

**BERMUDIAN SPRINGS SCHOOL DISTRICT
7335 Carlisle Pike
York Springs, PA 17372-8807**

**APPLICATION FOR THE USE OF SCHOOL FACILITIES
(Please Print)**

Building/Field Requested
(1 building/field per form)

Requesting Agency and Person

Will Admission
be charged: Yes No

Will Donation
be collected: Yes No

Will other fees
be collected: Yes No

State Specific Use of Building:

(List requested Date(s) on reverse side)

Facilities Needed

Auditorium (HS ONLY)

Cafeteria (HS / MS / ES)

Kitchen (HS / MS / ES)

() Classroom(s)

LGI Room (HS ONLY)

Competition Gym (HS / MS / ES)

Auxiliary Gym (HS / MS)

Practice Gym (HS ONLY)

Locker Rooms: Boys Girls

Parking Lot/Playground

Pressbox

Field _____
(See map on website for designation)

The undersigned is an official of the requesting agency and as such, accepts responsibility for supervision during the use of school facilities requested on the date and time found on the reverse side of this form.

_____ Print Name	_____ Signature	_____ Date
_____ Primary Phone No.	_____ Secondary Phone No.	_____ E-mail

Complete Mailing Address

<u>BUILDING LEVEL APPROVAL</u>	<u>Estimated Charges</u>	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Basic Rental	_____
	Labor	_____
	Keys	_____
	Other	_____
	Class of Organization	_____
_____ Principal's Signature	(From Policy)	

CENTRAL OFFICE APPROVAL
Yes No Amount Deposit Required _____ Superintendent's Signature _____

Date(s) Facilities Needed:

_____	_____	Start time:	a.m. <input type="checkbox"/>	End time:	a.m. <input type="checkbox"/>
Date	Day		p.m. <input type="checkbox"/>		p.m. <input type="checkbox"/>
_____	_____	Start time:	a.m. <input type="checkbox"/>	End time:	a.m. <input type="checkbox"/>
Date	Day		p.m. <input type="checkbox"/>		p.m. <input type="checkbox"/>
_____	_____	Start time:	a.m. <input type="checkbox"/>	End time:	a.m. <input type="checkbox"/>
Date	Day		p.m. <input type="checkbox"/>		p.m. <input type="checkbox"/>
_____	_____	Start time:	a.m. <input type="checkbox"/>	End time:	a.m. <input type="checkbox"/>
Date	Day		p.m. <input type="checkbox"/>		p.m. <input type="checkbox"/>
_____	_____	Start time:	a.m. <input type="checkbox"/>	End time:	a.m. <input type="checkbox"/>
Date	Day		p.m. <input type="checkbox"/>		p.m. <input type="checkbox"/>
_____	_____	Start time:	a.m. <input type="checkbox"/>	End time:	a.m. <input type="checkbox"/>
Date	Day		p.m. <input type="checkbox"/>		p.m. <input type="checkbox"/>
_____	_____	Start time:	a.m. <input type="checkbox"/>	End time:	a.m. <input type="checkbox"/>
Date	Day		p.m. <input type="checkbox"/>		p.m. <input type="checkbox"/>
_____	_____	Start time:	a.m. <input type="checkbox"/>	End time:	a.m. <input type="checkbox"/>
Date	Day		p.m. <input type="checkbox"/>		p.m. <input type="checkbox"/>
_____	_____	Start time:	a.m. <input type="checkbox"/>	End time:	a.m. <input type="checkbox"/>
Date	Day		p.m. <input type="checkbox"/>		p.m. <input type="checkbox"/>
_____	_____	Start time:	a.m. <input type="checkbox"/>	End time:	a.m. <input type="checkbox"/>
Date	Day		p.m. <input type="checkbox"/>		p.m. <input type="checkbox"/>
_____	_____	Start time:	a.m. <input type="checkbox"/>	End time:	a.m. <input type="checkbox"/>
Date	Day		p.m. <input type="checkbox"/>		p.m. <input type="checkbox"/>

If more event dates/times are needed, please duplicate form and attach.

BERMUDIAN SPRINGS

USE OF SCHOOL FACILITIES

707 RULES AND REGULATIONS FOR BUILDING USE

The following general regulations shall apply for all individuals or groups using school facilities:

- a. This agreement only covers the approved dates as per submitted application.
- b. A person representing the district must always be present in the building when it is being used by a group or individual when access to the building(s) is required, unless other arrangements have been approved by the School Board or administration.
- c. Use of any district building shall conform to the general rules established for that building by the building administrator.
- d. Groups are **restricted** to the rooms or areas requested.
- e. Only authorized school personnel shall operate district-owned equipment. (Exclusive of lights and basketball goals)
- f. No refreshments shall be sold or served in facilities without prior approval.
- g. No use, possession and/or distribution of alcohol, drugs, and tobacco products are allowed on school property.
- h. No gambling will be permitted on school grounds.
- i. The room or facilities used must be returned to the original condition of cleanliness and order unless prior arrangements have been made for custodial services.
- j. No equipment is to be stored in the buildings on a regular basis between meetings. Temporary storage may be furnished if available and authorized by the responsible principal.
- k. The school district's insurance policies do not cover the actions of individuals not employed by the schools. It is required that agencies using the schools purchase special occasion insurance to protect themselves from possible suit.
- l. The agency shall be responsible for any disorder, damage, or injury, which takes place in relation to the use of facilities. The agency shall purchase insurance to cover this liability, a minimum of \$1,000,000, and shall provide proof of this insurance to the assigned district administration. The agency will also state on their insurance policy that the Bermudian Springs School District is an additional insured.
- m. The programs of the Bermudian Springs School District shall have priority in the event of any conflicts of schedule or need for equipment, facilities, or space.
- n. Bermudian Springs School officials reserve the right to terminate any event when the safety and welfare of athletes and/or spectators are at risk. Any person deemed to be causing a disruption at an event shall be removed from school district property.
- o. Any agency will observe and respect the signs posted on campus (ie: synthetic track /playgrounds/speed zones, etc.)
- p. The agency/group will be responsible for supervising participants and spectators. Special permission must be obtained for BSSD students to stay after school prior to the start of an event.
- q. Parking shall be limited to the blacktop surfaces on campus in designated spots.

The agency/group agrees to abide by all rules and regulations for facility use. Any violations will be subject to termination of usage.