



# Mount Carmel Area School District

600 W 5TH ST  
MOUNT CARMEL PA 17851-1897  
PHONE: 570-339-1500 FAX: 570-339-0487

## Facility Access Request

**FULL LEGAL NAME:** \_\_\_\_\_

**GROUP NAME/ADDRESS:** \_\_\_\_\_

**NUMBER OF PARTICIPANTS:** \_\_\_\_\_

**CONTACT PERSON/PHONE NUMBER:** \_\_\_\_\_

**DATE & TIME OF ACTIVITY:** \_\_\_\_\_

**ACTIVITY:** \_\_\_\_\_

**DATES & HOURS REQUESTING DOOR ACCESS ( INCLUDE SET UP & CLEAN UP):**

\_\_\_\_\_

**EQUIPMENT NEEDED (ELECTRICITY, PA SYSTEM, LIGHTS, ETC.):**

\_\_\_\_\_

**\*IDEMNIFICATION AND / OR INSURANCE INFORMATION:** Comprehensive public liability insurance policy for bodily injury or death) (Property damage insurance). All parties are responsible for cleanup and trash removal. **A Certificate of Insurance must accompany this request form.**

\_\_\_\_\_

\_\_\_\_\_

**SUPERVISION/SECURITY NEEDS:** \_\_\_\_\_

**ADDITIONAL INFORMATION:** \_\_\_\_\_

**FEE:** \$150.00

## Use of School Facilities Policy

- The user shall have access only to the requested area.
- Use of this facility will automatically be revoked if the user brings or allows weapons, cigarettes, alcohol, or any controlled substance by law.
- User may not cause or permit any damages to school district premises / property. User is liable for the cost of repairing all damages.
- User holds the school district harmless from all claims.
- The school district is not responsible for user's property.
- User may not obstruct any entrances.
- User agrees to pay all attorney fees incurred by the district for actions arising from facility usage.
- Parking is not permitted on the upper level of the campus including fire lanes.
- User agrees that no illegal, indecent, lewd, obscene or immoral conduct will take place and will comply with all applicable laws.

I \_\_\_\_\_ have read / understand / agree to the components of the "Use of School Facilities Policy".

Representing \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_