

PINE GROVE AREA SCHOOL DISTRICT  
103 SCHOOL STREET  
PINE GROVE PA 17963  
Use of School Facility  
March 11, 2009

**Facilities Use**

To all Pine Grove Area School District Facilities users:

Please refer to PGASD Policy 707, Use of School Facilities and Policy 707 AR, Use of Facilities. A copy of Policy 707 & 707AR is located in each building office. A copy of the PGASD policy can also be viewed on the schools website: <http://www.pgasd.com/>

Please pay particular attention to the following items: Section 4, paragraph 2 - Time required on submitting requests. Section 4, paragraph 4 – Days and times when activities can take place. Section 4, paragraph 18 – Insurance. Policy 707 AR - \$75 litter fee. **The certificate of insurance, \$75 litter fee and a completed facilities request form needs to be filed with the school district prior to the event date as per Section 4, paragraph 2.**

**Section 4, paragraph 15 – The use of tobacco products in any form is prohibited in all buildings and on all school property.**

Please feel free to contact either Sarah Readinger @ 570-345-2731ext.354 or Henry Snyder @ 570-345-2731ext.353 with any questions or concerns.

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**Have you reviewed Policy 707 and 707AR** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**DIRECTIONS:** Applicant must complete all of section I, section II line A and all of sections III and IV.

**I. BUILDING:** \_\_\_\_\_ Pine Grove Elem      \_\_\_\_\_ Middle      \_\_\_\_\_ High

Organization Name: \_\_\_\_\_

Facility and/or Field Requested \_\_\_\_\_

Purpose: \_\_\_\_\_

Date/s (mm/dd/yy): \_\_\_\_\_ Setup Hours: From: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

\_\_\_\_\_ Event Hours From: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Check additional needs/requirements:

\_\_\_\_\_ Chairs      \_\_\_\_\_ Scoreboard      \_\_\_\_\_ Microphone      \_\_\_\_\_ Sound System

\_\_\_\_\_ Tables      \_\_\_\_\_ Television      \_\_\_\_\_ Folding Stands      \_\_\_\_\_ Stage Lights

\_\_\_\_\_ Projector      \_\_\_\_\_ Rest Rooms      \_\_\_\_\_ Podium      \_\_\_\_\_ Piano      \_\_\_\_\_ Heat

\_\_\_\_\_ Custodian      \_\_\_\_\_ Time Requested to be here      \_\_\_\_\_ Kitchen Equipment

\_\_\_\_\_ Other \_\_\_\_\_

**CAMPS: See Policy 707 Section 4, Paragraph 5**

Are all participating students residents of Pine Grove Area School District \_\_\_\_\_ Yes \_\_\_\_\_ No

Fee Charged Students      \$ \_\_\_\_\_ Estimated Number Attending Camp \_\_\_\_\_

**II. OPERATIONAL COST FEE SCHEDULE:**

Renter: Use this chart to determine your classification, then complete line A below:

- Class I: School-Sponsored Groups
- Class II: School-Affiliated Groups (i.e.: PTO, Band Parents, Parent Booster groups, Alumni Associations, Pine Grove Area Education Foundation and other similar school oriented organizations whose existence depends upon the Pine Grove Area School District).
- Class III: Local Nonprofit Student Service Groups (i.e.: 4-H Clubs, Boy Scouts, Girl Scouts, Little League, Little Cardinals, Youth Soccer).
- Class IV: Community/Civic/Social Groups (i.e.: American Legion, Rotary Club, Lions Club, churches, VFW, fire companies).
- Class V: All Other Nonprofit Organizations (i.e.: AAU Organizations)
- Class VI: Commercial (Requestor must acquire written approval from the Superintendent).

A. Classification of renter (from above) \_\_\_\_\_

B. Base Facility Cost \_\_\_\_\_

C. Litter/Security Fees (\$75) \_\_\_\_\_

D. Liability Insurance \_\_\_\_\_

E. Personnel Costs \_\_\_\_\_

F. Total Amount Due \_\_\_\_\_

G. Waiver of Fee Requested (initial) \_\_\_\_\_

(Requires Board Approval; reasons for request must be included in writing, attached to this request, and submitted no later than 30 days prior to event).

**III. REQUESTOR COMPLIANCE – (To be completed by applicant)**

We have received a copy of the PGA School District “Waiver for the Use of School Facilities” and agree to comply with the same. (Complete Section IV)

A current “Certificate of Insurance” naming the school district as an additional insured is to be attached to this request upon submission. This does not pertain to school and school related groups.

Requested By:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_

**IV. WAIVER FOR THE USE OF SCHOOL FACILITIES**

WE, THE UNDERSIGNED, INTENDING TO BE LEGALLY BOUND HEREBY, DO AGREE to strictly comply with the rules and regulations of the Board of School Directors governing the use of school buildings and grounds and jointly and severally agree to assume full responsibility for any injury to or loss of school property, or to the person or property of anyone on the school premises, occasioned by such use of the above described accommodations and the special permission herein granted, to hold the district harmless from any loss or expense resulting from the same, and to make the same good without expense to the school district. The undersigned further agree to pay in advance such charge as may be made.

In addition, the undersigned further assure the school district that pursuant to the Regulations to implement Title IX of the Education Amendments to 1972: No person, on the basis of sex, will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any activity for which the school facility is used.

Name of Organization \_\_\_\_\_

Individual in Charge \_\_\_\_\_

(Signature)

Date(dd/mm/yy) \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE—FOR OFFICE USE ONLY**

**V. AUTHORIZATION FOR USE OF SCHOOL BUILDINGS AND/OR GROUNDS**

The above named organization/individual is hereby authorized to use the designated facility in accordance with the Pine Grove Area School District Policy #707 “Use of School Facilities” & #707AR “Use of Facilities”.

\_\_\_\_\_ Facilities Secretary Date \_\_\_\_\_

\_\_\_\_\_ Director of Athletics Date \_\_\_\_\_

\_\_\_\_\_ Building Principal Date \_\_\_\_\_

\_\_\_\_\_ Director of Buildings Date \_\_\_\_\_

\_\_\_\_\_ Business Manager Date \_\_\_\_\_

\_\_\_\_\_ Director of Grounds (If Applicable) Date \_\_\_\_\_

\_\_\_\_\_ Food Service Dir. (If Applicable) Date \_\_\_\_\_

\_\_\_\_\_ Superintendent (If Applicable) Date \_\_\_\_\_

Original \_\_\_\_\_ Facilities Secretary  
Copies Required: \_\_\_\_\_ Applicant \_\_\_\_\_ Bldg/Custodian \_\_\_\_\_ Director of Athletics  
\_\_\_\_\_ Bldg Principal \_\_\_\_\_ Food Service Director \_\_\_\_\_ Other  
\_\_\_\_\_ Director of Grds. \_\_\_\_\_ Business Manager

Board Approved: \_\_\_\_\_