

BUILDING USE APPLICATION PERMIT

St. Marys Area School District

Activity Description _____ Date Submitted _____

Group making request _____ Person in Charge _____

Address _____
City
State
Zip

Home Phone _____ Bus. Phone _____

Alternate Contact _____ Home Phone _____ Bus. Phone _____

How many will attend? _____ Will an admission fee be charged for this event? _____ Yes _____ No (If yes, please review building use rules)

Equipment Needed (put number needed on blank)

_____ Risers _____ Scoreboard _____ Table(s) _____ Microphone(s) _____ Chair(s) _____ Podium _____ Bleachers
 _____ Stage Lights (Lighting staff charges will be assessed if lighting adjustments to the panel or a spotlight are needed)

Audio/Visual Equipment (specify) _____ (A \$5 rental fee will be assessed for Audio/Visual Equipment)

Other (please specify) _____

Building Requested (Check One): _____ HS _____ MS _____ SSM _____ FOX _____ BV

DATE(S)	DAYS OF USE (Mon-Sun)	EVENT TIMES (Time of actual event)	BLDG. USE TIMES (Actual time in building)
_____	_____	BEGIN _____ END _____	UNLOCK _____ LOCK _____
_____	_____	BEGIN _____ END _____	UNLOCK _____ LOCK _____

Specific Area(s) requested (check)

_____ Auditorium	_____ Auxiliary Gym	_____ Cafeteria
_____ Auditorium Hall	_____ Gym Hall	_____ Kitchen (Food service staff charges will be assessed)
_____ Front Hall	_____ Gym	_____ Pool (Pool supervisor charges will be assessed; Lifeguard ratio 1:25)
_____ Classroom(s) (No. of rooms needed)	_____ Men's Locker Room(s)	_____ Library
_____ Computer Lab	_____ Women's Locker Room(s)	
_____ Other (please specify): _____		

I hereby indicate that I have read the attached conditions, that I understand them, and that I agree to abide by them. I agree to comply with all the conditions of the Board of School Directors governing the use of school buildings and agree to assume full responsibility of injury or loss of school property occasioned by such use of the above described accommodations and special permission herein granted, and will make same good without expense to the school district.

SIGNATURE _____ DATE SIGNED _____

FOR OFFICE USE ONLY

ACTIVITIES DIRECTOR _____	APPROVED _____	DISAPPROVED _____
SERVICEMASTER _____	APPROVED _____	DISAPPROVED _____
BUSINESS OFFICE _____	APPROVED _____	DISAPPROVED _____
BUILDING PRINCIPAL _____	APPROVED _____	DISAPPROVED _____

COMMENTS: _____

Cost Account: Rental Fee _____ Personnel Fee _____ Equipment Rental _____ Est. Total _____ (Invoice will detail all changes)

Business Dept.: Contract Rec'd. _____ Insurance Cert. Rec'd. _____ Request Billed _____ Payment Rec'd. _____

White - Building Principal

Canary - Business Office

Pink - Aramark

Goldenrod - User

St. Marys Area School District Liability Form

Please sign this form and return it with your usage request form. When the Business Manager has signed for the District, a copy will be mailed back to you for your files.

ST. MARYS AREA SCHOOL DISTRICT

977 South St. Marys Rd.

St. Marys PA 15857

KNOW ALL MEN BY THESE PRESENTS, that _____
(outside group or organization) for and in consideration of the permission granted by the St. Marys Area School District to use _____ (name and description of facility) on _____ (date(s)), does hereby remise, release and forever discharge the St. Marys Area School District, its governing body, officers, employees, agents, successors, and assigns, of and from all and all manner of actions, causes of action, suits, debts, dues, judgements, contracts, obligations, liabilities, agreements, and all other claims and demands of any nature whatsoever, whether at law or in equity, especially including but not limited to all claims, obligations and liabilities which the undersigned now have or which may hereafter accrue on account of or in any way growing out of any and all known and unknown, foreseen and unforeseen, temporary or permanent bodily and personal injuries and property damage and the consequences thereof resulting or to result from any accident, incident, casualty, or event occurring on or about the date or dates written above and in connection with acts or negligence of _____, (outside group or organization) or anyone participating in _____ (outside group or organization) programs, during its use of the above-described facility of the St. Marys Area School District, including ingress and egress thereto and therefrom; and including any such claim or demand which against the said St. Marys Area School District, its governing body, officers, employees, agents, successors, or assigns, the undersigned in any capacity ever had, now has, or which its heirs, executors, administrators, successors, assigns, governing body, officers, employees, agents, invitees, or guests, shall or may have, for, or by reason of any acts or negligence on the part of _____, (outside group or organization) or anyone participating in _____ (outside group or organization) programs.

AND, FURTHERMORE, the undersigned does hereby expressly stipulate and agree, in consideration of the benefits to the undersigned described hereinabove, to indemnify and hold forever harmless the said St. Marys Area School District, its governing body, officers, employees, agents, successors and assigns against loss from any and all claims, demands and actions in law or in equity as described hereinabove, including the reasonable cost of defense thereof when due to the acts or negligence of _____, (outside group or organization) or anyone participating in _____ (outside group or organization) programs.

By: _____
Outside group or Organization

By: _____
**St. Marys Area School District
Director of Support Services**

(Original) District Office
(Copy) Outside Organization