

**WEST JEFFERSON HILLS SCHOOL DISTRICT  
REQUEST/PERMIT  
USE OF DISTRICT ATHLETIC FACILITIES ONLY**

Please complete separate form for each request and submit to the TJHS Athletic Office:

Facility Requested: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Hours Requested: \_\_\_\_\_ Day(s) of the Week: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Individual Responsible: \_\_\_\_\_ Signature: \_\_\_\_\_

Billing Address (must include): \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Type of Group (circle one) per WJHSD Policy #707 (See Reverse Side):

School Sponsored	School Related	Community Group
Non-Resident	Private Interest	Non-Profit

Date submitted to Athletic Director: \_\_\_\_\_

Insurance Certificate: YES \_\_\_\_\_ NO \_\_\_\_\_ Insurance No.: \_\_\_\_\_

**Please answer ALL of the following questions:**

Will there be an admission charge to the public? **Yes / No** Amount: \$ \_\_\_\_\_

Will there be a team entry fee? **Yes / No** Amount: \$ \_\_\_\_\_

Will there be an individual participation fee? **Yes / No** Amount: \$ \_\_\_\_\_

Approximate number of teams participating: \_\_\_\_\_ Participants per team: \_\_\_\_\_

Approximate number of spectators expected: \_\_\_\_\_

Please list additional equipment needed/special requests, such as PA System, scoreboard, stadium lights, locker rooms, etc.:  
\_\_\_\_\_

Will the participants be 95% or more district residents? **Yes / No**

Will your event require security? **Yes / No**

\_\_\_\_\_ Athletic Director \_\_\_\_\_ Date \_\_\_\_\_ Applicable Charges: \$ \_\_\_\_\_  
(rental, custodial, security, etc.)

## CONDITIONS GOVERNING USE OF ATHLETIC FACILITIES

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. Athletic Facilities available for use are limited to the elementary or middle school gymnasiums and fields as well as the high school stadium and fields. TJHS gymnasiums are not available for permit use by the public.
4. Groups using the Athletic Facilities must have proper sponsors and supervision. Any group hosting an Athletic Event with fans in attendance, must provide proper security that has been pre-approved by the district.
5. Individuals or groups holding permits are responsible for the condition of all equipment and facilities. They will be held accountable for all repairs up to and including replacement for any damages incurred. Permit holders are responsible for the cleanliness of facility when they depart.
6. Permits are valid only for the specified date, time and facility requested. The Permit holder is not permitted to allot their time to other groups or organizations. 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. Proper shoes must be used at all times in the gymnasiums.
8. 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.
9. 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.
10. Alcoholic beverages of any description and Smoking are **not** permitted within the confines of the West Jefferson Hills School District at any time. It is the responsibility of the sponsoring group to carry out this provision.
11. All activities must terminate by **10:15 p.m.** except where the Superintendent recommends, and the Board approves, an extension.
12. Read and review West Jefferson Hills School District Policy 707 and all attachments located at [www.wjhsd.net](http://www.wjhsd.net). Group designations according to Policy 707 as follows:

**School-Sponsored** - Groups, which are a part of the regular school program or activity groups sponsored by the school district

**School-Related** - Groups which are not sponsored by the school district but are related to the school programs, i.e. boosters, PTAs

**Community Groups** - Groups, which consist of at least 95% community members using facilities for a non-profit activity

**Non-Profit Groups** – Non-profit organizations whose primary purpose is to provide community-wide service or promote charitable causes, i.e. Volunteer Fire Department, Lions Club, Kiwanis Club, etc.

**Non-Resident** – Groups which do not consist of 95% community members using facilities for any purpose

**Private-Interest** – Groups or organizations that are for-profit or using facility and charging admission in excess of that required to meet rental expenses.

***The School District has the sole right to classify any group or organization into the appropriate classification.***