AGREEMENT FOR USE OF SCHOOL FACILITIES
MOUNT UNION AREA SCHOOL DISTRICT
Administrative Center, 603 North Industrial Drive
Mount Union, PA 17066

I. **Date of Request:** Click here to enter a date.

II. **Facility to be used:** please check mark the box next to building and/or space required:

☐Athletic Fields/Areas
- ☐Concession Stand
- ☐Football Field
- ☐Practice Field
- ☐Soccer Field
- ☐Softball Field
- ☐Track

☐District Office

☐Junior/Senior High School

☐Auditorium
☐Auxiliary Gym
☐Cafeteria
☐Classroom
☐Gymnasium
☐Internet Café
☐Library
☐Parking Lot

☐Mount Union-Kistler Elem.
- ☐Cafeteria/Gymnasium
- ☐Classroom
- ☐Library
- ☐Tech Lab

☐Shirley Township Elem.
- ☐Cafeteria/Gymnasium
- ☐Classroom
- ☐Library

Special Services: ☐ Custodial Personnel ☐ Kitchen Personnel ☐ Sound Technician

Materials or Equipment Required: please check mark the box next to the materials and/or equipment required*****

☐Barricades	☐Computer	☐Microphone	☐Tables
☐Chairs	☐Dividers	☐Projector	☐Trash Can
☐Coat Rack	☐Lectern	☐Screen	

*For those requiring sound/and or media projections: If you are using media for your event, we must have a copy of it 24 hours prior to your event. If your event is on the weekend or a Monday, we must have the media the Friday before the event. If we have any specific questions concerning your event, we will contact the responsible parties listed below.

III. **Purpose:** Click here to enter text.

IV. **Sponsoring Organization(s) – if applicable:** Click here to enter text.

V. **Date(s) of use:** Click here to enter a date.

VI. **Time Length of use – List hours requested:** Click here to enter text.

VII. All insurance coverage is the responsibility of the sponsoring organization. Appropriate certificates of insurance must be supplied to the school district prior to any activities taking place on school property.

VIII. The sponsoring organization hereby agrees to indemnify, defend and save and hold harmless The Mount Union Area School District, its officers, employees, agents, successors and assigns from and against, and to reimburse the Mount Union Area School District with respect to, any and all claims, demands, causes of action, losses, damages, liabilities, costs and expenses (including reasonable attorneys' fees and expenses, court costs and costs of appeal) asserted against or incurred by the Mount Union Area School District by reason of or arising out of the use of the school property.

IX. **Signatures of three (3) responsible parties:** Please specify one primary contact person in regard to proposed use. Fees incurred will be billed following the event. Please designate below where the bill should be sent. For a list of fees, please consult our website muasd.org or contact our administrative offices by calling 814-542-8631.

Name	Address	Phone	Email
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.			
Click here to enter text.			

Billing address: Click here to enter text.

For Office Use Only
Approved by:

_____ Date: _____
Building Principal/Head Teacher

_____ Date: _____
Superintendent

School Board Approval Date: _____ Fees: $ _____ Personnel Charges: $_____

Revised Oct. 2014