

**TASD USE OF SCHOOL FACILITY AND EQUIPMENT APPLICATION**

⇒ All Requests Must be Submitted 15 Days Prior to Use/Activity ⇐

PLEASE CHECK CLASS:			INSURANCE COVERAGE
<input type="checkbox"/>	CLASS A	School Organizations, Clubs, PTO, Booster Clubs, Band Parents, Alumni, Etc.	N/A
<input type="checkbox"/>	*CLASS B	Non-fund raising activity, Little League, Boy/Girl Scouts, Civic Group, Etc.	\$1,000,000
<input type="checkbox"/>	*CLASS C	Civic or community group that involves fund raising and pays rental fee.	\$1,000,000
<input type="checkbox"/>	*CLASS D	Any outside organization which meets Board Policy and pays rental fee.	\$1,000,000

Organization:						
Contact Person:		Phone:		Email:		
Address:						
Building Requested:	Elementary School <input type="checkbox"/>	Middle School <input type="checkbox"/>	High School <input type="checkbox"/>			
Area Requested: Be Specific						
Purpose:						
Day/s:						
Time Facility is needed (from – to)						
Actual time of event						
Representative						
Number Attending						

If additional space is needed, please attach a typed or printed schedule. You must list the designated representative of your group that will be present at the activity and responsible for the supervision.

List material(s) and/or Equipment Required:

Signature:	Date
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**TO BE COMPLETED BY BUSINESS OFFICE**

<b>Fees to be Charged</b>			
Facility Rental			
Custodial Personnel		Estimated Time Services will be needed	
Security Personnel		Estimated Time Services will be needed	
Kitchen Personnel		Estimated Time Services will be needed	
Equipment Rental		Estimated Time Services will be needed	
Trash Removal			

**TOTAL ESTIMATED CHARGES: \$**

		<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
Building Principal		<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
Athletic Director		<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
Director of Food Service		<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
Network Administrator		<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
Buildings and Grounds Administrator		<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
Business Administrator		<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED

**\*Class B – C – D: Please read GUIDELINES FOR USE OF FACILITIES (Page 2) and sign agreement.**

## **GUIDELINES FOR USE OF FACILITIES**

The Tyrone Area School Board retains the right to control the management of the premises and to enforce all necessary and proper laws, rules, and regulations for the operation and management of same.

Persons using any school facility shall:

1. Assume full responsibility concerning:
  - A. Careful attention must be given to locking doors and turning out lights. **DO NOT BLOCK DOORS OPEN.**
  - B. Remember you are responsible for the conduct of the group using the facility.
  - C. All equipment that is used should be returned to its proper storage.
  - D. No student should be left in the building without adult supervision.
2. Use or enter, or all to be used or entered, **ONLY** those parts of the building specified in the request.
3. Not injure or deface said premises. Any damage whatsoever occurring during the tenancy shall be repaired by the Board and paid for by the persons using the premises.
4. Comply with federal, state, and local laws and rules of police and fire departments regarding public assemblies.
5. Not permit smoking, intoxicants, drugs, tobacco, or alcohol with the buildings or on school property.
6. Make arrangements with the school district for stagehands, policemen, etc. as required during use of the premises and as approved by the Board.
7. Relieve the Board of all responsibility for any loss or damage to person or property sustained by reason of the occupancy of the premises.
8. Assume full responsibility for any injury or liability from the use of facilities. Provide at his or her expense, public liability insurance of not less than \$1,000,000. The organization will protect, defend, save and keep the school district forever harmless and indemnified against and from any penalty, fine, cost, claims or damages or charges imposed for any violation of any law or ordinance, whatever occasioned by the negligence of the organization or any individuals attending the event. That organization will, at all times, protect, defend, indemnify, save and keep harmless the school district and its agents and employees against and from all claims, loss, costs, damage or expense from any accident or other occurrence arising out of the use of school district premises, causing injury to any person or property whomsoever and whatsoever and without regard to the cause of claimed cause of such injury. That the organization will protect, defend, indemnify and save harmless the school district, its agents and employees against and from any and all loss, cost, damage or expense arising out of any failure of the organization in any respect to comply with and perform all of the requirements and provisions of this rental agreement. *Organizations shall provide a Certificate of Insurance naming the school district an ADDITIONAL INSURED to the school district Business Office five (5) working days in advance of the date and time the facilities are to be used.*

**By my signature, I represent that I am authorized by the organization to enter into this agreement and that I have read and understand the "Use of School Facilities and Equipment Policy and Guidelines" and agree to all terms and conditions of these regulations.**

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Organization Representative/Date