

APPLICATION FOR USE OF SCHOOL FACILITIES

Please complete this form, be as detailed as possible and return to the attention of the Business Administrator

Date of Application _____

Name of Organization or Individual _____

Applicant's Name _____

Address of Applicant or Billing Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email Address _____

Building Requested _____ Room(s) Requested _____

Date(s) of Event _____

Set-Up Time _____ Break-Down Time _____ Beginning Time of Event _____ Ending Time of Event _____

Type of Event _____ How many will attend the event? _____

Describe the event _____

Will admission be charged? Yes _____ Cost _____ No _____

Check the equipment to be provided by Pottstown School District:

_____ PA System _____ AV Equipment _____ Tables How Many?

_____ Microphone _____ Athletic Equipment _____ Chairs How Many?

_____ Stage Lighting _____ Scoreboard

Please describe the set up of chairs & tables and any other detailed requests _____

Signature of Applicant (Organization Official) _____

By signing this application, the person whose signature appears below signifies that he or she is responsible for the group, will see that the buildings are not misused, that groups have proper adult supervision, and that the buildings and grounds are used in conformity with the rules and regulations of the board of education. It is also hereby understood that school activities have priority for the use of the buildings and facilities.

TO BE COMPLETED BY THE BUSINESS OFFICE

Hourly Rates:

Cafeteria Worker - \$30per hour Custodian - \$35per hour Ground Crew - \$30per hour Maintenance - \$45per hour

Security required (to be billed by Pottstown Police Department)

Stage Crew required (to be billed by Stage Manager)

Enter FS Direct _____

Building Approval _____

Principal

Date

Administration Approval _____

Business Administrator

Date