any other additional costs. These costs will be determined in advance and the organization or group requesting use of the facilities will be required to reimburse the school district for them.

4. Selected Rules and Regulations (Refer to School Board Policy 707, Use of Facilities, for official requirements)

1. THE RENTER MUST SHOW EVIDENCE OF A VALID INSURANCE POLICY TO COVER ITSELF IN CASE OF LIABILITY/PROPERTY DAMAGE AND/OR BODILY INJURY IN THE MINIMUM AMOUNTS OF \$100,000 COMBINED SINGLE LIMIT OR \$100,000/\$300,000 LIABILITY/BODILY INJURY AND \$50,000 PROPERTY DAMAGE. A CERTIFICATE OF SUCH COVERAGE MUST BE ATTACHED TO THE APPLICATION OR BE ON FILE IN THE DISTRICT OFFICE.
2. Tobacco, alcoholic beverages and gambling are prohibited.
3. Organizations using school property are responsible for the conduct of participants and spectators and must make adequate provisions to handle anticipated crowds.
4. Permission for use, when granted, is for specific rooms or areas, and the remainder of the building is not to be entered.
5. When school equipment is used, a designated school employee must be present and have general supervision of said use.
6. No signs, banners, pennants, etc. are permitted in or on school buildings. All decorations, furnishings and equipment provided by the renter shall be installed and removed under the supervision of the school staff.
7. The District reserves the right to cancel any building use upon a two week written notice when the area requested is needed for school activities.