

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Pike-Delta-York Local Schools**  
**Application for Use of Facilities**

Organization: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

Individual Responsible: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_  
Email address: \_\_\_\_\_

**Check the category that describes your group. (used to determine use priority and fees.)**

- 1st **"IN-HOUSE" Student Group:** extra-curricular program/activity or student-initiated non-school sponsored club/organization
- 2nd **Community Group Affiliated with Schools:** groups that directly support the school District - PTO, Booster Club, etc.
- 3rd **Community/Nonprofit Group:** 80% District residents; volunteer led civic, educational, recreational, or cultural activities
- 4th **Private, Nonprofit Group:** 80% District residents with educational, recreational, or cultural, charitable goals
- 5th **Non-Resident or Commercial User:** Group is less than 80% residents and/or for-profit business, vendor, or entrepreneur

**Date(s) Requested:** \_\_\_\_\_  see attached details

**Time Frame:** (From/Until): \_\_\_\_\_

<b>*Facility Requested:</b>	<input type="checkbox"/> High School	<input type="checkbox"/> Middle School	<input type="checkbox"/> Elementary	<u>Category 1-2</u>	<u>Category 3-4</u>	<u>Category 5</u>
<input type="checkbox"/> Gymnasium	<input type="checkbox"/> High School Auxillary Gym			No Charge	\$25/hour	\$50/hour
<input type="checkbox"/> Locker rooms (available at DHS and DMS)				No Charge	No Charge	No Charge
<input type="checkbox"/> Cafeteria/Commons				No Charge	\$20/hour	\$40/hour
<input type="checkbox"/> **Kitchen (requires District employee be present)				(see below**)	\$20/hour	\$20/hour
<input type="checkbox"/> ***Auditorium (requires employee be present)				(see below***)	\$50/hour	\$100/hour
<input type="checkbox"/> Library/Media Center				No Charge	\$20/hour	\$40/hour
<input type="checkbox"/> Classroom(s); Number requested _____				No Charge	\$10/hour	\$20/hour
<input type="checkbox"/> Playing Field (specify) _____				No Charge	\$25/hour	\$50/hour
<input type="checkbox"/> Other (specify) _____				No Charge	TBD	TBD

**\*Equipment requested:**

- Microphone  Podium  TV/DVD  Projector/Screen  Whiteboard  Lights  Sound \_\_\_\_\_# Tables \_\_\_\_\_# Chairs
- Other (specify): \_\_\_\_\_

**Event details:** Number attending \_\_\_\_\_ Percentage of District residents \_\_\_\_\_% Cost of admission or fees \$ \_\_\_\_\_

Purpose of event/function \_\_\_\_\_

Describe any items to be sold \_\_\_\_\_

Purpose of money received \_\_\_\_\_

Type of material to be distributed \_\_\_\_\_

**ADDITIONAL FEES** - (If applicable: \$20/hour weekdays, \$25/hour Saturdays, \$30/hour Sundays):

- \*Custodial fees only apply if the request is outside of the work day, or access, prep, set-up, tear-down, or clean up is required.
- \*\*Use of kitchen requires a District Approved Banquet Manager to be present during use of fixed equipment.
- \*\*\*Auditorium use requires:
  - a) A deposit of \$100 and advance completion of a Usage questionnaire.
  - b) Use of a District approved Sound Person (microphones, lighting, etc.)
  - c) No food or drink allowed in the Auditorium or lobby.

- NOTE:**
1. School activities have priority and groups may get "bumped" due to rescheduling, etc.
  2. School buildings are closed when school is cancelled due to inclement weather or calamity.
  3. The Superintendent reserves the right to adjust charges when circumstances warrant.

The applicant has reviewed and agrees to the **Rental Instructions/Rules of Use (see page 2)**. The applicant hereby agrees to indemnify and hold harmless the School District from any liability or damages to any person or property in or about the school premises from any cause whatsoever. All persons or groups using school facilities shall be responsible for the proper supervision, control, and accommodation of persons attending the activity. The applicant agrees to be responsible for the preservation of order.

(If applicable) Proof of liability insurance in the amount of \$ \_\_\_\_\_ has been provided.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*Return completed form to the office of the building requested for use.

