



# Sayre Area School District

## Request to use: Buildings, Grounds, Facilities, and/or Equipment

Directions: All applicants must fill out this form and file it with the principal of the applicable building at least two weeks in advance of your event. This form must be filled out as completely as possible and signed by the requester. After review by the administrators involved, you will be notified of their decision and any charges or conditions.

Date(s) of use: \_\_\_\_\_ Time(s) of use: \_\_\_\_\_ Event Time: \_\_\_\_\_

Days of the week requested:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Property and /or Equipment Requested:  High School  Elementary School  Equipment

Purpose(s) of use: \_\_\_\_\_

Room(s) to be used: \_\_\_\_\_ Grounds to be used: \_\_\_\_\_

Equipment requested: \_\_\_\_\_

Requester's Name: \_\_\_\_\_ email address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Best Contact Phone: \_\_\_\_\_  Mobile  Home  Work

User Status: (check all that apply)  Private  Governmental  Religious  Profit  Non-Profit

Name of Activity: \_\_\_\_\_

Purpose of Activity: \_\_\_\_\_

Do you have Liability Insurance:  Yes  No With Whom? \_\_\_\_\_

Initial here as your acceptance to abide by all Rules/Regulations for Use of Buildings and Grounds and Equipment. 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR ADMINISTRATIVE REVIEW AND APPROVAL – PERMIT APPLICANTS DO NOT COMPLETE THE SECTION BELOW

Principal Approval:  Yes  No Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director Approval:  Yes  No Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Buildings/Grounds Approval:  Yes  No Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Business Manager Approval:  Yes  No Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Support Personnel Required  Supervision Required  Use Fees Required \$ \_\_\_\_\_

Approved:  Denied: Explain Conflict: \_\_\_\_\_

\*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 Sayre Area School District. In response to COVID-19, the applicant is responsible for abiding by any and all CDC guidelines that are in place at the time of the use of the premises and the applicant is responsible for maintaining social distancing.