

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 and student-initiated non-school sponsored clubs/organi:
- 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 entreprene

Date(s) & Days of Use: _____ see attached details

Start Time for Event set up: _____ **Start/End Time for Event:** _____

*Facility Requested:	<input type="checkbox"/> HS <input type="checkbox"/> MS <input type="checkbox"/> Elementary	<u>Fee TBD upon approval</u>
<input type="checkbox"/> Gymnasium		\$0-\$50/hr
<input type="checkbox"/> Locker rooms (only available at DHS and DMS)		No Charge
<input type="checkbox"/> Cafeteria/Commons		\$0-\$40/hr
<input type="checkbox"/> Kitchen (requires District Cafeteria employee be present)		\$20-\$30/hr
<input type="checkbox"/> **Auditorium (requires employee be present)		(see below***)
<input type="checkbox"/> Library/Media Center		\$0-\$40/hr
<input type="checkbox"/> Classroom(s); Number requested _____		\$0-\$20/hr
<input type="checkbox"/> Playing Field (specify) _____		\$0-\$50/hr
<input type="checkbox"/> Other (specify) _____		TBD

***Equipment requested:**
 Microphone Podium TV/DVD Projector Screen Lights Sound _____# Tables _____# C
 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
- **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**. 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 accomodation of*

Signature of Applicant: _____ Date: _____

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.

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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 two weeks of receipt of an invoice from the school.

(COMPLETED BY DISTRICT)																																																													
<p>District contact person/number should an emergency arise during use: _____</p> <p><input type="checkbox"/> Approved As Is.</p> <p><input type="checkbox"/> Approved with limitations noted under "Comments" below (if applicable).</p> <p><input type="checkbox"/> The request is not approved. Reasons are noted under "Comments" below</p> <p>COMMENTS: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Cost Estimation \$ _____</p> <p>Building Administrator Signature: _____</p> <p style="text-align: right;">Date: _____</p>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: center; padding: 5px;">Cost Worksheet</th> </tr> <tr> <th style="text-align: left; padding: 5px;">Dept.</th> <th style="text-align: left; padding: 5px;">Hours</th> <th style="text-align: left; padding: 5px;">Rate/hr.</th> <th style="text-align: left; padding: 5px;">Total Cost</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Custodial</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">Kitchen</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">Sound</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">Other</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">Details:</td> <td colspan="3" 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="4" style="padding: 5px;">_____</td> </tr> <tr> <td colspan="4" style="padding: 5px;">Total Use Charge: _____</td> </tr> <tr> <td colspan="4" style="padding: 5px;">Total Use Charge: _____</td> </tr> <tr> <td colspan="4" style="padding: 5px;">Less Deposit: _____</td> </tr> <tr> <td colspan="4" style="padding: 5px;">Balance Due*/Date: (___/___/___)</td> </tr> <tr> <td colspan="4" style="padding: 5px;">*(payable to PDY Schools)</td> </tr> </tbody> </table>	Cost Worksheet				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, Tech and Foods Services Director (if applicable).