



**Governor Mifflin School District**  
**Application and Permit for Use of School Facilities**  
 (for functions other than regular school activities)

The undersigned hereby makes application on behalf of \_\_\_\_\_  
 for permission to use the \_\_\_\_\_  
 of the \_\_\_\_\_ school building from  
 \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m. / p.m. on \_\_\_\_\_

For the following purpose: \_\_\_\_\_

Will an admission fee be charged? **Yes No** Will the general public be invited? **Yes No**

Is a kitchen required? **Yes No** (If yes, there will be a prevailing rate charged to cover the cost of the required cafeteria staff member.)

We do hereby agree to the following conditions:

1. To contact the building principal to make all necessary detailed arrangements.
2. To comply with rules and regulations regarding the use of the building.
3. To assume full responsibility for damage to or loss of school property and for any injuries or liability resulting from the use of school facilities.
4. To indemnify and save harmless the school district from any or all claims, suits, actions of law of any kind, including defense costs thereof, connected with the use of school facilities.
5. Certificate of Insurance required before approval is granted. \$1,000,000 Liability
6. Special conditions: \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ (home) \_\_\_\_\_ (work/cell)

What is the best time of day to contact you by telephone? \_\_\_\_\_

Organization \_\_\_\_\_

Date submitted \_\_\_\_\_ Date reply is required \_\_\_\_\_

**Applicants should not write below this line**

Request: \_\_\_\_\_ approved \_\_\_\_\_ denied  
 Cost: \_\_\_\_\_ none \_\_\_\_\_ charges

Business Manager _____	Rental _____
	Custodial _____
	Other _____
	Total _____

*The Business Office must receive this application by the last day of the month preceding the regular monthly School Board meeting, which is the third Monday of each month. Please mail or deliver to:*

**GMSD Business Office, 10 S. Waverly St., Shillington, PA, 19607.**

*Scanned pdf files can be emailed to [denise.goodhart@gmsd.org](mailto:denise.goodhart@gmsd.org)*

TO: All Individuals, School Groups, Community/Religious Groups and Organizations Who Use Governor Mifflin School District Facilities

FROM: Diane Richards, Chief Financial Officer

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Be advised that groups, organizations and individuals who rent/utilize the facilities of the Governor Mifflin School District are responsible for the behavior of all guests involved in the scheduled activity. If an event is scheduled for a particular room/gymnasium, your guests are restricted to that area and the requestor MUST provide adequate supervision for the premises including designated restrooms, locker rooms and hallways. **All Governor Mifflin School District Personnel are to be respected and their directions followed.**

All damage and detriments done to District property is the responsibility of the party who completed the District's Application for Building Use AND WILL BE BILLED ACCORDINGLY.

**FOOD AND DRINK ARE NOT PERMITTED IN GYM, POOL OR AUDITORIUM AT ANYTIME.**

Sunday start time is 1:00 p.m. – NO EXCEPTIONS

Permission to use the District's facilities is a courtesy we provide to benefit our community, **not as a babysitting service.**

ANY REPORTS OF GROUPS/INDIVIDUALS ABUSING OUR POLICY WILL HAVE THEIR PRIOR APPROVAL OF BUILDING USE REVOKED AND FUTURE USE WILL BE CURTAILED.

**The Governor Mifflin School District is a Smoke Free/Drug Free Campus.**

In case of school closing (weather, emergency, etc.) your building rental will be cancelled.

**NOTICE:** All groups must notify the District of any rental cancellations to avoid being billed for all dates on permit. (For gymnasium and field rentals, call Merry Swavely at 610-775-9456. All others should call Denise Goodhart at 610-775-1461 x-1107.)

Thank you.