

**MONTGOMERY AREA SCHOOL DISTRICT**  
**Montgomery, PA 17752**

**Facility Application and Agreement of Use**

**Application is made to use School District property or facilities as follows:**

Requesting organization/individual \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

Contact Person(s) \_\_\_\_\_

Best time to contact \_\_\_\_\_

Number of people expected to participate \_\_\_\_\_

Facility requested \_\_\_\_\_

Date(s) of event \_\_\_\_\_ Time(s) \_\_\_\_\_

Area(s) or Room(s) to be used \_\_\_\_\_

Equipment / Services requested \_\_\_\_\_

If granted permission to use the above property or facility and, if any, equipment or services it is agreed by and between the school district and the requesting organization / individual as follows:

1. The requesting organization or individual granted use will abide by all policies, rules and regulations of the school district on the conduct and deportment of persons in or on school district premises or facilities, whether now or hereafter adopted.
2. The use of the property or facilities shall not, in any way, interfere with the operations of the school district or any of the programs or activities of the school district. If required for school district purposes, it is understood that the right is reserved to the school district to withdraw or rescind the grant of the use of the property or facilities on short notice.
3. Weapons, alcoholic beverages and controlled substances shall not be brought onto school district premises or into school district facilities. Smoking is prohibited in all school district buildings, as well as on school district property.
4. School district property, facilities and equipment will be used in a careful and prudent manner so as to prevent loss, defacement or damage. Good order and discipline shall be maintained by the requesting group / individual.
5. The property or facilities will be vacated by the time set forth above and shall be left in as good a condition as when the use began. Unless payment is made for cleanup and cleanup as specifically requested, the property or facilities will be left in a thoroughly clean condition by the requesting group / individual. Performance of clean-up by the school district will not diminish or eliminate any liability for damages of the requesting group / individual.
6. The request organization (and the undersigned officer, agent or representative thereof individually and jointly and severally with the organization) or individual, agrees (a) to pay for and assume all and full liability for any loss or damages to persons or property or claims therefore resulting to or arising from the use of school district property or facilities by such organization or individual (and those granted access to the facility thereby) whether from an occurrence at the property or facility itself during such use, before or after such use, going to and from such use, in or about available parking areas, or otherwise; (b) to reimburse and/or hold harmless the school district, its board of directors, and the members, agents and employees thereof from any such loss, damage or claim, including, but not limited to, its or their attorneys' fees; and (c) to pay any attorneys' fees and costs paid or incurred by the school district to enforce any obligations imposed under this paragraph or otherwise herein.
7. The requesting organization / person shall present evidence of the purchase of organizational liability insurance in the amount of one million dollars (if applicable) in accordance with policy No. 707.

8. The school district is not responsible for the property of the requesting organization/person or of any property brought on school premises or in school facilities in connection with the use of school property or facilities by the requesting organization/person. All protective services desired by the requesting organization/person must be arranged by the requesting organization/person subject to the approval of the school district. The requesting organization/person shall be liable for the acts or omissions of any protective services engaged. The school district is not liable for the acts or omissions of any protective services engaged.
9. The requesting organization/person shall comply with all applicable laws; all requirements of the police and fire departments and other municipal authorities, and shall obtain and pay for all necessary permits and licenses. The requesting organization/person shall pay all taxes required.
10. The school district may remove from its premises/facilities any personal property left behind by the requesting organization/person or by anyone using the facilities.
11. The requesting organization/person shall not obstruct the halls, ramps, entrances of lobby of any building nor permit any chairs or movable seats to be or remain in the passageways and will keep the passageways clear at all times.
12. The requesting organization/person assumes responsibility for the acts of all participants and/or spectators for liability, injury or property damage.
13. Alteration or relocation of items or components mechanical or otherwise is prohibited unless prior written approval has been granted by the school district.
14. A rental charge in the amount of \$\_\_\_\_\_, a service charge of \$\_\_\_\_\_ and clean-up charge of **time and a half on Saturdays and double time on Sundays based on the individual custodian scheduled for the time** shall be paid at least ten (10) days after the use of school district premises or facilities.
15. The requesting organization/person shall provide the following policing, traffic management and crowd control:

Date of request \_\_\_\_\_

Signature of requesting individual \_\_\_\_\_

Printed name and title \_\_\_\_\_

The above application is \_\_\_\_\_ approved \_\_\_\_\_ denied by the Superintendent of Schools on (date) \_\_\_\_\_, subject to the following additional conditions:

\_\_\_\_\_  
Superintendent

The above application is \_\_\_\_\_ approved \_\_\_\_\_ denied by the Board of School Directors, subject to the following additional conditions:

Date of Board Action: \_\_\_\_\_

\_\_\_\_\_  
Board Secretary

**Please contact the building principal at 547-1608 three days prior to your event to finalize arrangements.**