

FACILITIES USAGE APPLICATION

(Applicant must print or type requested information, sign and submit to the Department of Physical Plant & Facilities for review & approval). Groups C & D must attach Non-Refundable Application Fee - Groups E & F must attach Non-Refundable Building Use Fee.

Name of Organization: _____	
Building Requested: _____	Facility Requested: _____
<i>Complete separate application for each Auditorium, Cafeteria, Gymnasium and Play Field.</i>	
Check One: Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/> Group E <input type="checkbox"/> Group F <input type="checkbox"/> Group G <input type="checkbox"/>	
<i>Please see Building Policies & Procedures for description of Groups</i>	
Age Group: Pre-School <input type="checkbox"/>	Elementary <input type="checkbox"/> Secondary <input type="checkbox"/> Adult <input type="checkbox"/>
Day(s) of Week: _____	Date(s): _____
Time Period (From/To): _____	Purpose of Use: _____
Extra Equipment Needed: TABLES <input type="checkbox"/> CHAIRS <input type="checkbox"/> MICROPHONE <input type="checkbox"/> OTHER <input type="checkbox"/>	
Will an admission fee or registration fee be collected? YES <input type="checkbox"/> NO <input type="checkbox"/> (If YES, attach fee schedule).	
Check if a: Commercial Group <input type="checkbox"/> Non-Profit <input type="checkbox"/> (If Non-Profit, you must submit a copy of your tax exempt certificate).	
Number of Participants or Estimated Attendance: _____ Residents of Pennsbury School District: _____ %	

RECORD OF APPLICANT

Applicant's Name: _____	
Address: _____	City: _____ State: _____ Zip: _____
Phone: _____	Alternate Phone (preferred): _____
E-Mail Address: _____	
<i>I have read the Rules, Regulations, and Policies of the Board of School Directors of the Pennsbury School District concerning the use and usage fees of its' buildings and agree to follow them in letter and spirit. I am aware that any violation of these regulations may mean a termination of this permit.</i>	
The administration fee or building use fee in the amount of \$ _____ is attached. <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Money Order	
SIGNATURE OF APPLICANT: _____	DATE: _____

APPROVAL

I certify that the above named facilities will not be required for school activities, except and unless as otherwise noted below.	
SIGNATURE OF PRINCIPAL: _____	DATE: _____

DENIED

Your request has been DENIED for the following reason(s): _____	

SIGNATURE OF SCHOOL ADMINISTRATOR: _____	DATE: _____

PERMIT

Application For Use of Facilities Approved.	
SIGNATURE OF DIRECTOR OF OPERATIONS: _____	DATE: _____