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| **UNION SCHOOL DISTRICT – Building Facilities Application Form**  | Date of Request: |  |
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| Use this form for all requests to use school facilities by individuals or community groups not directly part of the district’s curricular programs. External non-profit groups applying for use of the district facilities for fundraising-type activities must use this form; internal groups do not. This form must be completed and submitted at least thirty days prior to the scheduled event to the building principal. *By signing the application, applicants agree to the Conditions of Use on page 2.* |
| **Please complete the following information; incomplete applications will be denied.** |
| Activity Description:  |
| Name of Applicant: |  | Date of Activity:  |
| Organization/Group:  Individual in Charge/Responsible:  |
| Contact Information: Phone  Alternate Number:   Address:  |
| Specific Hours of Usage: | Start/Open  |  End/Close |  |  |
| **Specific Facilities Requested** |  |  |  |  |
| Building/Facilities: **[ ]** Rimersburg Elementary [ ] Sligo Elementary [ ] Union HS |
| Specific Room(s) or Area(s) Requested: |  |
| Items and Number to be Furnished by USD: |
| Lectern:  Tables:  Chairs:  P.A. System:  Projector:  Internet: Other Equipment: Other Specific Requirements:  |
| Admission Fee:  | Beneficiary of Admission Fee:  | Will food or beverages be served?  |
| Approximate Number of Participants:  | Approximate Number of Spectators:  |
| ***Waiver Clause******“We the undersigned (users of school property) do hereby agree to indemnify fully and hold harmless the Union School District, its Agents and duly authorized Representatives from all damages or liability arising out of our use of the school premises, and further agree to hold harmless and forever indemnify the District from all actions, causes of actions, damages, claims or any liabilities whatsoever arising out of the use by us of the premises owned by the Union School District.”*** |

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|  (Applicant signature) (Date) (Representative, Users of School Property) (Date) |
| [ ]  Approved | [ ]  Disapproved |  |  |
|  |  | (Building Principal) | (Date) |
| [ ]  Approved | [ ]  Disapproved |  |  |
|  |  | (Supervisor of Buildings & Grounds) | (Date) |
| [ ]  Approved | [ ]  Disapproved |  |  |
|  |  | (Superintendent) | (Date) |
| [ ]  Approved | [ ]  Disapproved |  |  |
|  |  | (School Board) | (Date) |
| Custodians To Be On Duty: □ Yes □ NoCopies to: Applicant HS Office Central Office Buildings/Grounds Athletic Director Technology Cafeteria Elem Office |

**Conditions of Use**

The Board recognizes that although the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment, the Board may make school facilities available to individuals and community groups without discrimination and in according with this policy (#707. Use of School Facilities), provided the use does not interfere with the educational program of the schools.

This application is solely for the use of nonprofit groups. Any private for-profit group desiring to rent the Union School District’s facilities must appear before the Union Board of Education at least 45 days prior to the desired use date. The decision of the Union Board of Education as to whether to rent facilities shall be final and binding.

1. All requests for use of school facilities shall be made on this application form and submitted thirty (30) days prior to the event if said event involved extraordinary usage of school facilities, or twenty-four hours in advance if the request involves merely use of a room for a meeting during hours when staff is normally on duty. School activities will have preference on all scheduling of facilities.
2. Building Usage Applications are issued by the respective Principal and the Supervisor of Buildings and Grounds. The Supervisor of Buildings and Grounds, in coordination with respective Principal, will maintain a master schedule of all activities.
3. Because of maintenance and sanitation concerns, the sale of refreshments is discouraged, particularly in classrooms and gymnasiums. Neither tobacco nor alcoholic beverages are permitted on school premises.
4. No equipment may be brought into any facility without the written authorization of the Principal or the Supervisor of Buildings and Grounds.
5. Groups utilizing any facility must restrict their activities to those areas approved for use. Violation of this regulation will result in immediate loss of permit.
6. School service personnel and/or a school staff representative must be present during the entire event.
7. Any group or organization utilizing any Union School District property will be financially liable for any damage to said property.
8. Any group or organization that charges admission, entrance fees, tournament fees, etc. or sells items during the event shall be required to pay custodial/school personnel fees.
9. The following approved fee schedule is in effect:
	1. Gymnasium: $25/hour
	2. Cafeteria or Kitchen: $25/hour
	3. Cafeteria and Kitchen: $50/hour
	4. Athletic Field: $40/hour without lights; $65/hour with lights
	5. School Personnel: 1.5 x normal hourly rate
	6. Classroom: $25/hour
10. All payments shall be made directly to the Union School District, Business Office, 354 Baker Street, Suite 2, Rimersburg, PA 16248. All payments must be made in full immediately following the event. The District may at its discretion require advance payments or securing deposits.