

# APPLICATION FOR USE OF FACILITIES

LAKE-LEHMAN SCHOOL DISTRICT · P.O. BOX 38 · LEHMAN, PA 18627

PHONE: (570) 675-7458 · FAX: (570) 674-2951

DATE OF APPLICATION \_\_\_\_\_ ORGANIZATION \_\_\_\_\_

APPLICANT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

DATE OF EVENT:

START TIME:

END TIME:

FEE EXEMPT GROUP CLASSIFICATION: CHECK ( ) NEXT TO APPROPRIATE GROUP DESCRIPTION  
( ) SCHOOL GROUPS AND AFFILIATED SCHOOL GROUPS  
( ) COMMUNITY-BASED NON-PROFIT 501 (c) (3) ORGANIZATIONS (ATTACH COPY TO APPLICATION)  
( ) TOWNSHIPS OF LEHMAN, ROSS, LAKE, JACKSON, NOXEN AND HARVEYS LAKE BOROUGH

BUILDING OR GROUNDS REQUESTED \_\_\_\_\_

AREA OF BUILDING REQUESTED \_\_\_\_\_

SPECIFIC PURPOSE OF REQUEST \_\_\_\_\_

INSURANCE COMPANY \_\_\_\_\_ POLICY # \_\_\_\_\_  
(COPY OF POLICY MUST BE ATTACHED TO APPLICATION)

ADMISSION FEE FOR EVENT \_\_\_\_\_ ANTICIPATED NUMBER OF ATTENDEES \_\_\_\_\_

CHECK THE COORESPONDING ( ) FOR ADDITIONAL EQUIPMENT NEEDED. ADDITIONAL CHARGES MAY APPLY.

( ) SOUND SYSTEM    ( ) LIGHTING    ( ) MEDIA TECHNOLOGY    ( ) ATHLETIC EQUIP.    ( ) CONCESSIONS  
( ) SCOREBOARD    ( ) SEATING    ( ) KITCHEN    ( ) OTHER : PLEASE SPECIFY BELOW

\_\_\_\_\_  
\_\_\_\_\_

By signing this application, the person whose signature appears below signifies that he/she is responsible for the group. The individual will see that the buildings are not misused, have adequate adult supervision and the facilities are used in conformity with the application and regulations dictated by the Board of Directors. It is also understood that school activities have priority for the use of the building. This includes activities that have been rescheduled.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

APPROVAL OF ATHLETIC DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

APPROVAL OF BUILDING PRINCIPAL \_\_\_\_\_ DATE \_\_\_\_\_

**\*APPLICATION IS NOT OFFICIALLY APPROVED UNTIL SIGNED BY SUPERINTENDENT\***

**PLEASE SEE REVERSE SIDE FOR BILLING DETAILS AND FINAL APPROVALS**

BUSINESS OFFICE USE ONLY

ORGANIZATION \_\_\_\_\_

DATE REQUESTED \_\_\_\_\_

FEE EXEMPTION REQUESTED \_\_\_\_\_ REASON \_\_\_\_\_

CATEGORY OF REQUEST \_\_\_\_\_

HOURLY RATE \_\_\_\_\_

TOTAL HOURS REQUESTED \_\_\_\_\_

ADDITIONAL REQUESTS \_\_\_\_\_

ADDITIONAL FEES \_\_\_\_\_

TOTAL FACILITY USAGE COST: \_\_\_\_\_

**APPLICATION ROUTING  
PROCEDURES**

- 1. ATHLETIC DIRECTOR**
- 2. BUILDING PRINCIPAL**
- 3. BUSINESS OFFICE**
- 4. SUPERINTENDENT**
- 5. COPIES OF FINAL APPROVAL SCANNED TO PREVIOUS OFFICES AND DIRECTOR OF BUILDINGS AND GROUNDS**
- 6. COPY OF BILL MAILED TO APPLICANT**

SIGNATURE OF BUSINESS OFFICE \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF SUPERINTENDENT \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

ALL FEES MUST BE PAID IN FULL PRIOR TO TIME OF REQUESTED FACILITY USAGE TO:

LAKE-LEHMAN SCHOOL DISTRICT

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