

**GREATER JOHNSTOWN SCHOOL DISTRICT
APPLICATION FOR USE OF SCHOOL FACILITIES
NON-DISTRICT RELATED**

Name of Organization: _____

Type of Organization: (Civic, Service, Social, Recreational, etc.) _____

District Facility to be used: _____

School Building _____

Area _____

Date(s) _____ to _____ Hours – From _____ to _____

Purpose _____

(PLEASE EXPLAIN: If necessary, attach additional information.)

Charges: _____

Anticipated Attendance: _____

Equipment Requested: _____

(PLEASE EXPLAIN: If necessary, attach additional information.)

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

SCHOOL USE ONLY

Approval Disapproval _____
(Principal)

Approval Disapproval _____
(Business Manager)

Approval Disapproval _____
(Superintendent)

Approval Disapproval _____
(Board President)

Director of Physical Plant (Initial) _____

Maintenance Required: Yes No Total Hours _____

I have received and read the Greater Johnstown School District “Rules and Regulations” regarding use of school property, and do hereby accept responsibility for meeting the requirements therein.

(SEE PAGE TWO)

Signature Name (Please Print)

Address Telephone Number(s) Date:

Copies To:

Applicant _____

Bldg. Principal _____

Dir. of Phys. Plant _____

Business Mgr. _____

Print this form. Mail or E-mail to the appropriate building Principal.

Administration Bldg

USE OF SCHOOL FACILITIES – NON DISTRICT-RELATED PROCEDURES

1. Initiate application with the Building Principal to schedule requested date.
2. Submit application, with a copy of Certificate of Insurance, to the Building Principal for approval of availability of area desired.
3. Building Principal will process application and forward to the Director of Physical Plant for approval/disapproval.
4. Director of Physical Plant will process and forward to the Business Manager for approval/disapproval.
5. Business Manager will indicate rental charge and/or labor costs.
6. Approved copies will be sent to the Applicant, Principal, Director of Physical Plant, Business Manager, and Superintendent.

RENTAL CHARGES

Auditoriums

High School-----	\$ 1,000.00
Middle School-----	500.00
East Side School-----	250.00
West Side School-----	350.00

Gymnasiums

High School-----	500.00
Middle School-----	250.00
West Side School-----	350.00
East Side School-----	200.00

Cafeterias – All Schools----- 100.00

LGI – West Side School----- 100.00

Classrooms – All Schools----- 50.00

Fields – Middle School and West Side School----- 50.00

Playgrounds – All Schools----- 50.00

Trojan Stadium is leased under a separate contract agreement.

The above rental charges are a general guideline. The Business Manager may adjust these charges upon learning of all of the specifics of the facility use, e.g., if additional GJSD personnel are needed. It is the intent of the GJSD to keep these charges at a minimum; however, it is not its intent to absorb any excess costs.

RULES AND REGULATIONS

1. THE RENTER MUST SHOW EVIDENCE OF A VALID INSURANCE POLICY TO COVER ITSELF IN CASE OF LIABILITY PROPERTY DAMAGE AND/OR BODILY INJURY IN THE MINIMUM OF \$100,000 COMBINED SINGLE LIMIT OR \$100,000/\$300,000 LIABILITY/BODILY INJURY AND \$50,000 PROPERTY DAMAGE. A CERTIFICATE OF SUCH COVERAGE MUST BE ATTACHED TO THIS APPLICATION.
2. Tobacco, alcoholic beverages, and gambling are prohibited.
3. Organizations approved to use District facilities are responsible for the conduct of all participants and spectators. If, in the opinion of the District and/or renter, security is needed, the renter will be responsible for all costs associated with security. When, in the opinion of the District, security is needed to protect District property, security will be assigned, and the additional costs will be included in the charges indicated on this application.
4. Permission for use, when granted, is for specific rooms or areas. The remaining areas of the facility are not to be entered.
5. When school equipment is used, a designated school employee must be present and have general supervision of said use.

6. No signs, banners, pennants, etc., are permitted in or on school buildings. All decorations, furnishings, and equipment provided by the renter shall be installed and removed under the supervision of District staff.
7. The District may reserve the right to cancel any building use, upon a two-week written notice, when the area requested is needed for school activities.
8. Board-approved Clearances may be required at the request of the Superintendent.
(Application for Use of School Facilities, dc)