

KEYSTONE SCHOOL DISTRICT
Knox, Pennsylvania 16232
CONTRACT FOR USE OF SCHOOL FACILITIES

THIS CONTRACT MUST BE SIGNED AND RETURNED TO THE DISTRICT OFFICE ONE WEEK PRIOR TO THE DATE REQUESTED.

THE UNDERSIGNED MAKES THIS CONTRACT ON BEHALF OF: _____ (Organization)

BUILDING & ROOM(S) REQUESTED: _____

FOR THE PURPOSE OF: _____

DATE(S): _____

EXACT TIME OF EVENT ONLY: _____ A.M./P.M. to _____ A.M./P.M.
TOTAL LENGTH OF TIME NEEDED IN BUILDING: _____ A.M./P.M. to _____ A.M./P.M.

PERSON IN CHARGE DURING ACTIVITY: _____

We agree to the following conditions:

- Exercise due care to avoid damage to building or equipment.
- To be financially responsible for any damages to facilities.
- To serve food and beverages only in areas normally used for this purpose.
- To refrain from attaching any objects to floors or walls that could mar the building.
- To accept any instructions from the custodian who is responsible for the enforcement of building rules and regulations.
- To accept cafeteria help and police (if applicable) as assigned by the school.
- Use of kitchen requires Food Service Personnel/Supervision.
- Acceptance of this contract relieves the Keystone School District of any liability for accidents or loss of/damage of property.
- Students **must be supervised at all times**. Students are not to run in the halls or use any facility or room other than what is designated on this form.
- Restrooms must be kept clean.
- The payphone is only to be used in an emergency.
- You have requested only the room--not the supplies in the room. Please list below the equipment/supplies needed.
- The room will be left in the same condition in which it was found.
- "NO SMOKING" ON SCHOOL GROUNDS.**

***Proof of Organizational Liability Insurance must be provided before this application will be considered.**

****APPLICANT IS RESPONSIBLE FOR KNOWING EMERGENCY EVACUATION PROCEDURES FOR CONTRACTED LOCATION.**

Equipment/Supplies Needed: _____

Building Rental Charges	Yes	No	
Cafeteria Charges	Yes	No	
Kitchen Charges	Yes	No	
Custodian Charges	Yes	No	
/			
Building Principal		Date	
/			
District Superintendent		Date	

**SIGNATURE _____

PRINTED NAME _____

ADDRESS _____

PHONE _____

cc: _____ District Office _____ High School/Elem
 _____ Maintenance _____ Cafeteria/Kitchen

_____ AV _____ Requester of Contract
_____ Library _____