



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

THIS FORM MUST BE COMPLETED AND SUBMITTED BY THE FIRST MONDAY OF THE MONTH

School Building: _____ Facility Requesting to Use: _____

Date(s) Requesting to Use: _____ Hours Requesting to Use: _____

Event/Activity: _____ Name of Group: _____

For Profit Organization _____ Non-Profit Organization _____ (must attach a copy of tax-exempt letter)

Person Responsible for Event/Group: _____

****A representative from the event/group must attend the School Board planning meeting that is held the second Monday of each month in order to answer specific questions a school board member may have. Failure to attend may result in the request being denied***

Address: _____

Daytime Phone: _____ Cell Phone: _____

Please answer the following questions:

1. Will there be an admission charge? YES NO Amount? _____
2. Do you have liability insurance? YES NO Carrier? _____ (must attach a copy)
3. Anticipated attendance (estimate)? _____
4. Do you need (please check one) air conditioning heating neither
5. Do you need AV Equipment/Technology? If so, list specific items needed: _____

Please note there will be additional maintenance and personnel charges, if applicable (see attached Facilities Use Fee schedule).

A \$200 deposit is required to reserve the facility. Checks should be made payable to: Highlands School District. Deposits will be deducted from the total bill as long as no damages to property have occurred.

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

I agree to the terms outlined in this form, the rate schedule indicated on the Facilities Use Fee form, and accept full responsibility for the event.

Name of Person Completing this Form (Please Print): _____

Signature: _____ Date: _____

Submit completed form to: Facilities Coordinator, 1500 Pacific Ave. P.O. Box 288, Natrona Heights, PA 16056
or fax to: 724-226-0434

This section to be completed by District personnel after request is approved by Highlands School Board.

Your Request for Use of Facilities has been approved. This form must be present during the event, and District personnel may ask to review this form to assure approval was granted.

Building Principal: _____ Facilities Coordinator: _____