

**EAST STROUDSBURG AREA SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING – June 18, 2012**

Carl T. Secor Administration Center – Board Room

Simultaneous Broadcast – Middle Smithfield Elementary School – Cafeteria

7:00 P.M.

ADDENDUM A

XIX. FISCAL ITEM

5.

RECOMMENDATION: Motion to approve the request for use of facilities as listed for Class 3 Non-School Related Use of Facilities. East Stroudsburg Borough is requesting the H.S. South stadium parking lot for their defensive drivers training for borough employees.

CLASS 3 – NON-SCHOOL RELATED USE OF FACILITIES

Board Agenda	BUILDING	DATE from	DATE to	ORGANIZATION	EVENT	Facility Fees Waived
06/18/12	HS South	07/13/12	07/13/12	East Stroudsburg Borough	Parking Lot for defensive drivers training for borough employees	No fees for use of parking lot as per Policy 707

(See page 2)

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization EAST STROUDSBURG BOROUGH Today's Date 6/15/12

Non-Profit? Will an admission fee be charged? Are you requesting a waiver of facilities fees? Yes No

Specific purpose of use: Conduct defensive driving course for Borough employees

Name of School Requested ESHS South - Stadium parking lot

DAY(S) from DATE(S) to DESCRIPTION Friday July 13 from 12:30 to 4:00 pm Defensive driver training

Facility Required: Auditorium, Cafeteria, Gymnasium, Stadium, Kitchen/Preparation, Kitchen/Serving, Stage, Fields (specify), Other (specify) large parking lot at stadium

Equipment Required: Kitchen Equipment, Sound System, Record Player/Stereo Equip., Piano, Stage Lighting, Motion Picture Projector, Overhead Projector/Screen, Folding Stands, Scoreboard, Athletic Equipment, Other (specify)

The District has the right to assign additional security and other personnel as needed. Your organization will be subject to fees for these services.

\$ Bodily Injury Liability (\$500,000 minimum) \$ Property Damage Liability (\$500,000 minimum) Pending receipt of insurance Certificate prior to event.

List at least one, but preferably two, responsible officials of your organization who will be present at the time facilities requested are being used...

Name James S Phillips Address 24 Analomink St Phone 421-8300

I certify that I have read, understand, and agree to adhere to Policy #707 of the East Stroudsburg Area School District concerning Use of School Facilities.

Signature Responsible Organization Official James S Phillips Mar. Phone (day) (570) 421-8300 (eve.) (570) 350-1717 Billing Address 24 Analomink St. East Stroudsburg PA 18301

APPROVALS: Principal Business Administrator copy to: athletic director cafeteria manager head custodian librarian a/v coordinator other

For office use only: FACILITIES USE INVOICE Facilities/Equipment used: Class 3 - no fees for the use of parking lot Charges: Personnel Employed: Other (specify):