

Clairton City School District
501 Waddell Avenue
Clairton, PA 15025
(412)233-9200, ext. 1250



APPLICATION FOR USE OF SCHOOL FACILITIES
(Outside Organization)

Name of Organization _____ Today's Date ____/____/____

Class _____ Please specify explanation of class selection:

CLASSIFICATION OF USERS:

Class A - Clairton City School District related organizations.

Organizations whose primary purpose and function is the support of educational, extracurricular or business-related activities of the Clairton City School District.

Class B – Clairton City and Allegheny County Governmental Organization.

Class C – Nonprofit/Nonschool-related organizations.

Nonprofit organizations within the Clairton City School District whose primary purpose is the betterment of the community and the providing of service to the residents in general.

Class D – Private Interest Groups.

Other private organizations providing programs which are instructive and beneficial to the participants.

Will an admission fee be charged? _____ yes _____ no If yes, amount \$ _____

Are you requesting a waiver of facilities fees? _____ yes _____ no

If yes, attach a letter of justification addressed to the Board of Education. This does not include a waiver of fees for scheduled district personnel or utility fees.

Specific purpose of use: _____

| From – DATE(S) to | From – HOUR(S) to | DESCRIPTION (meeting, practice, game, rehearsal) |
|-------------------|-------------------|--|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

FACILITY REQUIRED:

____ Multi-Purpose Room ____ Auditorium ____ Cafeteria ____ Gymnasium
____ Stage ____ Stadium* ____ Kitchen/Preparation ____ Kitchen/Serving
____ Fields (specify) ____ Classroom # _____ ____ Other (specify) _____

***When requesting the use of the Stadium, Your Organization must notify Local Police Authorities.**

EQUIPMENT REQUIRED: (* must be operated/attended by school personnel)

____ Kitchen Equipment* ____ Sound System ____ Stage Lighting* ____ Piano
____ Folding Stands ____ Tables/Chairs ____ Athletic Equip.
____ Scoreboard* ____ Overhead Projector/Screen
____ 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. YOUR ORGANIZATION MUST PROVIDE A CERTIFICATE OF INSURANCE LISTING THE CLAIRTON CITY SCHOOL DISTRICT AS CO-INSURED AS FOLLOWS:

\$_____ Bodily Injury Liability \$_____ Property Damage Liability
(\$500,000 min.) (\$500,000 min.)

List at least one (1), but preferably two (2), responsible officials of your organization who will be present at the time facilities requested are being used, and who will accept full responsibility for adherence to school district regulations by all persons in attendance. **(Please print legibly.)**

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

I certify that I have read, understand, and agree to adhere to Policy # 707 of the Clairton City School District concerning Use of School Facilities. Further, my organization forever releases the Clairton City School District, agents, and employees from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the above-mentioned date(s) for which this application is submitted. My organization will defend all actions, suits, complaints, or legal proceedings of any kind brought against the Board of Education and any of its agents, or employees and further will hold harmless and indemnify the said school directors, and school district from any expenses and judgments or decrees recovered against them as a result of said use of these facilities.

PHONE (day) _____
(eve) _____

SIGNATURE – Responsible Organization Official

BILLING ADDRESS _____

APPROVALS: Principal _____ Date _____
 Business Manager _____ Date _____
 Superintendent/Designee _____ Date _____

Copy to:

____ Stage Crew ____ Athletic Director ____ Cafeteria Manager ____ Librarian
____ Head Custodian ____ Other

Date _____

(Office Use Only)

FACILITIES USE INVOICE

Billing Class _____

| | | |
|----------------------------|-------|------------------|
| Facilities/Equipment used: | _____ | Charges \$ _____ |
| | _____ | Charges \$ _____ |
| | _____ | Charges \$ _____ |
| | _____ | Charges \$ _____ |

| | | |
|------------------------|-------|------------------|
| Personnel Employed: | _____ | Charges \$ _____ |
| (attached time sheets) | _____ | Charges \$ _____ |
| | _____ | Charges \$ _____ |
| Security | _____ | Charges \$ _____ |

| | | |
|-----------------|-------|------------------|
| Other (specify) | _____ | Charges \$ _____ |
| | _____ | Charges \$ _____ |
| | _____ | Charges \$ _____ |

SCHEDULE OF CHARGES

Class A – No fee

Class B – Personnel Fee

Class C – Personnel Fee and Utility Fee

Class D – Personnel Fee, Utility Fee and Rental Fee

The Board reserves the right to add to or waive any or all fees based on specific criteria of the function and organization purposes.

| <u>FACILITIES</u> | <u>UTILITY FEE</u> | <u>RENTAL FEE</u> |
|--|------------------------------|-------------------|
| High School Auditorium | | |
| - Performance (Per Day) | \$50.00 | \$400.00 |
| - Rehearsals/Practices (Per Session) | \$25.00 | \$75.00 |
| - Other Functions (Per Session) | \$50.00 | \$100.00 |
| High School and/or Elementary School Cafeteria (Per Day) | \$50.00 | \$75.00 |
| - Kitchen* | TBD | \$100.00 |
| - Dishwasher* (*Refer to Policy 707 Section Use of Cafeteria) | TBD | \$100.00 |
| Classroom (Per session) | \$10.00 | \$25.00 |
| All-Purpose Rooms/Gymnasium (Per Day) | \$50.00 | \$100.00 |
| Garbage removal (per event/per container)** (**As determined by building principal – Based on Use Purpose) | \$50.00 | -0- |
| Athletic Fields (Per Day) | \$100.00 | \$150.00 |
| Stadium and Field (High School) (Per Day) | \$50.00 | \$400.00 |
| - Lights (additional) (Per Day) | \$150.00 | -0- |
| Locker Rooms (Per Day) | \$50.00 | \$50.00 |
| <u>PERSONNEL (per individual)</u> | <u>Hourly Charges</u> | |
| Security | \$20.00 | |
| Police | \$140.00 | |
| Custodian | \$25.00 | |
| Cafeteria Manager | TBD | |
| Cafeteria Worker | TBD | |
| Stage Manager | TBD | |
| Student Assistant | TBD | |
| Maintenance | TBD | |
| Site Manager | TBD | |

TBD – To be Determined