

RIVERVIEW SCHOOL DISTRICT  
701 Tenth Street, Oakmont, PA 15139

**APPLICATION FOR PERMISSION TO USE SCHOOL FACILITIES**

Name of Group \_\_\_\_\_ Contact Person \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 School \_\_\_\_\_ Email \_\_\_\_\_  
 Event \_\_\_\_\_ Room \_\_\_\_\_  
 Event Date (Month) \_\_\_\_\_ Date \_\_\_\_\_  
 (Day of week) \_\_\_\_\_ Time \_\_\_\_\_

Additional time required for set up or rehearsals: \_\_\_\_\_

Will admission be charged? \_\_\_\_\_ Amount \_\_\_\_\_  
 Adults \_\_\_\_\_ Children \_\_\_\_\_

If yes, explain purpose: \_\_\_\_\_  
 Will a collection be taken? \_\_\_\_\_ Will meeting be open to the public? \_\_\_\_\_  
 If yes, explain purpose: \_\_\_\_\_

If this application is made in behalf of an organization, give name, address and telephone number of person(s) responsible for the meeting.

\_\_\_\_\_  
 Name (Signature) Address Phone

If this application concerns a school affair, give names of members of faculty who have consented to be present during entire time.

**The application for use of building is not to be construed as permission to use the building.** A separate permit will be provided upon approval of the application. Send the completed application to the building principal. Applications will be finally approved by the Superintendent and permits issued from the Central Office.

“Each “Group I” user, as defined in the Riverview School District Fee Schedule for School Facilities, shall maintain **comprehensive general liability** insurance for all occurrences, including but not limited to bodily injury, personal injury, damage to property of others, and death, with respect to the school facilities having a limit or limits as prescribed by District rules. **Such policy shall name the Riverview School District as an additional insured** and shall further specify that the insurance may not be cancelled or changed without fifteen (15) days prior written notice to the District. A copy of such policy or a certificate of insurance, as well as proof of payment of premium, shall be provided to the District. Riverview School District shall not be liable to the user or to any insurer of the user claiming by way of subrogation through or under the user with respect to any loss, damage, injury or death to the extent the user shall be reimbursed or has the right to be reimbursed out of hazard insurance carried with respect to such loss, damage, injury, or death. The user shall execute a waiver of subrogation. In the event user’s insurance policies do not already provide to waiver of subrogation, the user agrees to obtain a waiver of subrogation endorsement from it insurer.”

Each “Group II, Group III, and Group IV” user, as defined in the Riverview School District Fee Schedule for School Facilities, that maintains liability insurance as a part of their ongoing operations must name the Riverview School District as an additional insured and issue a waiver of subrogation to Riverview School District.

Attach copy of Certificate of Insurance or Insurance Policy with “\_\_\_ day Notice of Cancellation privilege”

**The user shall hold harmless the Riverview School District, Administration and School Directors from any liability in the event of property damage, personal injury or death in the use of school district facilities.**

Insurance Certificate: YES \_\_\_ NO \_\_\_ Signature Date

Building Secretary must approve here: \_\_\_\_\_ (Date) \_\_\_\_\_

Application **APPROVED/REJECTED** by the School Principal  
 \_\_\_\_\_ (Date) \_\_\_\_\_  
 Principal’s Signature