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**Application for Use of Facilities**

**Rental Instructions/Rules of Use**

1. The "user" (person signing this rental contract) is assumed to be the responsible party and is in charge of the activity for the organization or group which is given permission to use school facilities.
2. The user must assure personal responsibility for enforcement of these rules, the general supervision and safety of all who attend the activity or event, and orderly behavior.
3. The user will be held responsible for paying for all damage associated with their use of the facility or equipment, including property of staff or students.
4. No food or drink is allowed in the High School auditorium or lobby.
5. Use of stages, furniture, and equipment must be arranged in advance.
6. A school custodian shall be on duty whenever a facility is being used unless exempted by the building administrator.
7. The user will not move furniture or equipment without approval and by direction of the building administrator or custodian.
8. The custodian or administrator will be responsible for seeing that the facility or facilities are left in good order after the activity.
9. An additional fee will be charged for custodial services required for work not done satisfactorily by the using group and for extra compensation paid to employees for moving, operating, or supervising special or extra equipment.
10. Only the District assigned person shall operate stage/auditorium lights and sound equipment.
11. An additional fee is charged when kitchen facilities are requested and a food service personnel must be present.
12. The use of materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.
13. Decorations are subject to the approval of the building administrator. They must be fireproof and are to be erected or taken down in a manner not destructive to district property.
14. Use of tobacco, alcoholic beverages, and controlled substance is prohibited on all district property.
15. No outside equipment, electrical equipment, devices, or displays attached to and/or erected within the schools is allowed without prior approval of the building administrator and designated in writing.
16. No unauthorized methods for obtaining funds, including any form of gambling, are allowed in District buildings or on grounds.
17. No public event shall infringe upon or interfere with the regular programming of the school.
18. Failure to comply with all rules and regulations as outlined above shall be just cause to terminate agreement and/or just cause to refuse future rental to any individual, group, or organization.
19. The district reserves the right to request payment of estimated fees in advance.
20. The Superintendent reserves the right to amend or reject any applicant upon just cause.
21. The balance of fees charges is due within thirty days of receipt of an invoice from the school.

Promote this event on the District digital sign if possible.

<b>(COMPLETED BY DISTRICT)</b>																																																													
District contact person/number should an emergency arise during use: _____  <input type="checkbox"/> Approved with limitations noted under "Comments" below (if applicable). <input type="checkbox"/> The request is not approved. Reasons are noted under "Comments" below. <input type="checkbox"/> <b>(if applicable) Proof of liability insurance on file at Treasurer's Office</b> COMMENTS: _____ _____ _____ _____ _____ <b>Administrator/Supervisor Signature(s):</b> _____ <b>Date:</b> _____ _____ _____	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: center; padding: 5px;"><b>Cost Worksheet</b></th> </tr> <tr> <th style="text-align: left; padding: 5px;">Dept.</th> <th style="text-align: center; padding: 5px;">Hours</th> <th style="text-align: center; padding: 5px;">Rate/hr.</th> <th style="text-align: center; padding: 5px;">Total Cost</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Custodial</td> <td style="text-align: center; padding: 5px;">_____</td> <td style="text-align: center; padding: 5px;">_____</td> <td style="text-align: center; padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">Kitchen</td> <td style="text-align: center; padding: 5px;">_____</td> <td style="text-align: center; padding: 5px;">_____</td> <td style="text-align: center; padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">Sound</td> <td style="text-align: center; padding: 5px;">_____</td> <td style="text-align: center; padding: 5px;">_____</td> <td style="text-align: center; padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">Other</td> <td style="text-align: center; padding: 5px;">_____</td> <td style="text-align: center; padding: 5px;">_____</td> <td style="text-align: center; padding: 5px;">_____</td> </tr> <tr> <td colspan="4" style="padding: 5px;">Details: _____</td> </tr> <tr> <td colspan="4" style="padding: 5px;">_____</td> </tr> <tr> <td colspan="4" style="padding: 5px;">_____</td> </tr> <tr> <td colspan="4" style="padding: 5px;">_____</td> </tr> <tr> <td colspan="3" style="padding: 5px;">Total Use Charge:</td> <td style="text-align: center; padding: 5px;">_____</td> </tr> <tr> <td colspan="3" style="padding: 5px;">Total Use Charge:</td> <td style="text-align: center; padding: 5px;">_____</td> </tr> <tr> <td colspan="3" style="padding: 5px;">Less Deposit:</td> <td style="text-align: center; padding: 5px;">_____</td> </tr> <tr> <td colspan="3" style="padding: 5px;">Balance Due*/Date: (____/____/____)</td> <td style="text-align: center; padding: 5px;">_____</td> </tr> <tr> <td colspan="4" style="padding: 5px;">*(payable to PDY Schools)</td> </tr> </tbody> </table>	<b>Cost Worksheet</b>				Dept.	Hours	Rate/hr.	Total Cost	Custodial	_____	_____	_____	Kitchen	_____	_____	_____	Sound	_____	_____	_____	Other	_____	_____	_____	Details: _____				_____				_____				_____				Total Use Charge:			_____	Total Use Charge:			_____	Less Deposit:			_____	Balance Due*/Date: (____/____/____)			_____	*(payable to PDY Schools)			
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Route copies of both sides of this form to Buildings Supervisor and Foods Services Director (if applicable).