

## **District Policies**

1. School District Personnel have first priority on usage of all equipment and facilities. Requests will be granted only after the needs of school personnel/organizations are satisfied.
2. User will assume full responsibility for the care, maintenance, and prompt return of all school equipment.
3. All borrowed equipment must be returned to the location where it was obtained.
4. Usage of school equipment for purposes other than originally agreed upon, or by unauthorized individuals/groups, is strictly prohibited.
5. User must show proof of adequate insurance coverage as required by the Board of Education.

## BELLEFONTE AREA SCHOOL DISTRICT REQUEST FOR USE OF SCHOOL FACILITIES

Building Requested:  Bellefonte Elem.  Benner Elem.  Marion-Walker Elementary  
 Pleasant Gap Elem.  Middle School  High School  Central Office

Equipment Requested: \_\_\_\_\_ Room Requested: \_\_\_\_\_

Approximate Attendance: \_\_\_\_\_ Admission Charge:  YES  NO

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

Name Of Coordinator: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_ Work Phone: \_\_\_\_\_

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

**Purpose of Function:** \_\_\_\_\_

**Insurance Certificate**

Our insurance carrier requires that organizations, groups, or individuals using any and all facilities and equipment of the School District provide a Certificate of Insurance to be filed with the Business Office prior to use.

- Certificate Attached  Certificate on File in Business Office

**Indemnity**

The user of the facility agrees to defend, indemnify and hold harmless the District from any and all liability, claims, accidents, suits for injury or property damage, or claim arising out of the use of the facility by the said organization, including costs and fees.

**E-Mail Address (notification for approval / disapproval)** \_\_\_\_\_

**USER SIGNATURE:** \_\_\_\_\_

\*Please contact Sue Heimer at 355-4814 x 3011 or [sheimer@basd.net](mailto:sheimer@basd.net) if cancelling any scheduled events to allow others the use of facilities and to notify Custodians that the event is cancelled.

**To Be Completed By The School:**

- School Sponsored  School Affiliated  Other

In accordance with District Policy, a building rental fee and/or charges for custodial services and equipment usage may be assessed. The Business Office following completion of your approved activity will send a separate bill for these expenses. Contact the building principal if you have any questions.

Principal	Date	Fees:	
Athletic Director or Auditorium Coordinator	Date	Rental	
Kitchen (if applicable)	Date	Personnel	
Physical Plant	Date	Equipment	
Business Manager	Date	TOTAL	
Allow 10 business days to process			