

Exeter Township School District
BUILDING USE APPLICATION AND PERMIT

Name of organization: _____ Date: _____
Contact person(s): _____ Home Phone: _____ Bus. Phone: _____
Street address: _____
City: _____ State: _____ Zip: _____

Application is hereby made for the use of the following facilities within the Exeter Township School District:

Building requested: _____
Specific room(s) requested: _____
Gymnasium or athletic field: _____
Date(s) desired: _____ Time(s) _____
Description of event or intended use: _____

Number of participants: _____

Needs Request

Custodial: Yes _____ No _____ Food Services (required if kitchen facilities are used): Yes _____ No _____

Equipment: _____ Registration table _____ Screen _____ TV/VCR
_____ Podium _____ Extension cord _____ Other
_____ Overhead projector _____ Microphone

WE HEREBY AGREE to comply with the conditions of the Board of School Directors governing the use of school buildings and agree to assume full responsibility for any injury or loss of school property occasioned by such use of the above described accommodations and special permission herein granted, and will make some good without expense to the school district.

Applicant's signature: _____

Itemization of Charges

Deposit of half of rental charge holds the reservation. Remainder of rental charge will be billed and due upon receipt. Please make check payable to Exeter Township School District.

Rental fee: _____ Set-up fee _____
Personnel Fees:
Custodian _____ Food Service _____ Technical Advisor (Auditorium usage) _____

Total Charges: _____
Deposit due: _____ Date received: _____
Balance due: _____ Date received: _____

Signature of Approval

Building Principal : _____ OR

Athletic Director (gymnasium/athletic field use): _____

Copy to: (list date when sent) _____ School Office (if A.D. approved) _____ Business Office (YELLOW COPY)

_____ Individual requesting facility (PINK COPY) _____ Building & Grounds Supervisor _____ Food Services Supervisor

Exeter Township School District
200 Elm Street
Reading, PA 19606

BUILDING USE RULES

1. You are responsible for the conduct of adults and students associated with your group or organization. Activities should conclude so that all persons vacate the building no later than 10 p.m
2. You are subject to charges for misused items or excessive clean-up services resulting from problems with your group or organizations.
3. You will only be provided with the items requested on this form. Additional items cannot be furnished by the staff. **We encourage you to supply all the items whenever possible.**
4. You are not to be in any unassigned area at anytime.
5. When in a classroom, please note that you are not to do any of the following:
 - a. Use or survey items on teachers' desks or work areas. These are private records of the staff and students
 - b. Erase items on a board or remove items from a bulletin board.
 - c. Use classroom items, i.e.: books, papers, crayons, etc.
 - d. Leave an area with chairs, tables, etc. in disarray or papers on the floor
6. The custodian will report the conditions on the Building Usage Form. Failure to respect the school and misuse of school facilities may result in your use privilege being revoked by the appropriate school authorities.
7. Broken or damaged items will be the responsibility of the organization using the facility.

HOLD HARMLESS AGREEMENT

When requesting use of an athletic facility, do the following:

Each application must be accompanied by a certificate of insurance naming the Exeter Township School District as an additional insured under the application's policy for all activities anytime the facility is used by the named insured in an amount no less than \$500,000.00. Notice of cancellation of the above described insurance policy shall be given to the Exeter Township School District as provided by law. The applicant also agrees to hold harmless the Exeter Township School District from any damage to the facilities or equipment and shall pay for all cost attendant to restoration of the facility or equipment to its condition prior to the time of use.