

NO. _____

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

APPLICATION FOR LEASE

Fee	\$ _____
Date Paid	_____
No Fee	_____
Cert. of Ins.	_____
Attached	_____

This application must be filed at least two weeks prior to the first date desired. It is expected that the applicant will abide by all rules and regulations listed on the reverse side of this application.

_____	_____
(Name of Organization)	(Date of Application)
_____	_____
(Name of Applicant)	(Home Phone Number)
_____	_____
	(Work Phone Number)

(Address/Zip Code)	

_____	_____
(School/Building Requested)	(Part of Building/Grounds Requested)
Dates Requested: _____	
Hours: Beginning _____ a.m./p.m. Ending _____ a.m./p.m.	
Type of Activity: _____	
Estimated Participants _____	
Special Equipment Requested: _____	
Additional Personnel Needed: _____	

The applicant agrees that the rental price, namely \$ _____, will be paid to the treasurer of the Bethlehem Area School District in full prior to the building/facility being used (make checks payable to "Bethlehem Area School District") and the receipt exhibited to the custodian on the day of the lease.

A valid "Certificate of Insurance" must accompany every lease application.

Additional Comments: _____

I have read and understand the rules and regulations of this "Application for Lease" and agree to comply with them.	
_____	_____
(Signature of Applicant)	(Date)

"DISTRICT USE ONLY"

Recommendation of Building Administrator: Approved Disapproved

Signature _____ Date _____

Recommendation of Central Office Administrator: Approved Disapproved

Signature _____ Date _____

DISTRIBUTION OF APPROVED APPLICATION:

- | | | |
|------------------------------|-----------------------|-----------------------|
| _____ Building Administrator | _____ Security Office | _____ Food Service |
| _____ Business Office | _____ Athletic Office | _____ AV Department |
| _____ Maintenance Office | _____ Custodian | _____ Lease Applicant |

REGULATIONS GOVERNING USE OF SCHOOL FACILITIES

1. Individuals/Organizations wanting to use school facilities shall complete the Application for Use of School Facilities with the building principal at least three weeks before the proposed date of activity.
2. Rental fees and charges for services are payable to the business office prior to the effective date(s) of the activity or program.
3. Cancellation of scheduled use of school facilities must be reported to the building principal and the central office administrator responsible for building leases at least seven (7) days in advance. If the seven (7) days notice is not provided, the organization will be required to pay all costs incurred.
4. Organizations other than school connected groups shall obtain liability and property damage insurance in the amount of \$500,000.00, and shall name the district as an additional insured on the certificates of insurance.
5. Individuals/Organizations assume full responsibility for any injury to any person and any damage to buildings, facilities, equipment, or property resulting from its use thereof.
6. Lease must be shown to the custodian on the scheduled dates.
7. At least one, preferably two, responsible officials of your organization MUST be present for the activity and accept full responsibility for adherence to school district regulations.
8. It is required that the leasee use only the areas for which approval has been given. It is the responsibility of the person signing the application to ensure that this regulation is carefully followed.
9. During meets and performances, adequate adult supervision is required for activities involving children under eighteen (18) years of age.
10. Buildings and facilities will not be made available until the person responsible for the activity is present. The opening will not be earlier than thirty (30) minutes prior to the start of the scheduled activity.
11. Individuals/Organizations must vacate the building by 10:00 p.m., unless other wise approved on the lease.
12. Use of school facilities is not permitted when schools are closed due to inclement weather, or an emergency closing of any kind.
13. Any person possessing, or under the influence of, controlled substances will be removed from school property.
14. Gambling or other conduct detrimental to the public interest is not permitted in school buildings or on school grounds.
15. Disorderly conduct of any kind is prohibited. Persons displaying such behavior will be removed from the building or school grounds. If necessary, the police will be summoned.
16. Smoking is not permitted.
17. Food or drink may not be sold or consumed except in those areas designated by the building principal.
18. Buildings and equipment must be left in a clean and orderly fashion.
19. All leases are subject to immediate cancellation if it is discovered that the information given on an application or lease is misrepresented. If the use of the facility is discovered to be contrary to any policies, guidelines, and regulations, the lease is subject to immediate cancellation. Upon notice by a duly authorized agent of the administration, such activity is to cease. The administration and its agents are to be held harmless of any expenses or losses incurred by the sponsoring organization due to such cessation.
20. The right is reserved by the Bethlehem Area School Board to rescind a lease on any date a building is required for school purposes, or if any group does not hold a previously scheduled meeting and neglects to inform the central office administrator of the cancellation. The usage of any building is automatically cancelled when the facilities have been closed by the school authorities due to local, state, or national disasters or emergencies; fire; flood; storms; mechanical failures; etc.