

## **CHESTER UPLAND SCHOOL DISTRICT SCHOOL FACILITY USE APPLICATION**

Questions about facility rental? Call (445)-247-7886 or (445) 247-7842

Applications <u>must be dropped off</u> at 1350 Edgmont Ave. Chester pa between 7:30 am and 3:30 pm, Monday-Friday or can be emailed to (Facilities) rrobertson@chesteruplandsd.org, (Athletics) clipperathletics@chesteruplandsd.org

| The applicant agrees to the terms and conditions of the attached Use of School Facilities Policy.   The applicant has attached a current Certificate of Insurance covering Chester Upland School District in the amount of not less than \$1,000,000 and names the District as an additional insured.   The applicant has attached a Non-Refundable \$25 Application Fee (as a Money Order).   Date(s) of Use Requested:   | IMPORTANT – THIS SECTION MUST BE COMPLETED  |
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| School/Building Requested: Room(s) and/or Area(s) Requested: Purpose of Use (Describe in detail as to both general purpose and type of activities to be conducted):  Estimated number of attendees: Persons attending will be expected to:   | I he applicant has attached a Non-Refundable \$25 Application Fee (as a Money Order).   |
| Room(s) and/or Area(s) Requested: Purpose of Use (Describe in detail as to both general purpose and type of activities to be conducted):  Estimated number of attendees: Persons attending will be expected to:   pay admission   get in free   contribute to solicitation of donations Name of Organization: Address of Organization: How will this event be publicized?   Flyers/Posters   Newspaper Ads   Social Media:   Radio/TV:   | Date(s) of Use Requested: to: to: to: (min. 2 hours use)  |
| Estimated number of attendees:  Persons attending will be expected to:   |   |
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| Name of Organization: Address of Organization: How will this event be publicized? Flyers/Posters Newspaper Ads Social Media: Radio/TV:  NOTICE TO USER: If the publicizing of this event in any manner implies that the Chester Upland School District or any of its public schools are sponsoring this activity the Chester Upland School District upon ascertaining such information reserves to itself the right to rescind the permit granted by this application.  Special Equipment Required (Check one or more) Speaker's Stand Risers (#   |   |
| Address of Organization:   | —: · —: · —: · —:   |
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| public schools are sponsoring this activity the Chester Upland School District upon ascertaining such information reserves to itself the right to rescind the permit granted by this application.  Special Equipment Required (Check one or more)  Speaker's Stand Risers (#) Chairs (#) Tables (#)  Audio/Visual Equipment Required (NOTE: This will incur an additional cost for rental)  Microphones (#) Speakers (#) Sound board Projector & Screen  Name of Person Completing Form:  Address, if different from organization:  Telephone Number of (Organization/Person Applying):  Office Held: President Vice President Signature:  NOTE: If application in name of an organization is not signed by the President or Vice President of the organization, written documentation must accompany this application whereby the President of the organization authorizes such individual to sign the application on behalf of the organization.  Date Submitted for Review:  (Please allow no less than 30 days between Date Submitted and Date(s) of Use Requested for processing.)  Athletic Director's Recommendation (If Applicable) Recommended Not Recommended Signature of Athletic Director:  Principal's Recommendation (If Applicable) Recommended Not Recommended Comments:  | Social Media: Radio/TV: Radio/TV:   |
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| Signature of Athletic Director: Date:  |   |
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| Quoted Facilities Rental Cost:   | Quoted Facilities Rental Cost:  |