

**Tamaqua Area School District**

138 W. Broad Street  
Tamaqua, PA 18252  
570-668-2570  
Superintendent's Office  
Extension 1070  
Fax 570-668-6850

# FACILITY REQUEST FORM

Forms need to be completed and returned **30 days prior** to your event to the Office of the Superintendent. Requests not made in timely manner may be denied.

**REQUEST FOR AVAILABILITY/PRE-APPROVAL CAN BE MADE TO:**  
**AUDITORIUM - Mark Beltz - mbeltz@tamaqua.k12.pa.us**  
**CLASS ROOM/LIBRARY/CAFETERIA - BUILDING SECRETARY**  
**GYMNASIUM/POOL/FIELD REQUESTS - Mike Hromyak - mhromyak@tamaqua.k12.pa.us**

Outside organizations and personal use of facilities must submit proof of insurance for all requests.  
**CUSTODIAL FEES WILL BE INCURRED FOR ALL FACILITIES USED.**

### COMPLETE ONLY ONE BOX

<u>Outside entities</u>	<u>Inside entities</u>	<u>Personal use</u>
<b>ORGANIZATION</b> _____	<b>ORGANIZATION</b> _____	<b>DO YOU LIVE IN THE TAMAQUA AREA SCHOOL DISTRICT?</b>
<b>IS YOUR OUTSIDE ORGANIZATION LOCATED IN THE TAMAQUA AREA SCHOOL DISTRICT?</b>	<b>WILL ORGANIZATION USE FACILITIES BEYOND SCHEDULED WORKING HOURS? (M-F 10:30 p.m.)</b>	Yes No
Yes No	Yes No	

**PLEASE PRINT IN BLUE OR BLACK INK** Initial District Contact \_\_\_\_\_ **TODAY'S DATE** \_\_\_\_\_

Primary Legal Adult Responsibility \_\_\_\_\_ Cell \_\_\_\_\_

**Complete Mailing Address** of Organization/Responsible Adult \_\_\_\_\_

Phone \_\_\_\_\_ Reason of Request/Type of Activity \_\_\_\_\_

E-mail Address \_\_\_\_\_ Date/s Requested \_\_\_\_\_

Building Site \_\_\_\_\_ Facility Requested \_\_\_\_\_

Age Group (please circle) **Elementary Middle High School Adults** Fee charged for activity \$ \_\_\_\_\_

Time In \_\_\_\_\_ Event Time \_\_\_\_\_ Time Out \_\_\_\_\_

Additional needs, **may require additional fees (list available upon request):** (i.e., microphone, lectern, tables, chairs)

**Based upon law, no small games of chance or 50/50 drawings are permitted at our sites without direct affiliation with the district sponsored TABB organization. Any requests to the otherwise, must be specifically outlined and approved by the superintendent.**

### HOLD HARMLESS AGREEMENT

AGREEMENT made between the Tamaqua Area School District (hereinafter referred to as "indemnity") AND the organization and/or person with legal responsibility (hereinafter referred to as "indemnitor")

WHEREAS, the indemnitor desires permission to use the facilities listed above of the indemnity during the date listed above on a rental basis or otherwise.

NOW THEREFORE, as either part of full consideration for the indemnity allowing the indemnitor to use the indemnities' facilities the indemnitor hereby agrees that he will indemnify and save harmless the indemnity against any and all loss, damage, costs and expenses, which the indemnity may hereafter suffer, incur, be put to or pay by reason of the indemnitor using the facilities of the indemnity.

IN WITNESS WHEREOF the parties hereto intending to be legally bound hereby have caused this agreement to be executed the day and year first above written.

TAMAQUA AREA SCHOOL DISTRICT

By: \_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Witness for Indemnity

OUTSIDE ORGANIZATION

By: \_\_\_\_\_

\_\_\_\_\_  
Witness for Indemnitor