

HEMPFIELD SCHOOL DISTRICT
Application for Use of School Property

Date (application filed): _____

Name of Organization - _____

Contact Person _____ Telephone _____

Address - _____ City _____ State _____ Zip _____

Email - _____

Alternate contact _____ Telephone _____

Email - _____

Intended Use - _____

Facility Requested: Building - _____

Room or Area of School to be used _____

DATE(S) REQUESTED - _____

Event start time /end time _____ am/pm till _____ am/pm

Earliest time to access to the building _____ am/pm

Latest time to vacate the building _____ am/pm

Are Participation or Admission Fee to be charged? Yes / No

Approximate # of Persons Expected to Attend _____

All Requirements must be listed on this form to assure availability and set-up prior to your event. Tables # _____ Chairs # _____ Podium _____

A/V needs (Please be detailed) _____

_____ Other _____

Lessee agrees to indemnify the Hempfield School District, its agents and employees, from and against all loss or expense imposed by law upon the Hempfield School District, for any damages of any nature, sustained by any person or from any damage to property connected with the activities conducted or sponsored by the tenant, provided such injury to persons or damage to property is due to the negligence of the lessee, its employees, or agents. I understand that this application is subject to approval by the Hempfield School Board. I agree to pay for any damage to the property except for ordinary wear and tear.

Applicant Signed _____

ALL RENTALS MUST BE ACCOMPANIED BY AN INSURANCE CERTIFICATE

For School Use Only

Principal's Signature _____ Date _____

Chief Operating Officer Signature _____ Rental Fee _____