



NESHANNOCK TOWNSHIP SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT NT-03 USE OF SCHOOL FACILITIES

NT-03
CENTRAL OFFICE ONLY

Board Approval
☐ Yes ☐ No

Date: _____

ORGANIZATION INFORMATION					
Name of Organization		Name of Person Making Request			
Address		Telephone Number		Fax Number	
EVENT/ACTIVITY INFORMATION					
Facility Requested		Area(s) Requested			
<input type="checkbox"/> Neshannock Memorial Elementary School <input type="checkbox"/> Neshannock Junior-Senior High School <input type="checkbox"/> NTSD Athletic Area		<input type="checkbox"/> Gymnasium <input type="checkbox"/> Multi-Purpose Room <input type="checkbox"/> Cafeteria <input type="checkbox"/> Auditorium <input type="checkbox"/> LGI Room		<input type="checkbox"/> Football Field <input type="checkbox"/> Baseball Field <input type="checkbox"/> Softball Field <input type="checkbox"/> Playground <input type="checkbox"/> Other: _____	
Equipment/Staff Requested		Event/Activity Description			Group Size
<input type="checkbox"/> Custodial Staff <input type="checkbox"/> Security Staff <input type="checkbox"/> Trash Receptacles <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____					Admission Fee (if any)
Event Date(s)	Event Times		Door Schedule		
	Start Time		<i>All exterior doors are electronically locked/unlocked on a set schedule. Please complete to ensure access to the building at your desired times for the event/activity.</i>	Unlock Doors at	
	End Time			Lock Doors at	
SIGNATURES					
Applicant Signature				_____/_____/_____ Month Date Year	
Administrator Signature				_____/_____/_____ Month Date Year	
Superintendent Signature				_____/_____/_____ Month Date Year	

CENTRAL OFFICE USE ONLY		
Rental Fee Required	<input type="checkbox"/> Yes	Amount
	<input type="checkbox"/> No	
Security Protection Required	<input type="checkbox"/> Yes	Amount
	<input type="checkbox"/> No	
Cafeteria Personnel Required	<input type="checkbox"/> Yes	Amount
	<input type="checkbox"/> No	
Additional Fees Required Details: _____	<input type="checkbox"/> Yes	Amount
	<input type="checkbox"/> No	
TOTAL FEES	\$ _____	Date Received

APPROVAL NOTIFICATION SENT	
Applicant	
Administrator	
Maintenance	
Security	
Tech (Door Schedule)	