

**RIVERSIDE SCHOOL DISTRICT**  
**601 S. Main Street**  
**Taylor PA 18517**

**APPLICATION FOR USE OF SCHOOL FACILITY**

This Application must be completed and returned to the Riverside School District, 601 S. Main Street, Taylor, PA 18517 in accordance with the attached regulations.

**TO BE COMPLETED BY THE APPLICANT**

1. Name of Organization: \_\_\_\_\_
2. Requester's Name: \_\_\_\_\_ E-Mail Address \_\_\_\_\_
3. Address of Organization \_\_\_\_\_ Requester's Phone # \_\_\_\_\_
4. Building Desired (**be specific**) \_\_\_\_\_ Room or Field Desired: \_\_\_\_\_
5. Principal Approval \_\_\_\_\_ Date: \_\_\_\_\_
6. Date Facility Desired \_\_\_\_\_ Hours: From \_\_\_\_\_ To \_\_\_\_\_
7. The Activity:

• Briefly describe the nature of purpose of the activity. Specify if donation will be taken, or if admission is charged specify amount.

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- Additional Equipment required (projector, piano, microphone, soundboard, Etc.)
- Additional Personnel required (stage crew, custodian, security, etc.)
- Total number of persons expected to be in attendance \_\_\_\_\_

***All Insurance Certificates must name RIVERSIDE SCHOOL DISTRICT,  
601 S. Main Street, Taylor, PA 18517, as the Certificate Holder and additionally insured.***

Two residents of the Riverside School District are/will be responsible for the conduct of the activity and any damages that may occur.

NAME ADDRESS DAYTIME TELEPHONE E-MAIL ADDRESS\*\*

\_\_\_\_\_  
\_\_\_\_\_

-----**FOR OFFICE USE**-----

1. Charges to be made:

Rental \_\_\_\_\_

Personnel \_\_\_\_\_

Other \_\_\_\_\_

Total \_\_\_\_\_

2. Exceptions and /or Restrictions:

\_\_\_\_\_

3. **Office Action:**

Approved Date \_\_\_\_\_ Certificate of Insurance Received: Yes No

Rejected Date \_\_\_\_\_

Indemnification Received: Yes No

Permit/Schedule ID #: \_\_\_\_\_

Date Indemnification Signed \_\_\_\_\_

Date Entered \_\_\_\_\_

\_\_\_\_\_

**In accordance with the attached regulations, all rental fees must be paid two weeks prior to use. Payment is to be made to the Riverside School District.**

\*\* Contact e-mail address is required – all approval, denial, and cancellation notifications will be sent via e-mail only. No paper copies will be distributed.