

# CHARTIERS-HOUSTON SCHOOL DISTRICT

2020 WEST PIKE STREET, HOUSTON, PA 15342

PHONE: 724-746-1400 - FAX: 724-746-3971

## FACILITIES USE APPLICATION

**APPLICATION WILL BE RETURNED IF ALL REQUESTED INFORMATION IS NOT PROVIDED.**

**PLEASE FORWARD APPLICATION TO APPROPRIATE BUILDING PRINCIPAL.**

**ALLOW 5-10 WORKING DAYS TO PROCESS APPLICATION. NOT VALID UNTIL PERMIT IS ISSUED.**

NAME OF APPLICANT/ORGANIZATION

DATE SUBMITTED

NAME OF CONTACT PERSON

TELEPHONE #

E-MAIL ADDRESS (REQUIRED)

STREET ADDRESS

CITY

STATE

ZIP CODE

NAME OF SUPERVISOR, IF DIFFERENT FROM CONTACT PERSON

SPECIFY BUILDING AND ROOM OR AREA REQUESTED

**PLEASE NOTE: FACILITIES ARE CLOSED ON HOLIDAYS AND WHEN SCHOOL IS NOT IN SESSION.**

DATE(S) OF REQUESTED USE \_\_\_\_\_ FROM: \_\_\_\_\_ AM/PM TO: \_\_\_\_\_ AM/PM  
(INCLUDE SETUP AND CLEANUP TIME)

DAY(S) OF THE WEEK: \_\_\_\_\_ ACTUAL START TIME: \_\_\_\_\_ AM/PM

TYPE OF PROGRAM: \_\_\_\_\_

PURPOSE OF PROGRAM: \_\_\_\_\_

ADMISSION TO BE CHARGED: \$ \_\_\_\_\_ \$ \_\_\_\_\_ NONE \_\_\_\_\_  
ADULT STUDENT/CHILD

ANTICIPATED ATTENDANCE \_\_\_\_\_ NUMBER OF ADULT CHAPERONES (IF SCHOOL AGE GROUP) \_\_\_\_\_  
(DISTRICT REQUIRES ONE ADULT CHAPERONE FOR EVERY 30 SCHOOL AGE PARTICIPANTS)

EQUIPMENT REQUESTED (PLEASE CHECK):

ATHLETIC

- BASKETBALL
- VOLLEYBALL/NET
- SHOWERS (BOYS)
- SHOWERS (GIRLS)
- OTHER

AUDIO VISUAL

- SLIDE PROJECTOR
- SCREEN
- FILM PROJECTOR
- P.A. SYSTEM
- VCR
- MICROPHONE

STAGE EQUIPMENT

- # OF CHAIRS \_\_\_\_\_
- PIANO
- RISERS
- LECTERN
- LIGHTING
- PROJECTION BOOTH
- DRESSING ROOM

GENERAL

- # OF TABLES:
- LONG \_\_\_\_\_
- ROUND \_\_\_\_\_
- DESKS \_\_\_\_\_
- CHAIRS \_\_\_\_\_

ADDITIONAL REQUESTS: \_\_\_\_\_

SIGNATURE AND TITLE OF PERSON MAKING REQUEST

DATE

**THE USE OF ANY TOBACCO PRODUCTS IS PROHIBITED ON SCHOOL PROPERTY.**

**Terms and Conditions:**

The use of school facilities is subject to all terms and conditions contained in the attached Regulations Governing Use of School Facilities. Execution of this application and acceptance of the PERMIT indicates the undersigned party hereby agrees to be bound by and comply with said terms and conditions. Fees, if any, are to be made payable to the Charters-Houston School District, payable in advance. Subsequent fees are due upon receipt of an invoice. Proof of liability insurance must be submitted prior to event.

If the facility is used for athletic purposes, it is the philosophy of the Charters-Houston School District that "Athletics should foster clean sports. It is the privilege and duty of every person connected with Athletics to exemplify these principles in his own action and earnestly advocate them before others." Failure to exemplify good sportsmanship may result in the voiding of the Facilities Usage Permit. The School Board shall be held harmless by the user for any liability that arises from the use of school facilities or equipment.

**FOR SCHOOL DISTRICT USE ONLY:**

BUILDING PRINCIPAL'S RECOMMENDATION:     RECOMMENDED                       REJECTED

REASONS AND/OR CONDITIONS:

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**PLEASE CHECK IF REQUIRED:**

- LIABILITY INSURANCE CERTIFICATE REQUIRED**
- SECURITY (DAMAGE) DEPOSIT REQUIRED**    *Refundable if no damage*
- APPLICANT MUST PROVIDE ON-SITE SECURITY**

\_\_\_\_\_  
BUILDING PRINCIPAL'S SIGNATURE

\_\_\_\_\_  
DATE

REVIEWED AND APPROVED BY:

\_\_\_\_\_  
ATHLETIC DIRECTOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BUILDINGS & GROUNDS SUPERVISOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BUSINESS MANAGER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERINTENDENT

\_\_\_\_\_  
DATE

NOTICE TO BOARD: \_\_\_\_\_  
DATE

**FEE ASSESSMENT**

ROOM RENTAL	\$	_____
CUSTODIAL	\$	_____
LIGHT & SOUND	\$	_____
ON-SITE SECURITY	\$	_____
OTHER	\$	_____
TOTAL	\$	_____