

Tamaqua Area School District

138 W. Broad Street
P.O. Box 112
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>
ORGANIZATION _____	ORGANIZATION _____	DO YOU LIVE IN THE TAMAQUA AREA SCHOOL DISTRICT?
IS YOUR OUTSIDE ORGANIZATION LOCATED IN THE TAMAQUA AREA SCHOOL DISTRICT?	WILL ORGANIZATION USE FACILITIES BEYOND SCHEDULED WORKING HOURS? (M-F 10:30 p.m.)	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