

PLEASE PRINT OR TYPE ALL INFORMATION

*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) \_\_\_\_\_

Email address \_\_\_\_\_

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

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 _____	D _____
Ath. Dir.	_____	Date _____	A _____	D _____
Maint. Dept.	_____	Date _____	A _____	D _____
Bus. Off.	_____	Date _____	A _____	D _____
Board	_____	Date _____	A _____	D _____

COMMENTS: (Special District Conditions)