

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

707-AR-2. APPLICATION FOR (RENTAL) USE OF PENN MANOR SCHOOL DISTRICT FACILITIES

PENN MANOR SCHOOL DISTRICT
P. O. Box 1001
Millersville, PA 17551-0301

1. NAME AND ADDRESS OF "USER" REQUESTING RENTAL OF FACILITY:

Name

Address

City State ZIP Code

By: _____
(Person in charge of activity)

Telephone: () _____ between 8:00 a.m. and 3:30 p.m.

() _____ after 3:30 p.m.

Type of Organization: _____
(Specify – Service, Religious, etc.)

Type of Program: (Be Specific) _____

2. Will admission/participation fee be charged? _____ Yes _____ No

3. Date(s) Requested: _____
(Attach Schedule if necessary) _____

4. Time doors to open: _____ AM or PM close _____ AM or PM

5. Facilities requested: Check appropriate box(s)

a. School: H.S. _____ Manor _____ Marticville _____ Elementary (Name) _____

b. Location: Auditorium _____ Classroom _____ Kitchen _____ Cafeteria Dining Area _____

Gymnasium _____ Locker Rooms _____ Multi-Purpose Room _____ Lobby _____

Other _____

Specify

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c. Equipment Needs: Piano _____ Spotlight _____ Risers _____ Projector _____
Other _____

Specify

6. Athletic Fields: H.S. _____ Manor _____ Marticville _____ Comet Field _____ Elem. _____
Which Field(s): _____
Purpose: _____

7. Penn Manor School District contact is the Business Office at (717) 872-9500.

8. Liability Insurance:

All approved **“USER”** shall be required to obtain comprehensive general liability insurance with the stated minimum limits as listed below. A certificate of insurance naming the Penn Manor School District **AS AN ADDITIONAL INSURED** must be received in the Business Office two (2) weeks prior to the rental date.

LIMITS: \$1,000,000 combined single limit bodily injury/property damage.

Name of Insurer: _____

9. The Penn Manor School District will not be liable or responsible to any person or persons engaging in the entertainment or employed by the renting organizations in connection therewith, or any person or persons attending, or entering or leaving the premises (rented facility/grounds). It being understood that the renting organization assumes all responsibility and liability for accidents or injuries which may occur or any claim which may arise out of the use of the premises and does further hold harmless Penn Manor School District, its agents or employees from any and all claims whatsoever that may arise from this rental.

Signature

Date

Typed or Printed Name as it appears above.

FOR OFFICE USE ONLY:

Principal	_____	Date	_____	A	_____	B	_____
Ath. Dir.	_____	Date	_____	A	_____	B	_____
Maint. Dept.	_____	Date	_____	A	_____	B	_____
Bus. Off.	_____	Date	_____	A	_____	B	_____
Board	_____	Date	_____	A	_____	B	_____

COMMENTS: (Special District Conditions)