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:

(please indicate # 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)