

UPPER DAUPHIN AREA SCHOOL DISTRICT

5668 State Route 209
Lykens, PA 17048-8414

_____ agrees to rent the facilities of the Upper Dauphin Area School District as checked below:

- Upper Dauphin Area High School
- Upper Dauphin Area Middle School
- Upper Dauphin Area Elementary School

The following building space and/or equipment is also requested:

- | | |
|--|---|
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Microphone |
| <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Lectern |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Stage Lighting |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Projector Screen |
| <input type="checkbox"/> All-Purpose | <input type="checkbox"/> Special Request _____ |
| <input type="checkbox"/> Athletic Field and Other Outside Spaces | <input type="checkbox"/> Food and/or Beverage Served |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Designated Area for Serving Food |

Activity Information: _____

Date(s): _____

Starting Time – Ending Time: _____ Door opened at: _____

The charge for the rental of the facilities will be _____ charge for custodian _____, cafeteria _____, security _____ and is due within 48 hours of the completion of the activity or receipt of invoice.

Requested Information:

Group/Organization: _____

Name of person responsible for activity: _____

Address: _____

Phone number: _____ Fax: _____ E-mail address: _____

Special arrangements required are:

A custodian or other responsible person will be on duty for the activity.

Smoking is prohibited in all buildings and property of the Upper Dauphin Area School District.

The group or organization renting the facilities shall keep and maintain the school property in the same condition as found and be financially and otherwise responsible for all injury, damage or destruction that may take place at the property in connection with the event; that the renting organization shall keep the Board of School Directors of the Upper Dauphin Area School District free and absolved from injury, damage, or loss that might occur in connection with said event.

Additionally, groups or individuals who are not school related shall obtain liability insurance in the amount of \$1,000,000 combined single limit bodily injury/property damage naming the Upper Dauphin Area School District as an additional insured and submit evidence of such insurance with a certificate of insurance from the agent and/or company within two (2) weeks prior to the rental date. (Board Policy 707)

This above is mutually agreed to this day _____ of _____

Renting Organization:

Upper Dauphin Area School District:

District Use Only

_____ Approved by Building Principal	Date _____
_____ Approved by Supervisor of Buildings & Grounds	Date _____
_____ Approved by Athletic Director	Date _____
_____ Reviewed by Business Manager	Date _____
_____ Approved by Superintendent	Date _____



