

PENN-DELCO SCHOOL DISTRICT
Aston, Delaware County, Pennsylvania 19014

APPLICATION FOR USE OF SCHOOL FACILITY

This application is to be completed and returned to the Director of Facilities, Penn-Delco School District,
3000 Dutton Mill Road, Aston, PA, 19014 in accordance with the attached regulations.

A minimum of five (5) working days is required to process all requests.

TO BE COMPLETED BY THE APPLICANT

1. Name of Organization _____
2. Requester's Name: _____ E-Mail Address** _____
3. Address of Organization _____ Requester's Phone # _____
4. Building Desired (**be specific**) _____ Room or Field Desired: _____
5. Principal Approval _____ Date _____
6. Date(s) Facility Desired _____ Hours: From _____ To _____
7. The Activity:
 - Briefly describe the nature or purpose of the activity. Specify if donations will be taken, or if admission is charged specify amount.

 - Additional Equipment required (projector, piano, microphone, soundboard, Etc.)
 - Additional Personnel required (stage crew, custodian, security, etc.)
 - Total number of persons expected to be in attendance _____

All Certificates of Insurance must name Penn-Delco School District, 2821 Concord Road, Aston, PA as the Certificate Holder & Additional Insured.

Two residents of the Penn-Delco are/will be responsible for the conduct of the activity and any damages that may occur.

NAME	ADDRESS	DAYTIME TELEPHONE	E-MAIL ADDRESS**
_____	_____	_____	_____
_____	_____	_____	_____

-----FOR OFFICE USE-----

1. Charges to be made:
Rental _____
Personnel _____
Other _____
Total _____

In accordance with the attached regulations, all rental fees must be paid **two weeks prior** to use. Payment is to be made to the Penn-Delco School District.
Payments are also accepted through PaySchools at www.pdsd.org.

2. Exceptions and/or Restrictions:

3. **Office Action:**
Approved Date _____
Rejected Date _____
Permit/Schedule ID #: _____
Date Entered _____

Certificate of Insurance Received: Yes No
Indemnification Received: Yes No
Date Indemnification Signed _____

Director of Facilities

** Contact e-mail address is required – all approval, denial, and cancellation notifications will be sent via e-mail only. No paper copies will be distributed.