

# PORT ALLEGANY SCHOOL DISTRICT REQUEST FOR USE OF BUILDING & GROUNDS

<b>Organization:</b> <hr/> <b>Activity:</b> <hr/> <b>Admission Charge:</b> <table style="margin-left: 100px; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; text-align: center; padding: 2px;">Yes</td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; text-align: center; padding: 2px;">No</td> </tr> </table> <hr/> <b>Proceeds Used For:</b> <hr/> <b>Does the organization have an in-force public liability policy?</b> <table style="margin-left: 100px; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; text-align: center; padding: 2px;">Yes</td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; text-align: center; padding: 2px;">No</td> </tr> </table> <hr/>		Yes		No		Yes		No	<b>Facilities Requested:</b> <hr/> <b>School:</b> <hr/> <b>Date:</b> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 50%;"><b>Day:</b></td> <td style="border: 1px solid black; width: 50%;"><b>Time:</b></td> </tr> <tr> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black; text-align: center;"><b>From:      To:</b></td> </tr> </table> <hr/> <b>Equipment Needed:</b> <hr/> <b>Other Requests:</b> <hr/>	<b>Day:</b>	<b>Time:</b>		<b>From:      To:</b>
	Yes		No										
	Yes		No										
<b>Day:</b>	<b>Time:</b>												
	<b>From:      To:</b>												

<b>Responsible Person:</b>	
Name: _____	Address: _____
Telephone: _____	_____

NOTE: The user agrees that the School District will be held harmless from any loss, damage or liability that the School District may suffer from any claim made against it by reason of the use of the school district buildings, grounds or other property. Adequate supervision of participants using the building/grounds will be provided by the user. User assumes full responsibility for any and all damages done to the school property during the above indicated period of use. It is also understood that school activities take priority over all other events.

\_\_\_\_\_

Signature Date

Request Approved: _____	Denied: _____	Date: _____				
Bill Services:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; text-align: center; padding: 2px;">Yes</td> </tr> </table>		Yes	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; text-align: center; padding: 2px;">No</td> </tr> </table>		No
	Yes					
	No					
Amount to be billed: \$ _____		_____				
		Authorized Signature				