

**HIGHLANDS SCHOOL DISTRICT
REQUEST/PERMIT FOR USE OF SCHOOL FACILITIES**

Please complete form for building request: (*Must be completed and submitted by the **first Monday of the month for Board Approval that same month.***)

School _____ **Area** _____
you wish to use.

Date(s) From _____ to _____ Hours from _____ to _____ (am or pm)

Type of Activity _____

Name of Group _____ Responsible _____

Address _____

Phone Number daytime _____ Cell number _____

1. Will there be an admission charge? _____ Amount? _____

Please answer all of the following questions:

2. Please estimate the anticipated attendance _____

3. Do you need spotlights, public address systems, stage lights, projector, etc?

4. Please indicate if you need air conditioning/heating _____

5. Will you need additional rooms or rest rooms other than the area requested above? If so, where?

6. Do you have liability insurance? _____ Carrier _____

Please be informed you will be charged for cafeteria expenses, custodial time, security time, audio visual time, and auditorium supervisor's time, if applicable. (See fee schedule attached.)

Please submit \$200.00 deposit payable to: Highlands School District.

*****Non profit group deposits will be returned at the end of the event as long as no damages to property have occurred.***

The Board shall be held harmless by the user for any liability that arises from use of school facilities by any non-school related organization, individual, or activity. Proper proof of liability insurance must be provided, if applicable.

I agree to terms of this permit, fee schedule of all applicable charges and accept responsibility.

Signature _____ Date _____

Submit completed form and deposit to: Facilities Coordinator, Highlands High School, 1500 Pacific Avenue, Natrona Heights, PA 15065 or by FAX to 724-226-0434.

This section to be completed by District personnel after permit is approved by the Highlands School Board. Please be informed your request has been approved as stated above. This permit must be in your possession during the event. District personnel have the right to ask to see this permit.

Building Principal _____

Facilities Coordinator _____