

KEYSTONE SCHOOL DISTRICT

Knox, Pennsylvania 16232

CONTRACT FOR USE OF SCHOOL FACILITIES

THIS CONTRACT MUST BE SIGNED AND RETURNED TO
THE DISTRICT OFFICE SEVEN (7) DAYS PRIOR TO THE DATE REQUESTED

THE UNDERSIGNED MAKES THIS CONTRACT ON BEHALF OF:

_____ (Organization)

BUILDING & ROOM(s) REQUESTED *(Kitchen Not Permitted)*: _____

PROPOSED ACTIVITIES: _____ FUNDRAISER: YES or NO

DATE(s): _____ DAY(s) OF WEEK: M T W R F Sa Su

EXACT TIME OF SCHEDULED EVENT: _____ A.M./P.M. to _____ A.M./P.M.

TOTAL LENGTH OF TIME NEEDED IN BUILDING: _____ A.M./P.M. to _____ A.M./P.M.

TOTAL NUMBER OF INDIVIDUALS EXPECTED TO PARTICIPATE: _____

PERSON IN CHARGE DURING ACTIVITY: _____

The undersigned agree to the following conditions:

- *The lessee shall assume full responsibility for maintaining and/or returning rented facilities, property or equipment to their existing condition at the time of the rental. Lessee assumes full responsibility for damages or loss to school facilities, property or equipment.*
 - *To serve food and beverages only in areas normally used for this purpose.*
 - *To refrain from attaching any objects to floors or walls that could mar the building.*
 - *To accept any instructions from the custodian who is responsible for the enforcement of building rules and regulations.*
 - *To accept cafeteria help and police (if applicable) as assigned by the school.*
 - *Acceptance of this contract relieves the Keystone School District of any liability for accidents or loss of/damage of property.*
 - *The lessee is responsible for the conduct of all persons present in relation to the facility use. Participants, siblings and/or any other person in attendance must be supervised at all times. They are not to run in the halls or use any facility or room other than what is designated on this form.*
 - *Restrooms must be kept clean.*
 - *You have requested the room—not the supplies in the room. Please list below any equipment/supplies needed.*
 - *No facility or equipment may be used in a manner contrary to its intended use. There is to be no batting practice with hardballs or kicking of balls in the elementary gymnasium.*
 - *Additional custodial coverage may be required based on the number of participants and size of event.*
 - *You must arrive/depart at your approved time in order to maintain order of scheduled events.*
 - *Lessee shall comply with the provisions of the district's Tobacco Use policies.*
 - *When advertising or promoting non-school sponsored activities held at the school facilities, all groups shall clearly communicate that the activities are not being sponsored by the school district.*
 - *Use of A/V Equipment and other forms of Technology owned by the Keystone School District are prohibited without appropriate school personnel in place to operate the equipment.*
- **Proof of Organizational Liability Insurance must be attached before this application will be considered.**
 - **Applicant is responsible for adhering to Emergency Evacuation Procedures for contracted location.**
 - **Applicant is responsible for knowing and adhering to the Use of School Facilities Policy No. 707.**
 - **Use of KSD kitchen facilities is strictly prohibited. Food service must be contracted through the district's food service management company. Please contact the District Office if you wish to utilize food service for your event.**

Equipment/Supplies Needed: _____

For Office Use Only:				
Classification of Group	A	B	C	D
Building Rental Charges	_____ Yes	_____ No	_____ Yes	_____ No
Cafeteria Charges	_____ Yes	_____ No	_____ Yes	_____ No
Kitchen Charges	_____ Yes	_____ No	_____ Yes	_____ No
Custodian Charges	_____ Yes	_____ No	_____ Yes	_____ No
_____/		_____/		
Building Principal			Date	
_____/		_____/		
Superintendent			Date	

SIGNATURE _____

This form must be signed prior to submission for approval.

PRINTED NAME _____

ADDRESS _____

PHONE _____

cc: _____ District Office _____ High School/Elem _____ AV _____ Requester of Contract
 _____ Maintenance _____ Cafeteria/Kitchen _____ Library _____ Other