

Sayre Area School District  
331 West Lockhart Street  
Sayre, PA 18840  
888-6622

School Facilities and Property Use.....Permit # \_\_\_\_\_

\_\_\_\_\_ Permit Requested  
(Date)

\_\_\_\_\_ Permit Issued  
(Date)

Facility/Property/Equipment Needed \_\_\_\_\_

Purpose(s) of Use \_\_\_\_\_

Date(s)/Time(s) of Use \_\_\_\_\_

Organization Responsible (Title) \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Organization Representative Signature \_\_\_\_\_

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**For School District Use Only**

1. I certify that the facility/property requested is available on the date(s)/time(s) requested

\_\_\_\_\_  
Signature of School Principal

2. I certify that sufficient support personnel\* are available to cover the requested use

\_\_\_\_\_  
Signature of Buildings & Grounds Supervisor

3. I certify that proof of appropriate insurance coverage exists (if necessary)

\_\_\_\_\_  
Signature of Business Manager

\*Support Personnel Required: \_\_\_\_\_

\*Supervision Required: \_\_\_\_\_

Use Fees and Explanation (if applicable): \_\_\_\_\_

Additional Requirements: \_\_\_\_\_

When completed and signed, please return to High School office

School Facilities and Property Use Permit Process Description as well as Policy #707 (Addendum) – Rules and regulations for Use of School Facilities and Property are attached.

\_\_\_\_\_  
\*Note: Arrangements for security police, fire police, and other special non-school personnel are the responsibility of the requesting organization. School personnel coverage such as custodial support will be arranged through the school district. The school district will assist with any arrangements when requested to do so.