

STATE COLLEGE AREA SCHOOL DISTRICT

APPLICATION FOR PERMISSION TO USE SCHOOL FACILITIES ([www.scasd.org](http://www.scasd.org))

Today's date: \_\_\_\_\_ Contract #: \_\_\_\_\_

Group/Organization: \_\_\_\_\_  
Requesting group/organization will receive an approved copy of their request.

Building/Facility requested: \_\_\_\_\_ Number of persons attending \_\_\_\_\_

Purpose/Event \_\_\_\_\_ (meeting, camp, concert, practice, etc.)

Organization Category: **Circle One**  
Class A State College Area School District      Class B Municipal and Government Organizations  
Class C Non-Profit, Community and Civic/Svc      Class D Private Interest Groups

Date _____	Room/Area _____	From _____	(am/pm)	To _____	(am/pm)
Date _____	Room/Area _____	From _____	(am/pm)	To _____	(am/pm)
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Date _____	Room/Area _____	From _____	(am/pm)	To _____	(am/pm)
Date _____	Room/Area _____	From _____	(am/pm)	To _____	(am/pm)

(If additional dates needed, please attach separate sheet)

Special equipment requested: \_\_\_\_\_

I have received and understand the State College Area School District (SCASD) Policy 707 relating to use of school facilities and accept responsibility for meeting the requirements and applicable fees stated herein. A Liability Insurance Binder is required for all Class B, C, and D categories. The undersigned, in consideration of the grant of permission to use certain premises of the SCASD, does hereby agree to indemnify and hold forever harmless the said SCASD, its successors and assigns, against loss from any and all claims, demands, suits, actions in law or in equity that may hereafter at any time be made or brought against the said SCASD arising out of or on account of any accident or injury to person or property sustained by any such person in consequence of the use of the premises of the SCASD pursuant to the grant of permission by the SCASD to use such premises. After authorized representatives have signed the application, a contract exists. The Building Principal and/or Director, Physical Plant reserves the right to reschedule locations of groups as deemed necessary or to cancel contract due to school related activities.

**INCLEMENT WEATHER:** When SCASD cancels District events, ALL events are CANCELED. It is the responsibility of each organization to monitor district announcements and notify their constituents accordingly.

Automatic External Defibrillators are available at various locations for use by trained persons. For more information contact the custodian or the Physical Plant Office at 231-1026.

Weapons of any kind are not permitted on school property, by law and policy.

Responsible Individual \_\_\_\_\_ Signature \_\_\_\_\_  
(Print)

Street: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

Applicant Email \_\_\_\_\_ Approved \_\_\_\_\_ (Date)

SEE BACK →

# TECHNICAL/CUSTODIAL NEEDS FORM

Event Date: \_\_\_\_\_ Group/Organization Name: \_\_\_\_\_

Contracted Time \_\_\_\_\_ Event Start Time \_\_\_\_\_ (am/pm) Event End Time \_\_\_\_\_ (am/pm)

Your contracted time should begin at least one half hour before public arrival. SCASD staff may start earlier to prepare for your event. If you have a stage set up, such as chairs, music stands, or set pieces, please make sure you have included set up and restore time to your contract.

Event Description \_\_\_\_\_

**Equipment Requests** - Some items require the supervision or operation by an approved SCASD employee and will incur an extra cost. An event set-up and restore time of 2 hours (1 hour prior and 1 hour after event) may be added to your invoice in addition to your contracted time. Due to the separate locations of the sound and lighting control equipment, two or technicians may be required. The number of technicians required is at the discretion of the SCASD Tech Staff.

**Projection** (All use of the projector is supervised)

Projector \_\_\_\_\_  
Screen \_\_\_\_\_  
Computer hookup \_\_\_\_\_ (MAC/ PC)  
DVD Player \_\_\_\_\_  
WIFI \_\_\_\_\_ (credentials will be provided before the event)

## **Sound**

Microphones on stands \_\_\_\_\_  
Wireless microphones \_\_\_\_\_  
Clip microphone \_\_\_\_\_  
Microphone on podium \_\_\_\_\_

## **Lighting**

House Lights \_\_\_\_\_ Dimmed During Event (Yes/No)  
Stage Lights \_\_\_\_\_  
Followspot \_\_\_\_\_

## **Additional Equipment**

Choral Risers \_\_\_\_\_ Band Risers \_\_\_\_\_ Music Stands \_\_\_\_\_  
Tables \_\_\_\_\_ (how many) Chairs \_\_\_\_\_ (how many) Trash Cans \_\_\_\_\_  
Coat Racks \_\_\_\_\_

- If you are requesting a special table set up, submitting a diagram would be helpful for our staff.