



Facility Use and Application Form

Applicant Information

Date of Application: _____

Organization: _____ Contact/Signee: _____

Organization Address: _____

Email: _____ Phone Number: _____

Event Description: _____

Requested School/Facility - (Permits to use the cafeteria DO NOT include use of kitchen facilities)

Event Date: _____

Requested School:

- | | | |
|--|--|--|
| <input type="checkbox"/> Andrew Street High | <input type="checkbox"/> Braddock Hills Elementary | <input type="checkbox"/> Braddock Hills Middle |
| <input type="checkbox"/> Braddock Hills High | <input type="checkbox"/> East | <input type="checkbox"/> Hazelwood |
| <input type="checkbox"/> Homestead | <input type="checkbox"/> McKeesport | <input type="checkbox"/> Montour Elementary |
| <input type="checkbox"/> Montour Middle/High | <input type="checkbox"/> Northside | <input type="checkbox"/> Pitcairn |

Space Requested: _____ Estimated Attendance: _____

Event Start Time: _____ Event End Time: _____ (Include set-up and tear-down time)

Applications must be submitted thirty (30) calendar days prior to the requested event date. Applications will be reviewed and responded to within five (5) business days from the date they are received.

Please Return Application To:

Richard Snyder, *Director of Non-Instructional Operations*
Propel Schools
3447 East Carson Street
Pittsburgh, PA 15203
Phone: 412-325-7305 x1150 | Fax: 412-325-7309
Email: rsnyder@propelschools.org



Fee Schedule

All functions shall be billed at 1 Propel Staff person per 50 people.

Day(s)	Hours	Rate/Hour
Monday-Friday	6 a.m. - 8 p.m.	\$25.00
Monday-Friday	After 8 p.m.	\$35.00

(ESTIMATED FEES - Final bill to be provided at conclusion of event)

Number of Staff	Rate/Hour	Est. Hours	Estimated Cost
_____ <input checked="" type="checkbox"/>	\$ _____ <input checked="" type="checkbox"/>	_____ <input checked="" type="checkbox"/>	= \$ _____ <input checked="" type="checkbox"/>
Other Charges: _____			\$ _____
Estimated Total:			\$ _____

A security deposit of 50% shall be due upon approval of permit. The balance is due 5 days upon conclusion of event.

Permits to use the cafeteria DO NOT include use of Kitchen Facilities

Security

In some cases Security may be required for your event. The number of expected attendees is required in order to determine security needs for your requested event.

- In general:
- 100 to 300 attendees requires 2 security/police personnel
 - 301 to 700 attendees requires 4 security/police personnel
 - 700+ attendees requires at least 6 security/police personnel

The foregoing provides only a general guideline. Propel School will make final determinations regarding necessary security in its sole discretion. You are responsible for contracting with a designated security firm or local police departments to provide the required security.

PROPEL Use Only:	
Approved _____	Denied _____
Reason _____	
Signature _____	Date _____