



# Mount Carmel Area School District

Bernard Stellar, Superintendent  
600 West Fifth Street  
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 –** This fee includes two hours of custodial salary. The user will be responsible for the cost of any additional custodial hours required, and that additional expense will be added to the facility usage fee.

**HOURS CUSTODIAL STAFF NEEDED:** \_\_\_\_\_

## Use of School Facilities Policy

- **The user shall assure that all coaches, group leaders, sponsors, facilitators, and volunteers, etc., from community organizations working with children in school district buildings and/or on school district grounds have obtained and have on file all of the following up to date and current background clearances prior to the facility usage at Mount Carmel Area:**
  - **Act 34 – Criminal Background Clearance**
  - **Act 151 – Child Abuse Clearance**
  - **PA C.S.A. 6344 - Federal Criminal History Record Information (if the individual has lived outside of PA during the last 10 years) or a signed volunteer affidavit.**
- **The user will be responsible to see that this requirement is met, and assumes all liability for their coaches, group leaders, sponsors, facilitators, etc. Mount Carmel Area School District assumes no liability for any issues that occur on school property relating to the above clearances.**

I \_\_\_\_\_ have read, understand, and agree to the clearance section above of the “Use of School Facilities Policy”.

Representing \_\_\_\_\_

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

- 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, and agree to the components of the “Use of School Facilities Policy”.

Representing \_\_\_\_\_

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