



Thomas J. Duffy, Ed. D.
Superintendent of Schools

USE OF SCHOOL FACILITIES: HIGHLIGHTS

- 1) Completed applications must be submitted to the Office of the Director of Buildings and Grounds.
 - a) Applications may be submitted via email (kstclair@dsdhs.com), via fax (TBA), via mail, or in person:
Office of the Director of Buildings and Grounds
Attn: Kelly StClair
2034 Conyngham Ave.
Dallas, PA 18612
The Office of the Director of Buildings and Grounds is located in the Dallas School District Maintenance Department building, adjacent to Mountaineer Stadium (on the opposite side of the stadium from Dallas High School).
- 2) Applications must be submitted sixty (60) days in advance of the scheduled events. *(School-related groups, PTO, student groups, etc. may submit an application thirty (30) days prior to the event.)*
- 3) Once an application is approved, the Office of the Director of Buildings and Grounds will contact the person who submitted the application.
- 4) Should an applicant need to cancel an approved event or withdraw an application, the applicant should contact the Office of the Director of Buildings and Grounds as soon as possible.
- 5) All custodial costs related to the scheduled event(s) will be the responsibility of the approved organization.
- 6) Following approval, questions related to the equipment and other logistics should be directed to the administrator of the building at which the event is scheduled. Questions about the use of athletic facilities should be directed to the Athletic Director. Questions about the use of the natatorium should be directed to the pool manager.

Dallas High School	Greg Riley, Principal	570-674-7208	griley@dsdhs.com
Dallas Middle School	Jeff Shaffer, Principal	570-674-7243	jshaffer@dsdhs.com
Dallas Intermediate School	Tom Traver, Principal	570-674-7271	ttraver@dsdhs.com
Wycallis Primary Center	Brian Bradshaw, Principal	570-674-7283	bbradshaw@dsdhs.com
DSD Athletic Director	Mike Richards	570-674-7257	mrichards@dsdhs.com
DSD Pool Manager	Matt Stretanski	570-674-7243	mstretanski@dsdhs.com

- 7) Use of DSD facilities is governed by Dallas School District Policy No. 707, revised on April 20, 2020.
- 8) Certificates of Insurance detailing coverage in the amounts below shall be submitted with applications. *School-related groups (PTO, booster clubs, etc.) may be exempt from this requirement.*

General Aggregate	\$1,000,000
Personal Injury	\$ 500,000
Property Damage	\$ 50,000

Revised 10/05/2021

ADMINISTRATIVE TEAM

JEFFREY SHAFFER Dir. of Sec. Curriculum DMS Principal	GREGORY RILEY DHS Principal	JASON RUSHMER Director of Operations	ANDREA DENNIS Dir. of Special Education	THOMAS TRAVER Dir. of Elem. Curriculum DIS Principal
BILL GARTRELL Director of Technology	DANIEL NATITUS DHS Asst. Principal	BRIAN BRADSHAW WPC Principal	DANIEL NESTORICK SIMS Administrator	CHRIS GALLAGHER Dir. of Buildings and Grounds
				GRANT PALFEY Business Manager