

**WEST JEFFERSON HILLS SCHOOL DISTRICT**  
**PERMIT FOR THE USE OF SCHOOL DISTRICT FACILITIES**

All requests for use of school property will be made to the building principal of the school you wish to use.

Name of Organization \_\_\_\_\_

Person Requesting Facility \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

**(The above signed agrees that they are authorized to represent the organization, and will insure that the terms and conditions of this application are followed, and any costs are paid to the School District. A Certificate of Insurance must accompany this permit - see reverse for coverage limits.**

**FACILITY REQUESTED**

School \_\_\_\_\_ Room/Area\* \_\_\_\_\_

Day(s) of the Week \_\_\_\_\_ Date(s) \_\_\_\_\_

Day(s) of the Week \_\_\_\_\_ Date(s) \_\_\_\_\_

Day(s) of the Week \_\_\_\_\_ Date(s) \_\_\_\_\_

Start Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Purpose \_\_\_\_\_  
\_\_\_\_\_

Special Request \_\_\_\_\_

**\*Please note: See Condition 7 regarding kitchen use. Costs will be incurred by permit holder. Kitchen is not to be used if not requested on the Permit form.**

\*\*\*\*\*

**FOR SCHOOL DISTRICT USE**

\_\_\_\_\_ Request Approved

\_\_\_\_\_ Not Approved \_\_\_\_\_

Building Principal

Date

**When the use of school facilities & equipment by a group or organization incurs an expense for the district, the charge for the use of the facility will be billed by the Business Office according to that charge and schedule approved by the Board.**

Charges:	Rental _____	Cafeteria Help _____
	Custodian _____	Other Charges _____
	Security _____	TOTAL _____

## CONDITIONS GOVERNING USE OF BUILDING

1. The Board of School Directors reserves the right to grant permits in the best interest of the school district.
2. **A Certificate of Insurance is required to occupy space within West Jefferson Hills School District property. A correct and complete certificate of insurance must be attached to this permit prior to occupying the designated space, or taking possession of the space will not be permitted. Limits: Each occurrence: \$1,000,000; General Aggregate: \$3,000,000.**
3. Building areas available for use are limited to the auditorium, gymnasium, community room, cafeteria, and kitchen with restrictions. Classrooms/LGIs will not ordinarily be used for other than adult education. All rooms are designed to be used for their intended purposes and shall be provided to be used as is.
4. Groups using the building must have proper sponsors and supervision.
5. Individuals or groups holding permits are responsible for furniture and equipment, for the conduct of the group, and for the condition of the building and group area. Individuals or groups holding the permit will be responsible for all repairs up to and including replacement for any damages incurred.
6. Permits are valid only for the specified date, time, and building area. Note that the ending time on the permit is when the users are expected to be out of the permitted area, not just getting ready to leave, changing clothes, etc.
7. **Where kitchen facilities are used, the school employee in charge or a designated member of the kitchen staff must be in attendance to operate equipment. All costs associated with kitchen personnel are the responsibility of the permit holder.**
8. Smoking is not permitted within the confines of the West Jefferson Hills School District.
9. Gym shoes will be used on the gym floors at all times except with permission of the Board or where permission has been given for dancing.
10. Permits are subject to cancellation when: a) conflicts arise with school activities, b) rules governing use of the building are violated, or c) buildings are left in an unsatisfactory condition by using group.
11. The holder of the permit agrees to hold harmless the School District and Board of School Directors for any and all claims, demands, and actions at law or in equity which may arise in any manner from the use of said school property or any part thereof.
12. Alcoholic beverages of any description are **not** permitted on school property at any time. It is the responsibility of the sponsoring group to carry out this provision.
13. All activities must terminate by **10:45 p.m.** except where the Superintendent recommends, and the Board approves, an extension.
14. Read and review West Jefferson Hills School District Policy #707 and all attachments.

Rev. 2/15/2012

It is the policy of the West Jefferson Hills School District to not discriminate on the basis of sex, handicap, age, race, color, and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 5094 and Title VI. For information regarding services, activities, programs, and facilities that are accessible to and usable by handicapped persons or about your rights or grievance procedures, contact the Director of Human Resources at 412-655-8450 x2228.