

Application for Lease

No.:	_____
Fee: \$	_____ Inv: _____
Class:	_____
Cert of Ins:	_____

This application must be filed at least two weeks prior to the first date desired. It is expected that the applicant will abide by all rules and regulations listed on the second page of this application.

Name of Organization	Date of Application
Name of Applicant	Home Phone Number
Address	Cell Phone Number
City, State, Zip Code	Email (Lease Confirmations will be sent here)

Building Requested	Part of Building/Grounds Requested
Dates Requested	
Hours: Beginning	Ending:
Type of Activity	Number of Estimated Participants
Special Equipment Requested	
Additional Personnel Needed	

The applicant agrees that the rental price, namely \$ _____, will be paid to the treasurer of the Bethlehem Area School District in full PRIOR to the facility being used. Checks should be made payable to Bethlehem Area School District. **A valid Certificate of Insurance must accompany every lease application.**

Additional Comments

I have read and understand the rules and regulations of this Application for Lease and agree to comply with them.	
Signature of Applicant	Date

Recommendation of Building Administrator: _____ Approved _____ Disapproved

Signature _____ Date _____

Recommendation of Central Office Administrator: _____ Approved _____ Disapproved

Signature _____ Date _____

Regulations Governing Use of School Facilities

1. Individuals/Organizations wanting to use school facilities shall complete the Application for Lease with the building principal at least two weeks before the proposed date of activity.
2. Rental fees and charges for services are payable to the Business Office prior to the effective date(s) of the activity or program. All checks should be made payable to "Bethlehem Area School District".
3. Cancellation of scheduled use of school facilities must be reported to the building principal and the central office administrator responsible for building leases at least seven (7) days in advance. If the seven (7) days' notice is not provided, the organization will be required to pay all costs incurred.
4. Failure to pay outstanding balances may result in further collection activity. Individuals/Organizations will be responsible for all costs associated with collection activity.
5. Organizations other than school connected groups shall obtain liability and property damage insurance in the amount of \$500,000, and shall name Bethlehem Area School District, 1516 Sycamore Street Bethlehem, PA 18017 as an additional insured on the Certificate of Insurance.
6. Individual/Organizations assume full responsibility for any injury to any person and any damage to the buildings, facilities, equipment, or property resulting from its use thereof.
7. Lease must be shown to the custodian on the scheduled dates.
8. At least one, preferably two, responsible officials of your organization MUST be present for the activity and accept full responsibility for adherence to school district regulations.
9. It is required that the lease use only the areas for which approval has been given. It is the responsibility of the person signing the application to ensure that this regulation is carefully followed.
10. During meets and performances, adequate adult supervision is required for activities involving children under eighteen (18) years of age.
11. Buildings and facilities will not be made available until the person responsible for the activity is present. The opening will not be earlier than thirty (30) minutes prior to the start of the scheduled activity.
12. Individuals/Organizations must vacate the building by 10:00 p.m., unless otherwise approved on the lease.
13. Use of school facilities is not permitted when schools are closed due to inclement weather, or an emergency closing of any kind.
14. Any person possessing, or under the influence of, controlled substances will be removed from school property.
15. Gambling or other conduct detrimental to the public interest is not permitted in school buildings or on school grounds.
16. Disorderly conduct of any kind is prohibited. Persons displaying such behavior will be removed from the building or school grounds. If necessary, the police will be summoned.
17. Smoking is not permitted.
18. Food or drink may not be sold or consumed except in those areas designated by the building principal.
19. Please be aware that exclusive vending agreements may exist with outside vendors that limit the types of food and beverage brands that are sold on BASD property. Contact the building principal if food or beverages are planned for sale during your event.
20. Buildings and equipment must be left in a clean and orderly fashion.
21. All leases are subject to immediate cancellation if it is discovered that the information given on an application or lease is misrepresented. If the use of the facility is discovered to be contrary to any policies, guidelines and regulations, the lease is subject to immediate cancellation. Upon notice by a duly authorized agent of the administration, such activity is to cease. The administration and its agents are to be held harmless of any expenses or losses incurred by the sponsoring organization due to such cessation.
22. The right is reserved by the Bethlehem Area School Board to rescind a lease on any date a building is required for school purposes, or if any group does not hold a previously scheduled meeting and neglects to inform the central office administrator of the cancellation. The usage of any building is automatically canceled when the facilities have been closed by the school authorities due to local, state, or national disasters or emergencies; fire; flood; storms; mechanical failures; etc.