

**WHITEHALL-COPLAY SCHOOL DISTRICT
Request for use of facility**

Person Initiating Request - Please Type Your Name Here		mm/dd/yyyy Date Issued
<p>In signing this request you are agreeing to the General Guidelines for Facilities Use included on this form; Furthermore, my organization forever releases the Whitehall-Coplay School District, their Directors, agents, employees and servants from all claims, actions and charges whatsoever arising out of the event(s) conducted on the above mentioned day(s) for which this application is being submitted. My organization 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 will hold harmless and indemnify the said School Directors and School District from any expense and judgments or decrees recovered against them as a result of said use of these facilities.</p>		
Organization's Legal Mailing Address:	Home Phone Number: () - -	
	Work Phone Number: () - -	
<p>Anyone requesting USE OF SCHOOL DISTRICT FACILITIES must complete this request form along with a certificate of liability naming the school district as an additional insurer (see page two for general guidelines) and submit both items to Mr. Philip Bankos, Supervisor of Buildings and Grounds at the Maintenance building at least 30 days prior to the event</p>		
Organization Name:		
Date of event: mm/dd/yyyy	Additional Dates:	
Time From: hh:mm <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	To: hh:mm <input type="checkbox"/> a.m. <input type="checkbox"/> p.m	
Nature of Event: Description		
Facilities Requested _____	Equipment / Furniture / Audio Visual Item Requested _____	
<p>**NOTE: The facility requestor is responsible to contact the responsible person/ department and coordinate particulars associated with the request. This would include (but is not limited to) the set-up of furniture, the set-up of requested equipment, specific times for access to the requested space, and any other specific needs/ information pursuant to the use of facility request. This contact shall be made in a timely fashion so as to assure that the requested needs can be provided, and that there is ample time to accomplish the associated tasks. Contact should be no less than 72 hours of the scheduled event.</p>		
Chaperones (If Applicable) Comma separated list		
Are Police Needed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes - Date Contacted: mm/dd/yyyy
***Organization is responsible for contacting and paying police		
A completed copy of this form must be returned to the Supervisor of Building and Grounds or emailed to erbt@whitehallcoplay.org		
AREAS BELOW ARE FOR ADMINISTRATIVE USE ONLY		
Approval - Are the facilities available and does the requesting group meet the criteria as per policy?		
_____ Yes		
_____ No	_____ Supervisor of Building and Grounds	
Copies to:	Organization	District Office Billing Dept.
	Building Principal	Custodial Supervisor
	District A/V Coordinator	Supervisor of Buildings and Grounds Athletic Director

PLEASE SEE PAGE TWO FOR GENERAL GUIDELINES FOR FACILITIES USE

GENERAL GUIDELINES FOR FACILITIES USE

- All outside organizations building usage requires custodial coverage, with all fees for services as well as rent to be paid by the organization under the terms of the approved facilities usage policy.
- 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.
- Per the school board policy, no smoking is permitted on school property.
- Building doors shall be unlocked for entrance at the listed time, provided a responsible individual is present to assume responsibility and control, however the doors must be kept **closed** at all times.
- Custodial personnel shall not be responsible for participants/spectators.
- Dependent upon the activity, the district may require you to employ security personnel, at the organizations expense.
- All parked cars must adhere to the designated parking areas. No cars will be allowed to be double-parked, and no parking will be allowed in the fire zones or on the grass.
- If any cafeteria facilities are requested, such as the kitchen or serving areas, the organization must contact Wayne Walp, the Food Service Director. He can be reached at 610-437-5081 or 610-782-0961. Please note: the cafeteria serving bar area is locked with security gates. Admittance is not allowed unless arrangements are made prior to the event. The use of the kitchen will require the use of cafeteria staff for which you will be charged time and a half of their hourly rate.
- It is the user's responsibility to have bread racks and cardboard boxes picked up or disposed of.
- Entrance to the cafeteria shall be through the double doors by the parking lot for all events.
- Any equipment, furniture or specific setups that are needed for an event must be noted on the request form at the time of the request. Please make sure everything that is needed is on that form. **ANY ADDITIONAL ITEMS WILL NOT BE GRANTED ON THE DAY OF THE EVENT.**
- Also, any classrooms requested for an event must be left in the same condition they were at the start of the event.
- It is the user's responsibility to provide appropriate telephone service, as the district does not supply it at any location.

Insurance: All users, other than school or school related organizations, shall have general liability insurance which shall name Whitehall-Coplay School District as an additional insured and which shall provide minimum coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate. The insurance shall be primary and non contributory to any insurance maintained by Whitehall-Coplay School District and shall remain in effect during the time the user is using the school facilities. The insurance policy shall provide that the School District receive thirty (30) days written notice to any cancellation or non-renewal of the insurance. A Certificate of Insurance containing the above insurance information shall be provided to the School District prior to commencing the user's use of the school facilities. The Certificate of Insurance will be reviewed to assure the conformance with the School District's Policy, Rules and Procedures.