

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

All Building Permits submitted for requests of use school district property are to be directed to the building principal's secretary of the building you wish to use.

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

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

Address \_\_\_\_\_

Phone: \_\_\_\_\_ eMail Address: \_\_\_\_\_

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

(The above signed agrees that they are authorized to represent the organization and will ensure 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.)

**Please email the following if requesting to use gymnasiums/fields, etc., pool or theater. Do NOT use this form.**

Theater: [jbenedek@wjhsd.net](mailto:jbenedek@wjhsd.net); [tjtheater@wjhsd.net](mailto:tjtheater@wjhsd.net) Gymnasiums/fields, etc.: [wcherpak@wjhsd.net](mailto:wcherpak@wjhsd.net); [mdusak@wjhsd.net](mailto:mdusak@wjhsd.net) Pool: [bmccclain@wjhsd.net](mailto:bmccclain@wjhsd.net)

**FACILITY REQUESTED**

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

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

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

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

# People expected to attend event: \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Special Requests \_\_\_\_\_

**\*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.**

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**FOR SCHOOL DISTRICT USE:**

\_\_\_\_\_ Request Approved  
 \_\_\_\_\_ Not Approved/Building Principal Signature \_\_\_\_\_ 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.**

<b>Charges:</b>	Rental:	Cafeteria Help:
	Custodian:	Security:
	Other Charges:	<b>TOTAL:</b>

## 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 requested on this form are limited to the Student Center, Media Center, cafeterias, libraries, classrooms, LGIs, and kitchens (with restrictions.) 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. 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.
10. 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.
11. 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.
12. All activities must terminate by **10:45 p.m.** except where the Superintendent recommends, and the Board approves, an extension.
13. Read and review West Jefferson Hills School District Policy #707 and all attachments.

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