

# BELLEFONTE AREA SCHOOL DISTRICT REQUEST FOR USE OF SCHOOL FACILITIES

Building Requested: ☐ Bellefonte Elem. ☐ Benner Elem. ☐ Marion-Walker Elementary  
☐ Pleasant Gap Elem. ☐ Middle School ☐ High School ☐ Central Office

Equipment Requested: \_\_\_\_\_ Room Requested: \_\_\_\_\_

Approximate Attendance: \_\_\_\_\_ Admission Charge: ☐ YES ☐ NO

Name Of Organization: \_\_\_\_\_

Name Of Coordinator: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date(s) Facility Requested: \_\_\_\_\_ Hours: From \_\_\_\_\_ To \_\_\_\_\_

## Purpose of Function:

### Insurance Certificate

Our insurance carrier requires that organizations, groups, or individuals using any and all facilities and equipment of the School District provide a Certificate of Insurance to be filed with the Business Office prior to use.

☐ Certificate Attached

☐ Certificate on File in Business Office

**Indemnity** The user of the facility agrees to defend, indemnify and hold harmless the District from any and all liability, claims, accidents, suits for injury or property damage, or claim arising out of the use of the facility by the said organization, including costs and fees.

**E-Mail Address (notification for approval / disapproval)** \_\_\_\_\_

**USER SIGNATURE:** \_\_\_\_\_

\*Please contact the Physical Plant at 355-4814 x 3006 or physicalplant@basd.net if cancelling any scheduled events to allow others the use of facilities and to notify Custodians that the event is cancelled.

## To Be Completed By The School:

☐ School Sponsored ☐ School Affiliated ☐ Other

In accordance with District Policy, a building rental fee and/or charges for custodial services and equipment usage may be assessed. The Business Office following completion of your approved activity will send a separate bill for these expenses. Contact the building principal if you have any questions.

Principal	Date	Fees:
Athletic Director or Auditorium Coordinator	Date	Rental
Kitchen (if applicable)	Date	Personnel
Physical Plant	Date	Equipment
Business Manager	Date	TOTAL
		Allow 10 business days to process