

**COUDERSPORT AREA SCHOOL DISTRICT**

698 DWIGHT STREET-COUDERSPORT PA 16915

(814) 274-9480

**APPLICATION/CONTRACT FOR USE OF FACILITIES**

(Instructions on reverse side)

- 1. NAME OF ORGANIZATION: \_\_\_\_\_
- 2. BUILDING REQUESTED: \_\_\_\_\_
- 3. DATE(S) REQUESTED: \_\_\_\_\_ 5. TIME OF EVENT: \_\_\_\_\_
- 4. FACILITY REQUESTED:  
 Athletic/Practice Field     Cafeteria     Gymnasium     LGI     Stadium  
 Auditorium     Classroom(s)     Kitchen     Library     Track
- 6. TYPE OF FUNCTION: \_\_\_\_\_  
**Special Arrangements or Equipment** (chairs, tables, microphones, projector, etc.) Specify: \_\_\_\_\_
- 7. NO. OF PARTICIPANTS: \_\_\_\_\_ NO. OF CHAPERONES: \_\_\_\_\_
- 8. WILL ADMISSION BE CHARGED?  YES  NO    AMOUNT(S): \_\_\_\_\_
- 9. WILL A DONATION BE REQUESTED?  YES  NO
- 10. DATE(S) OF REHEARSAL(S): \_\_\_\_\_ TIME: \_\_\_\_\_
- 11. ARRIVAL/LEAVE TIME: REHEARSAL: \_\_\_\_\_ / \_\_\_\_\_ PERFORMANCE: \_\_\_\_\_ / \_\_\_\_\_
- 12. WHAT TIME WOULD YOU LIKE THE BUILDING OPEN THE DAY OF THE EVENT? \_\_\_\_\_
- 13. IS THIS EVENT SPONSORED BY THE SCHOOL DISTRICT?  YES  NO
- 14. IF FEES AND/OR CHARGES APPLY, WHAT WILL BE THE METHOD OF PAYMENT? \_\_\_\_\_
- 15. IF PROOF OF INSURANCE IS REQUIRED AS EXPLAINED ON THE BACK OF THIS FORM, IS IT ATTACHED?  YES  NO

**I have read and understand the instructions on the reverse side of this application.**

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: Home: \_\_\_\_\_ Office: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**TO BE COMPLETED BY SCHOOL DISTRICT PERSONNEL**

**Application:**  Accepted  Rejected    Category (Circle):    I    II    III    IV

**Notifications:**  Principal    **Fees:** \_\_\_\_\_

Supervisor, B & G     Prepayment Required\*    **Rental:** \_\_\_\_\_

Business Manager     Insurance Required\*    **Service:** \_\_\_\_\_

Athletic Director    **Other:** \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

**\*If either is checked, see instructions on reverse side.**

Principal Signature/Date

District Administration Signature/Date

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**INSTRUCTIONS**

**A. COMPLETION OF CONTRACT**

1. Complete the top part of the application and return all copies at least thirty (30) days in advance of the proposed date to the principal of the building that has the facility(ies) that you want to use.

**B. RETURN OF CONTRACT**

1. After review, a copy of the application will be returned to you indicating acceptance or rejection of your request. If accepted, the bottom part of the application will be completed. The copy that is returned to you shall constitute a contract between your organization and the Coudersport Area School District.

**C. FEES AND CHARGES**

1. Rental fees are actual, service and other fees are estimates. Total actual fees shall be made in accordance with the School District's approved Schedule of Fees. The actual invoice may vary from the estimated invoice if unforeseen circumstances develop.
2. Charges that are associated with the use of the facility will be billed as soon as they are known. Those charges are to be paid within ten (10) days of the receipt of the invoice. The Superintendent may require pre-payment.
3. No fees for special personnel services are to be paid directly to the personnel.
4. The use of school employees is mandatory when renting the gym, kitchen, audio, visual, and audio-visual equipment.

**D. INSURANCE**

1. The Coudersport Area School District requires liability insurance with a minimum of \$1,000,000 bodily injury and property damage combined when outside agencies request to use school facilities. The insurance certificate must accompany the application and it must show that the Coudersport Area School District has been named specifically as an additional insured.

**E. CERTIFICATION**

BY THIS APPLICATION AND SIGNATURE THEREON, THE APPLICANT HEREBY CERTIFIES THAT THE COUDERSPORT AREA SCHOOL DISTRICT POLICY #707 REGARDING THE USE OF SCHOOL FACILITIES HAS BEEN READ AND UNDERSTOOD AND WILL ABIDE BY ALL RULES, REGULATIONS, AND PROVISIONS OF THAT POLICY.