

ADMINISTRATION OFFICE
TULPEHOCKEN AREA SCHOOL DISTRICT
428 NEW SCHAEFFERSTOWN ROAD
BERNVILLE, PA 19506

Date of Application _____

Name and address of organization requesting the use of facilities: _____

Which building are you requesting? (circle one) Bethel Penn-Bernville

Tulpehocken Elementary Tulpehocken Junior H.S. Tulpehocken Senior H.S.

Which room(s) and/or field(s) are you requesting to use? _____

Are you requesting lavatory facilities: (Circle One) Yes No

State the specific purpose for the use of the requested facilities.

Date(s) Desired (Please be specific) _____

The beginning time _____ The ending time _____

Membership is _____ is not _____ limited to Tulpehocken Area residents.

The program is open to the public _____ is restricted to the organization _____

If you are charging an admission fee, what will it be? _____

How many will be in attendance? _____

Check equipment needed: (Note: additional charge may be required.)

_____ Sound System _____ Stage Lighting _____ TV/VCR _____ Kitchen

_____ Scoreboard _____ Bleachers _____ Cafeteria _____ Other

By signing this application the person whose signature appears on the reverse side signifies that he/she is responsible for the group, that he/she will prevent the misuse of the building, that the group has proper adult supervision, and that the buildings and grounds are used in conformity with the rules and regulations of the Tulpehocken Area Board of School Directors as stated in Policy #707 - Use of School Facilities, including but not limited to the reimbursement of the district for property damage, the following of instructions from school personnel assigned to the organization's use of the facilities, the provision for the health, safety, and welfare of the group. It is also understood that school activities have priority for the use of the buildings and grounds. This applies even for any school activity that must be rescheduled.

Proof of general liability insurance must accompany this application. Minimum coverage of \$300,000 per occurrence, bodily injury, and property damage insurance in the amount of \$25,000 per occurrence is required when renting Tulpehocken Area School District facilities. Tulpehocken Area School District will be named as additional insured in the policy.

I/we, the undersigned, do hereby agree to hold harmless the Tulpehocken Area School District for any injury or property damage that may occur while using district facilities.

I/we, the undersigned, have received a copy of the Guidelines For Rentals.

Person Responsible (please print) _____

Signature of person responsible: _____

Address _____ Telephone _____

DO NOT WRITE BELOW THIS LINE – DISTRICT USE

.....
Name of Organization _____ Date _____

Address _____

Application: Approved _____ Denied _____

Building Requested _____

Building Facility Requested _____

Date(s) of the Activity _____

Time(s) of the Activity Start _____ End _____

Applicant will be billed for the following:

- _____ Charge for Building Use
- _____ Charge for Custodians
- _____ Charge for Cafeteria Personnel
- _____ Charge for Other Personnel
- _____ Other Charges
- _____ Property Damage (if any)

The organization must provide police protection when programs are open to the public.

Superintendent's Signature

Date