



**REQUEST FORM FOR ACTIVITIES, ROOM USAGE AND FACILITIES**

**\*\*This application is to be completed and returned to the facility you are requesting to use 10 days prior to your event.\*\*  
\*ALL parts of the form MUST be completed in their entirety. \***

Form Completed By: \_\_\_\_\_ Date Form Completed: \_\_\_\_\_

Activity: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Instructor/Sponsor: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone/ Cell Phone: \_\_\_\_\_

Building: \_\_\_\_\_ Area Being Used: \_\_\_\_\_  
(PLEASE BE SPECIFIC ABOUT AREA/AREA(S))

Entrance Being Used: \_\_\_\_\_

Open Doors/Time: \_\_\_\_\_  
(PLEASE BE SPECIFIC IF TIME TO SET UP AND OPEN DOORS ARE DIFFERENT)

Table/ Chairs/ Equipment Needed:     YES     NO    If Yes, please complete below:  
(include #of tables/chairs, etc.)

Custodians Needed:     YES     NO    If Yes, please state why needed:  
(Fee may apply)

Security/Police/Parkers:     YES     NO    If Yes, please specify:  
(Fee may apply)

Additional Comments: \_\_\_\_\_

\*Charges may apply for the use of District equipment\*

***YOUGH SCHOOL DISTRICT is not responsible for any damage, theft, injury or loss that may occur to requesting organizations property or person while using YOUGH SCHOOL DISTRICT facilities. The requestor and the group/organization they represent are responsible for the care and maintenance of all YOUGH SCHOOL DISTRICT property.***

Approval

\*Building Administrator \_\_\_\_\_ Date \_\_\_\_\_

\*Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Facility Director \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN FORM TO THE MAIN OFFICE – FORM WILL BE DISTRIBUTED TO THE NECESSARY PARTIES  
(custodian, principal, etc.)**

**YOUGH SCHOOL DISTRICT**  
**Hold Harmless Agreement**

This agreement, made this day \_\_\_\_\_ 20 \_\_\_\_\_

WHEREAS, \_\_\_\_\_  
(Name of Group)

an organization or group of individuals based in Westmoreland County, Pennsylvania,  
has requested the use of \_\_\_\_\_ (area of facility),  
located in the \_\_\_\_\_ School or Stadium; and

WHEREAS, this organization or group of individuals has requested the Yough School District  
Administration to make the above mentioned facility available subject to the fee schedule listed  
in the application form.

WHEREAS, the Administration deems it proper and advisable to make certain facilities  
available to the organization or group.

NOW THEREFORE, in consideration of the mutual covenants herein contained and with the  
intent to be legally bound hereby, the organization or group of individuals hereto agrees as  
follows:

1. The organization or group of individuals and/or its members agree to indemnify and  
hold harmless the Yough School District, School Board, and its employees and agents thereof,  
for any and all claims arising out of or in any way connected with the use of school district's  
property.

\_\_\_\_\_  
(Witness to Signature at right)

\_\_\_\_\_  
(Organization or Individual)

\_\_\_\_\_  
(Yough School District)