



# WESTERN WAYNE SCHOOL DISTRICT

2132 Easton Turnpike, P.O. Box 220, South Canaan, Pennsylvania 18459  
Telephone: (570)937-4270

Web: [www.westernwayne.org](http://www.westernwayne.org)

Fax: (570)937-4105

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

**ANDREW FALONK**  
Superintendent of Schools

**CLAYTON S. LACOE III, 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:

Date: From: To:

If additional space is needed, please use the other side.

Admission Fee to be charged: Yes No

Public to be invited: Yes No

Estimated number in attendance:

*It is mandatory that you contact the head custodian for the building you are requesting two weeks in advance of the date in order to confirm the building use. Telephone numbers are at the bottom of the form for your reference. A fee of \$15.00 per custodian per hour will be paid to Western Wayne School District. The number of hours an organization needs is to be discussed with the head custodian prior to the use of the building. If school is cancelled or dismissed early because of inclement weather, the activity has to be rescheduled or cancelled.*

Please Print Name:

Date Submitted:

Signed:

Address:

Zip:

Telephone: (Where you may be reached weekdays between 8AM and 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:  
Head Custodians

Building Principal Reason:

David Robinson: H.S/M.S. 937-4112

Warren Brundage: RDW 488-6454

Alex Klim: Lake 698-5616

Joshua Dennis: Hamlin 689-2632

**HOLD HARMLESS AGREEMENT**

**TO:**

\_\_\_\_\_ applies for permission to use the  
\_\_\_\_\_ at the school on \_\_\_\_\_  
(School Facility) (Date)  
from \_\_\_\_\_ to \_\_\_\_\_ for the purposes of  
(Time) (Time)

\_\_\_\_\_.

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)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Western Wayne High School Technical Crew Request Form

Mrs. Nancy Evans

Questions: [nevans@westernwayne.org](mailto:nevans@westernwayne.org)

Event name: \_\_\_\_\_

Event date: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Time: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Person making request: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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 Mrs. Evans or Mrs. Rizzi in 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 from me.

**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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_