

**WEST JEFFERSON HILLS SCHOOL DISTRICT**  
**PERMIT FOR THE USE OF SCHOOL DISTRICT FACILITIES**

All requests for use of school property will be made to the Office of the Maintenance Supervisor,  
835 Old Clairton Road, Jefferson Hills, PA 15025.

Name of Organization \_\_\_\_\_

Person Requesting Facility \_\_\_\_\_

Address \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**(The above signed agrees that they are authorized to represent the organization, and will insure that the terms and conditions of this application are followed, and any costs are timely paid to the School District.)**

**FACILITY REQUESTED**

School \_\_\_\_\_ Room/Area \_\_\_\_\_

Day(s) of the Week \_\_\_\_\_ Date(s) \_\_\_\_\_

Day(s) of the Week \_\_\_\_\_ Date(s) \_\_\_\_\_

Day(s) of the Week \_\_\_\_\_ Date(s) \_\_\_\_\_

Start Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Purpose \_\_\_\_\_

Special Request \_\_\_\_\_

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**FOR SCHOOL DISTRICT USE**

\_\_\_\_\_ Request Approved

\_\_\_\_\_ Not Approved \_\_\_\_\_

Maintenance Supervisor

Date

**Along with the following, when the use of the school facility and equipment incurs an expense for the District, this expense will be charged to the Applicant, along with any associated rental fee as per Policy.**

Charges: Rental \_\_\_\_\_ Cafeteria Help \_\_\_\_\_  
Custodian \_\_\_\_\_ Other Charges \_\_\_\_\_  
Security \_\_\_\_\_ TOTAL \_\_\_\_\_

WEST JEFFERSON HILLS SCHOOL DISTRICT  
835 OLD CLAIRTON ROAD  
JEFFERSON HILLS, PA 15025  
412-655-8450  
412-655-9544 FAX

CONDITIONS GOVERNING USE OF BUILDING

1. The Board of School Directors reserves the right to grant permits in the best interest of the school district.
2. Building areas available for use are limited to the auditorium, gymnasium, community room, cafeteria, and kitchen. Classrooms will not ordinarily be used other than for adult education.
3. Groups using the building must have proper sponsors and supervision. The person in whose name the permit is issued will be held responsible for enforcing the rules and regulations on this permit.
4. Individuals or groups holding permits are responsible for furniture and equipment, for the conduct of the group, participants, and attendees for the condition of the building and area used.
5. Permits are valid only for the specified date, time, and building area. Note that the ending time on the permit is when the users are expected to be out of the permitted area, not just getting ready to leave, changing clothes, etc.
6. When kitchen facilities are used, there must be a school employee or member of the kitchen staff in attendance to operate equipment.
7. Smoking is not permitted in any school district building.
8. Gym shoes will be used on the gym floors at all times unless prior permission has been granted with the permit.
9. Permits are subject to cancellation when: a) conflicts arise with school activities, b) rules governing use of school facilities are violated, or c) buildings are left in an unsatisfactory condition.
10. The holder of the permit agrees to hold harmless the School District and Board of School directors for any and all claims, demands, and actions at law or in equity which may arise in any manner from the use of said school property or any part thereof.
11. No alcoholic beverages are permitted on school property at any time. It is the responsibility of the sponsoring group to enforce this provision.

It is the policy of the West Jefferson Hills School District to not discriminate on the basis of sex, handicap, age, race, color, and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 5094 and Title VI. For information regarding services, activities, programs, and facilities that are accessible to and usable by handicapped persons or about your rights or grievance procedures, contact the Personnel Director at 412-655-8450 x2228.