

UPPER MORELAND TOWNSHIP SCHOOL DISTRICT  
APPLICATION FOR USE OF INDOOR SCHOOL FACILITIES

REQUESTER'S NAME: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

REQUESTER'S EMAIL: \_\_\_\_\_ REQUESTER'S PHONE: \_\_\_\_\_

ORGANIZATION/GROUP NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

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BUILDING REQUESTED:  High School  Middle School  Intermediate School  Primary School

ROOM REQUESTED:  Gym  Auxiliary Gym (HS)  Auditorium  Cafeteria/Cafetorium  
 Other \_\_\_\_\_

EVENT/ACTIVITY DESCRIPTION: \_\_\_\_\_

DATE(S) REQUESTED: [Click here to enter a date.](#) OR WRITE IN DATE(S): \_\_\_\_\_

EVENT START TIME: \_\_\_\_\_ EVENT END TIME: \_\_\_\_\_

SET UP START TIME: \_\_\_\_\_ BREAKDOWN/CLEAN UP END TIME: \_\_\_\_\_

EXPECTED # OF PARTICIPANTS: \_\_\_\_\_ EXPECTED # OF OVERALL ATTENDANCE: \_\_\_\_\_

❖ SET-UP REQUESTS – PLEASE BE SPECIFIC. ATTACH DIAGRAM AND/OR DETAILED DESCRIPTION IF NECESSARY: \_\_\_\_\_

❖ SEE FEE SCHEDULE FOR THE FOLLOWING REQUESTS:  Air Conditioning  Heat  Security/Police  
 Custodial Support  Other \_\_\_\_\_

❖ For Lighting and Sound requests: Contact Craig Polakoff at [cpolakoff@umtsd.org](mailto:cpolakoff@umtsd.org)

❖ For use of AV equipment (projector, microphone): Contact Tony Gauker at [tgauker@umtsd.org](mailto:tgauker@umtsd.org)

❖ For use of Kitchen Facilities: Contact Randi Mongiello at [rmongiello@umtsd.org](mailto:rmongiello@umtsd.org)

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I/we the renter/requester(s) have read the **2018-2019 Rules and Regulations for Use of the Upper Moreland School District Facilities**, and accept all legal and financial responsibilities.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Facilities Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
*(signature acknowledges approval of the request)*

Principal/Designee: \_\_\_\_\_ Date: \_\_\_\_\_  
*(signature acknowledges approval of the request)*

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OFFICE USE ONLY

CERTIFICATE OF INSURANCE:  Received  On File Approved by School Board on: \_\_\_\_\_

DATE INVOICE SENT: \_\_\_\_\_ TOTAL AMOUNT DUE: \_\_\_\_\_

**PLEASE SUBMIT BOTH THE APPLICATION AND GUIDELINES FOR USE FORMS TOGETHER**