

Avon Grove School District

Request for Facilities Use Permit

Requesting Organization Information
(Legal Name and Address)

Contact Person
(Name & Address)

Phone Number: _____

Phone Number: _____

Domicile in School District: Y N

75% of Group Residents of S.D.: Y N

Registered as Charitable Organization: Y N

1. Facility requested: _____ Dates requested: _____
_____ (If necessary, attach list of multiple dates & times).

2. Times of use: _____

3. Specific room(s) or area(s) being requested: _____

4. Purpose: _____

5. Food and/or beverages to be prepared or served? Y N If yes, please explain _____
_____ If yes, Food Service Director Approval _____

6. Are you charging Admission? Y N If yes, how much? _____
If yes, please review Board Policy regarding Admission Fees.

7. Number of persons using facility: _____

8. Other requirements (chairs, tables, stage lighting, setting up, etc.): _____

9. Personnel Requirements (to be completed by Building Administrator):

Position	# of Staff Required	# of Hours Required
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. Other Charges (heat, A/C, dumpster, etc.) _____

I agree on behalf of the above indicated organization that all members and guests will observe the above regulations and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to Avon Grove School District property during the above indicated period of use. We also agree that our organization will at all times hereafter indemnify the Avon Grove School District against any loss, damage or expense of any kind, which said school district may sustain or incur because of use of the above described facility by our organization and we will further hold said school district harmless for loss of any kind in connection therewith.

Signed: _____ (Requesting Officer) Date: _____

Title: _____

Approval, Building Administrator

Approval, Business Manager