

Facilities Utilization Request Form

Name of Sponsoring Group: _____

Name of Group Representative: _____

Address: _____

Phone Number: _____

Will there be an admission fee? _____/\$_____
(if so, amount of fee)

Estimated Number of Attendees _____

Facilities Requested: _____

(Facility and/or facility area to be used)

Type of Planned Activity (Please be Specific): _____

PLEASE NOTE: All rental fees begin when the group enters the facility.					
All rental fees end when the group vacates the facility.					
Day(s)/Date(s)/Time(s) Requested. Use A Separate Column For Each Date/Date Requested.					
Day					
Date					
Facility Open Time					
Event Start Time					
Event Ending Time					

1. All usage fees include rental of facilities (such as auditorium, cafeteria, kitchen, classrooms, gymnasium, stadium) and custodial costs and security costs.
2. If applicable, you will be responsible for the additional expense of kitchen personnel, stage lighting personnel, and air conditioning if requested.
3. You are responsible for making arrangements to have school police at the school by contacting Mike Parlak, Director of Security/Facilities Manager, (724)-626-4072.
4. **Everyone**, other than school sponsored activities, must provide the school district with a certificate of insurance prior to use of the facility.
5. The District's "Utilization of School District Facilities Policy" should be thoroughly reviewed for detailed information, rules, etc.
6. Due to the safety of others, live animals are prohibited inside.
7. In compliance with the Fire and Panic Act of 1927, P.L. 465, 299, no inflammable or explosive oil or material shall be used or stored.
8. After administrative and Board review, an estimated bill, as determined by school district policy, will be mailed to the group representative. Payment must be received prior to the group utilizing a facility. Please mail check payable to the Connellsville Area School District to:

Connellsville Area School District
Attn: Vicki McWilliams
732 Rockridge Road
PO Box 861
Connellsville, PA 15425-0861

I have read the conditions of use and accept responsibility for meeting the conditions on behalf of the sponsoring group.

Signature of Representative

Date

Building Principal/Administrative Approval Signature

Date