

**ELLWOOD CITY AREA SCHOOL DISTRICT**  
***Request for Temporary Use of LINCOLN HIGH SCHOOL Facility***

**PLEASE PRINT – COMPLETE ALL BLANKS (Requests should be made 2 weeks prior to the event or may be denied.)**

Today's Date \_\_\_\_\_

Application for the use of Lincoln High School (area within building) \_\_\_\_\_

Organization \_\_\_\_\_

Request made by: \_\_\_\_\_

Name	Address	Phone	E-mail Address
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Who will be in charge? \_\_\_\_\_

Name	Address	Phone	E-mail Address
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When is event scheduled: \_\_\_\_\_

Day of week	Month/Day/Year	Time of day (begin/end)
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What type of event is scheduled? \_\_\_\_\_ Will there be an admission charge? \_\_\_\_\_

**NOTICE: The Commons Area/Front Entrance closest to the High School Office will only be unlocked during events in the Auditorium or Girls Gym; please enter from the teacher parking lot closest to the LGI and Boys Gym entrance.**

Please check the area you wish to use and the items that you require. There may be an additional charge for some equipment.

Auditorium	Cafeteria	Boys Gymnasium	Girls Gymnasium	Other
Sound System Lighting System Curtain, Scrim, etc. Piano Other:	Microphone Tables # Lectern Kitchen <i>(Cafeteria employee is required if kitchen is requested.)</i> Chairs	Locker Room Showers Other:	Locker Room Showers Other:	

Application approved:     |     YES     |     NO

**Custodial Fee:**                                     YES                     NO

**Rental Fee & Contract:**                             YES                     NO

**Certificate of Insurance:**                             YES                     NO

\_\_\_\_\_  
 Administrator     Date

**EMAIL TO: [nengel@ellwood.k12.pa.us](mailto:nengel@ellwood.k12.pa.us)**

**For any problems during the event please contact  
 Steve Schuster at 724-714-3608**