

Penn Hills Charter School of Entrepreneurship (PHCSE)

REQUEST FOR USE OF SCHOOL FACILITIES APPLICATION

Applications must be filed for approval at least 30 days prior to usage date (no exceptions)

Applicant Name: _____ Date: _____

Organization Name: _____

Organization Type/Fees: PHCSE/PTA (no fee)

Non-Profit (provide proof) (no fee during school operating days 7:30 a.m.-11:00 p.m.;
\$35/hr fee after school operating hours, including weekends and non-school operating days,
Saturday/Sunday minimum charge 2 hr)

For Profit (\$35/hr. Saturday/Sunday events, minimum charge 2 hr)

Name of Event or Program: _____

Date of Event: _____ Time: From _____ To _____

Number of Attendees: _____ (400-person maximum) Security may be required at the event at the discretion of the school.

NO SMOKING POLICY: *It is the policy of PHCSE that any form of smoking is prohibited on all school premises. For the health and safety of others; students, employees, and guests are required to refrain from any form of smoking at all times while on school premises. Violations of the policy may result in summary prosecution before the district magistrate. Violations of the policy will be considered when determining whether future request for the use of facilities will be granted.*

I acknowledge I have read the "No Smoking Policy."

Facilities Requested: (Check facilities needed):

Gym _____ Stage/Cafeteria _____
Softball Field _____ Field/Basketball Court _____ Other: _____

Equipment Requested (Check equipment needed):

Chairs / No. _____ Microphone/Sound System _____ Projector/Screen _____
Tables / No. _____ Other _____

Event Summary (be specific): _____

If admission is charged, state specifically how proceeds are to be used: _____

Name of Person or Persons in Authority: _____

PHCSE reserves the right to **reject** any applications and to **revoke** any approval where the applicant or any persons using the facilities with the permission or invitation of the applicant has caused damage or has violated any of the rules and regulations of PHCSE.

The Board shall establish annually, fees for use of school facilities. An invoice will be issued directly to the applicant for all charges. Checks are to be made payable to Penn Hills Charter School.

A copy of the approved application must be presented in order to gain admittance to our facilities. No one will be permitted on our premises without an approved application.

I have received and read the PHCSE Board policy relating to after-hours use of the facilities and accept responsibility for meeting the requirements stated therein. The affix of the representative's signature will hold PHCSE harmless to all claims.

Signature of Applicant _____ Address: _____
Telephone: _____
Email: _____

FOR OFFICE USE ONLY

- ☐ Approved
☐ Disapproved

Signature

Date