

DISTRICT OFFICE
1970c Easton Turnpike
Lake Ariel, Pennsylvania 18436



WESTERN WAYNE
SCHOOL DISTRICT

Activity/Building Use

HOLD HARMLESS AGREEMENT

In consideration for permitting our use of the named school facilities, we hereby agree to be responsible for any damages to those or other school facilities or property resulting from or in connection with our use thereof. We further agree to indemnify and hold harmless the school from any claim, loss or damage arising from or by reason of any bodily injury, death or property damage resulting from or in connection with our use of school facilities or property.

Name of Club/Organization: _____

Facility Requested: Auditorium: ___ Cafeteria: ___ Kitchen: ___ LGI: ___ Classroom: ___ Gym: ___

Other: (Please specify): _____

Reason: _____

Date(s) and Time (s) needed: _____

Please list all the dates you need, including practice/rehearsal dates.

Will an admission fee be charged: YES NO Is the public invited? YES NO

What is the estimated number in attendance? _____

****Please understand that WWSD events take priority over all others and may result in a cancellation.**

If Kitchen used, please specify what you need (ex: ovens, stove etc.): _____

Additional equipment needed? Yes: _____ No: _____

If yes, please list equipment below (such as tables, chairs etc.) and where you will need it placed:

Do you need stage crew or stage equipment? (lighting, sound, microphone) Yes: _____ No: _____

If yes, please fill out the Technical Crew Request Form.

Advisor's Name: _____ Date: _____

Advisor's Address: _____

Advisor's Signature: _____

Phone or extension you can be reached at: _____

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_____ Approved

_____ Not Approved

Principal/Athletic Director Signature:

It is mandatory that you contact the building principal for the building that you are requesting two weeks in advance of the date in order to confirm the building use. A fee of \$21 per custodian per hour will be paid to Western Wayne School District Office. If food service resources are required, an additional \$21 per resource, per hour will be assessed.

The number of hours an organization needs is to be discussed with the building principal prior to the use of the building. If school is cancelled or dismissed early, the activity has to be rescheduled or cancelled.

High School: Mr. Paul Gregorski

Middle School: Mrs. Kristen Donohue

Robert D. Wilson: Mrs. Maria Miller

EverGreen: Mr. Justin Pidgeon

(Accessible M-F between 8 AM – 4 PM)

Telephone: 1.800.321.9973

www.westernwayne.org

Fax: 570.341.1221