

Mercer Area School District Facilities/Activity Request Form

Please check one: _____Elementary School _____Middle/High School

Date(s) of Activity: _____

Description of Activity: _____

Sponsored By: _____

Room (s) Requested: _____

Start/End Time of Event: _____

Charge for Guests: _____

Custodial Services Required:

Doors to be opened and time: _____

Area(s) to be lighted: _____

Clean-Up: _____

Extra equipment needed: _____

Supervision/Security:

Parking Area: _____

Halls: _____

Doors: _____

Chaperones (Please List): _____

Person Making Request: _____

Contact Number: _____

To request use of the Elementary
School facilities, please return to:

Mercer Elementary School

Mr. Greg Acre

301 Lamor Road

Mercer, PA 16137

gacre@mercerc.k12.pa.us

To request use of the Middle/High
School facilities, please return to:

Mercer Middle/High School

Mr. Eric Mausser

545 West Butler Street

Mercer, PA 16137

emausser@mercerc.k12.pa.us

Principal's Approval: _____ Date: _____

RENTAL FEES CHARGED FOR THE USE OF SCHOOL FACILITIES

School activities, school-related groups (boosters), and school-related autonomous groups (club sports) will not be charged a rental fee, however, groups will be responsible for all expenses associated with the additional fees schedule (as detailed below).

<u>FACILITY AREA</u>	<u>PROFIT/NONPROFIT NO ADMISSION CHARGED</u>	<u>PROFIT/NONPROFIT ADMISSION CHARGED</u>
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HIGH SCHOOL

AUDITORIUM	\$ 100.00	\$ 200.00
KITCHEN	\$ 25.00	\$ 50.00
GYMNASIUM	\$ 75.00	\$ 150.00
FITNESS CENTER	\$ 15.00	\$ 30.00
CAFETERIA	\$ 50.00	\$ 100.00
LGI	\$ 75.00	\$ 150.00
CLASSROOM	\$ 10.00	\$ 25.00
MUSIC CLASSROOMS	\$ 50.00	\$ 100.00

ELEMENTARY SCHOOL

	\$ 100.00	\$ 200.00
NEW GYM	\$ 50.00	\$ 100.00
OLD GYM	\$ 50.00	\$ 100.00
CAFETERIA	\$ 25.00	\$ 50.00
KITCHEN CLASSROOM	\$ 25.00	\$ 50.00
MULTI-PURPOSE ROOM	\$ 75.00	\$ 150.00

STADIUM

DAY	\$ 100.00	\$ 200.00
NIGHT	\$ 200.00	\$ 400.00

SOCCER FIELD

DAY	\$ 100.00	\$ 200.00
NIGHT	\$ 200.00	\$ 400.00

ADDITIONAL FEES SCHEDULE - NOTE: All Applicable Additional Fees will be charged to ALL Groups

Site Manager Fee	\$30/hr. per person (2 hour minimum)
Custodial Fee	\$20/hr. per person (2 hour minimum)
Kitchen Fee	Food Service Director determines fee (2 hour minimum)
Stage Director Fee	\$30/hr. (2 hour minimum)
Sound/Light Operator Fee (R)	\$20/hr. per person (2 hour minimum)
Score Board Operator Fee	\$40/hr. per person (2 hour minimum)
Security Fee (R)	\$30/hr. per person (2 hour minimum)

- (R) = Required School District Personnel