



WESTERN WAYNE SCHOOL DISTRICT

1970C Easton Turnpike, Lake Ariel, Pennsylvania 18436

Telephone: 1-800-321-9973

Web: www.westernwayne.org

Fax: (570) 341-1221

The Western Wayne School District will work for excellence... for everyone... in all things ...always.

JOSEPH W. ADAMS

Superintendent of Schools

MATTHEW BARRETT, Ed. D.

Assistant Superintendent

ROSE E. EMMETT

Business Manager

APPLICATION FOR USE OF SCHOOL FACILITIES

School Facility Requested: _____

Purpose of Use: _____

Name of Organization or Group: _____

Date: _____ From: _____ To: _____ Admission Fee to be charged: Yes No

Date: _____ From: _____ To: _____ Public to be invited: Yes No

Estimated number in attendance: _____

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.

Please Print Name: _____ Date: _____

Signed: _____

Address: _____ Zip: _____ Telephone: _____

Email: _____

(Accessible between 8 AM - 4 PM)

IMPORTANT NOTICE: School functions have first priority of use of school facilities. This might result in cancellation of a reservation by your organization.

APPROVED: Yes No Initial: _____

Building Principal Reason:

It is mandatory that you contact the building principal for the building 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 T. Blaum

Middle School

Mrs. Kristen Donohue

Robert D. Wilson

Mrs. Maria Miller

EverGreen

Ms. Ellen Faliskie

Western Wayne Technical Crew Request Form

If you would like the stage crew to provide any equipment or services for your function, please fill out this form as completely as possible and return it to the High School office at least one (1) week prior to the event. If this timeline is not followed, I cannot guarantee that these services will be provided. You may receive separate confirmation that the auditorium is reserved but please NO NOT assume that the stage crew request will be filled unless you receive confirmation.

Lighting available includes: Colored lights on stage, house lighting, spotlights, stand lights, and lighting that can be timed with presentations with sufficient rehearsal time. Please describe the lighting you will need for your event:

Sound system equipment available includes: Microphones on stands (up to 6 wired and 1 cordless), 2 hanging overhead microphones, 2 floor microphones, monitors, separate amplifier for instruments. Please describe the sound needs for your event:

Other equipment includes: Full stage, or any portion, seated (band) risers, 5 sets standing (choral) risers, podium, music stands, projection screen, tables, and chairs. Please describe any equipment, listed or not, that you would like provided other than sound and lighting. If you need risers, please include diagram for setup: