

RIVERSIDE SCHOOL DISTRICT

300 Davis Street

Taylor PA 18517

APPLICATION FOR USE OF SCHOOL FACILITY

Four (4) copies of this application must be completed and returned to the Riverside School District, 300 Davis 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.

- 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, 300 Davis 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.