

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

701-AR-4. APPLICATION FOR LEASING SURPLUS SPACE

Applicant Identification

Name of organization: _____

Address: _____

_____ Telephone: _____

Type of organization – brief description, profit or non-profit:

Principal officers – names and titles:

Financial information – Audit – submit copy of last completed fiscal year:

Bonding/insurance company – names, addresses:

Bank credit line (optional): _____

Building Space Required

Building location: _____

Rooms (square footage): _____

Use of built-in equipment: _____

Time period desired: _____

Nature And Purpose Of Intended Use

Detail intended use of facilities: _____

Number of individuals who would be regularly occupying space: _____

Approximate number of transient individuals visiting building space: _____

Space required for automobile parking: _____

References

Bank references – name, address, contact person:

Credit references (4) – name, address, contact person:

Applicant Name: _____

Signature of Business Manager: _____

Date: _____

Note: If additional space is required, please attach paper to this application.