

RADNOR TOWNSHIP SCHOOL DISTRICT
APPLICATION FOR USE OF SCHOOL DISTRICT FACILITIES
ALL APPLICATIONS MUST BE SUBMITTED AT LEAST 30 DAYS IN ADVANCE
ALL ENTRIES BELOW MUST BE COMPLETED

Name, Organization or Person _____

School District Affiliated? _____ Percentage of Radnor Township Residents? _____

Non Profit? _____ State Tax Exempt # _____

For permission to use the following School District Facility _____

On _____ 20____ from _____ to _____
 Date(s) Time entering facility Time leaving facility

- | | | | | |
|-------------------------------|--------------------|-----------------------------------|-----------------------|--------------------------|
| _____ Auditorium | _____ Cafeteria | _____ Kitchen | _____ Classroom(s) No | _____ Multi-Purpose Room |
| _____ Gymnasium | _____ Locker Room | _____ Scoreboard | _____ Ticket Booth | _____ Parking Lot |
| _____ Athletic Field | _____ Field lights | _____ PA System | _____ Lavatories | _____ Other |
| _____ Custodial | _____ Food Svc's | _____ Maintenance | _____ Security | |
| _____ Tech AV (complete form) | | _____ Advertising (Attach sample) | | |

The purpose for which said facilities and equipment or grounds will be used is: _____
 _____ and for no other purpose.

_____ Admission Charge _____ Tickets Sold _____ Donation _____ Estimated Attendance

Information of responsible officer or individual that will be **PRESENT AT ALL TIMES**:

Name _____ Email _____

Street _____ City,State,Zip _____

Home Phone _____ Cell Phone _____

The applicant has read the "Use of District Facilities" regulations and will comply with and be bound by the regulations of the School District.

Print Name _____ Signature _____

**** FOR OFFICE USE ONLY ****

APPROVED _____

DISAPPROVED _____

REMARKS _____

- FEES:
- Rental _____
 - Custodial _____
 - Maintenance _____
 - Security _____
 - Technical _____
 - Other / Ins. _____

Principal/Designee _____
 Date _____

Director of Operations _____
 Date _____

TECHNICAL EQUIPMENT PLANNING FORM

Special Events/Presentations

Requested by: _____

School extension #: _____

Email: _____

Length of event/presentation: _____

Location in the district: _____

Brief description of event/presentation: _____

EQUIPMENT REQUESTED:

LCD projector _____
Overhead projector _____
Podium _____
Portable sound system _____
Compact disc player _____
Videoconferencing equip _____
Laptop (iBook or PC) _____
Printer (color or b&w) _____
Internet connection _____

Screen _____
Camcorder _____
Tripod _____
VCR / DVD _____
TV monitor _____
Microphone(s) _____
Mic stand(s) _____
Web address _____

PRESENTER WILL BRING:

_____ Laptop (iBook or PC, indicate operating system, i.e. OSX, Windows 2000, XP)
_____ Floppy disk with files (indicate the program, i.e. PowerPoint, Word, AppleWorks)
_____ CD with files (indicate the program, example: PowerPoint, Word, AppleWorks) or DVD to be Presented

ATTENDEE ACCESS:

Number of attendees _____
Number of computers or laptops needed _____

AUDITORIUM GYMNASIUM USAGE:

Special lighting / sound requests _____
Divider (up, down, partial) _____
Stage requirements (full, partial, none) _____
Other needs not identified _____

OTHER NEEDS:

Assistance required? _____

Please be specific. If assistance is needed during after school hours, approval is required.

RADNOR TOWNSHIP SCHOOL DISTRICT REGULATIONS FOR USE OF SCHOOL DISTRICT FACILITIES

1. Written application for facilities use shall be made to the Building Principal or Designee and shall be signed by the applicant and/or responsible officer of the organization requesting use of District facilities.
2. All applications reviewed and approved by the Principal or Designee of the school for which application is made must be reviewed by the Director of Operations before final approval is granted.
3. The School District reserves the right to request applicant to furnish to the School District additional information, including a certificate of insurance in such amounts as may be deemed advisable by the School District prior to the time of use by the applicant of school facilities.
4. The applicant for the use of School District facilities hereby releases and agrees to indemnify and defend the Radnor Township School District and its officers, employees, agents and School Directors, and to hold them forever harmless from and against any and all losses, liabilities, costs, expenses (including attorneys fees), claims, damages, and demands of every kind or nature whatsoever, both at law and in equity, including those relating to personal injuries, death or property damage, arising from or relating to the use of School District facilities (including buildings, grounds and equipment) pursuant to this application. The applicant also agrees upon demand of the Radnor Township School District to pay for or reimburse the School District for any expenses of any kind arising from damage to School District or other property caused by the applicant or any person or persons attending any function conducted on school premises by the applicant pursuant to this application.
5. Organization will be charged the minimum four (4) hours of service charges for all cancellations of activities unless the District is notified at least 24 hours prior to cancellation.
6. Every school facility approved for use may require one or more school personnel in attendance, the charge for which will be established by the School District. The minimum charge shall be four (4) hours. If kitchen facilities are used, at least one member of the cafeteria personnel is required to be on duty at an additional cost. The School District reserves the right to furnish the services of School Security (when not requested by the applicant) and to pass the cost of such services on to the applicant.
7. The use of School District facilities and equipment shall be restricted to the purpose for which its use was permitted and the School District reserves the right to restrict and so supervise the use of the facilities as to carry into effect the provisions and intent of these rules and regulations.
8. Possession of intoxicating beverages and non-prescribed drugs is prohibited. In accordance with the State of Pennsylvania Law, smoking on School District property is prohibited. No food or beverages are to be sold or distributed unless approval is granted. Under no circumstances shall food and/or beverages be permitted in areas other than the cafeteria without prior specific permission.
9. Disorderly conduct of any kind is prohibited and persons engaging in such conduct shall be removed from School District property.
10. The premises must be entered and vacated in accordance with the time(s) noted on the approved application.
11. Any advertising intended to be used on school premises associated with any school facilities must be noted on the application and an accurate color representation of the intended advertisement must be submitted with the application.
12. All applications are subject to review by the School District, and the School District reserves the right at any time to cancel any application, approval of which may have been given.
13. It is the policy of the Radnor Township School District not to discriminate on the basis of race, color, national origin, sex and handicap on its educational and vocational programs or employment as required by Title IX, Section 504 and Title VI.