



HAMPTON TOWNSHIP SCHOOL DISTRICT
4591 SCHOOL DRIVE
ALLISON PARK, PENNSYLVANIA 15101-2698

FACILITIES USE APPLICATION

The undersigned hereby makes application for the use of : (circle all that apply)

All purpose room Gymnasium Classroom(s) Cafeteria Kitchen Grounds Auditorium HHS Teacher's Faculty Lounge

At: (circle one) Central Poff Wyland Middle School High School Swimming Pool Fridley Field

Equipment requested from the school: _____

Anticipated number of those utilizing facility: Participants _____ Audience _____

Main area of Residence of Participants: Hampton _____ Other _____

Will Hampton Township School District Students be attending? Yes _____ No _____. If yes, what grades and schools?

Refreshments will be served: (circle one) Yes No Admission Fees will be charged: (circle one) Yes No

Item(s) will be sold, given, exhibited and/or displayed: (circle one) Yes No

If yes, describe item(s) here: _____

Disposition of the proceeds: _____

Date(s) of use (include rehearsals, if any):
Date _____ Time _____ Purpose _____

If this application is granted, the undersigned individually and the organization which he or she represents as agent hereby agrees to assume full responsibility for the preservation of order, for any and all liability imputed or otherwise arising out of the use of the premises, for damages to school property, and for the proper observance of regulations stipulated on the reverse side of this form. The sponsoring organization hereby agrees to indemnify, save harmless and defend Hampton Township School District and its Board of School Directors, employees or agents from any and all claims, demands and suits of whatsoever nature on account of property damage or personal injury sustained or suffered by the School District or others, or death of a person arising or growing out of or in connection with the use of school facilities granted pursuant to this permit. The undersigned has read and understands Board Policy Number 707: Use of School Facilities which was distributed along with this application.

Name of Organization/Individuals _____

Type of Organization (Profit or Not-For-Profit) _____

Signature of Representative _____ Date _____

Address _____ Telephone _____

Name(s) of responsible adult(s) on premises _____

Email: _____

For Office Use - Permit Section: Remit fee to Hampton Township School District

Approved by: _____ Title: _____ Date: _____ Fee: _____

Class organization: _____ Deposit amount: _____

Deposit received by: _____ Date: _____

Supervisors Assigned: _____

Hampton Student Events Only: Participating Students _____ Principal Approval(s) _____

Special conditions to be observed: No smoking in buildings or on school grounds.
If school is canceled due to an emergency or weather conditions, all activities are canceled.

RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES

School Board Policy Number 707

Section: Property Title: Use of School Facilities

1. The charge noted on the Approval Application for use of school buildings is based on the rate established by the Board of School Directors Board Policy (copy attached).
2. All required fees are to be paid promptly upon billing by the School District. Checks are to be made payable to Hampton Township School District and will be accepted by mail. At the discretion of the District, bills not paid within 30 days of billing are subject to a 12% annual interest charge.
3. Decorations or other materials are not to be attached to any part of the building in such a way as to damage the school plant. Materials shall meet customary safety standards.
4. Unless otherwise agreed, final sweeping of area used and restoration of chairs and equipment of proper place will be done by the custodian. All other clean-up, including rough sweeping and removal of decorations, is to be done by the using organization immediately following the termination of use period.
5. Smoking and tobacco products are not permitted anywhere on school property.
6. The period for which hourly charges are calculated will begin at least one-half hour before actual use to permit the custodian to open the building and will extend beyond the activity to enable completion of duties involved in closing the building.
7. Volunteer workers may be used in connection with this application if approved by the Superintendent of Schools beforehand. Approved volunteers who are compensated by using organizations are not covered by school district insurances or benefits.
8. Permission will not be granted for use of the buildings and grounds if the use in any way interferes with school sponsored activities. The school District reserves the right to reassign any committed areas, especially permission granted on a long term basis, should the needs of the District require such a change.
9. The use of school property is contingent upon the good behavior of the user. If any pertinent rules or regulations are broken, or property damaged through carelessness or neglect, the user will be held fully liable and future applications for use may be rejected.
10. No one is permitted to use any building unless an approved custodian or representative of the School District is on duty. The school custodian is present as a representative of the District for purposes of security, inspection, and observation, in addition to carrying out usual custodial duties.
11. Only those areas and/or equipment listed on the approval will be available. Custodians are no authorized to furnish other items
12. This application must be filed with the Director of Administrative Services at least 20 days (40 days, if School Board approval is required) prior to date of requested use to receive adequate consideration.
13. The approved application must be in possession of the user and is subject to inspection by school authorities.
14. Responsible adult supervision must be provided by the using organization throughout the period of building use. Prior to leaving, the area used will be inspected for damage.
15. There shall be no drugs or illegal items, including alcoholic beverages, brought to or consumed in the building or on the grounds.
16. Nothing shall be sold, given, exhibited or displayed without permission.
17. Foodstuffs are not permitted in high school and middle school auditoriums, gymnasiums or high school swimming pool.