

BIG BEAVER FALLS AREA SCHOOL DISTRICT REQUEST FOR TEMPORARY USE OF SCHOOL FACILITIES

NAME OF ORGANIZATION _____ TODAY'S DATE _____

THIS APPLICATION IS FOR THE USE OF? _____
(What building or grounds)

WHO IS MAKING THIS REQUEST & WHO WILL BE IN CHARGE? _____

WHO IS RESPONSIBLE FOR LIABILITY & PAYMENT? _____

(Name, address)

PHONE NUMBER _____

DATE & TIME YOU ARE REQUESTING? _____
(Date, Starting & Ending Time)

WHAT TYPE OF EVENT IS IT? _____

HOW MANY PEOPLE WILL ATTEND THE EVENT? _____

Prior to the approval of any facilities request, organizations must provide the following:

- **SPECIAL EVENT INSURANCE** - All organizations or individuals who rent school facilities are required to have coverage in the amounts of \$250,000 per person, \$500,000 per occurrence for bodily injury and \$100,000 property damage and to name the BBFASD as additional insured. We MUST receive a certificate of insurance prior to the event or you will not be able to use our facility.

The Big Beaver Falls Area School District shall be held harmless by the user for any liability that arises from the use of the facilities.

Signature of Applicant

Date

The use of alcohol, drugs or tobacco on school property is strictly prohibited. Any organization in violation of this policy will not be permitted to use any of the district's facilities in the future.

Please mark the facility you wish to use and the items you will require.

Middle School Auditorium

General Sound System
Expanded Sound System
Steinway Piano

Other (Please Explain)
A/V Equipment (Explain)

Classrooms

High School Classroom
High School Computer Lab
High School Library
Middle School Classroom
Middle School Computer Lab

Big Beaver Classroom
Big Beaver Computer Lab
Big Beaver Library
Central Classroom
Central Computer Lab
Central Library
A/V Equipment (Explain)

High School LGI/Commons

LGI Only – Commons Only
Chairs – Tables – P.A. System
Cafeteria
Library

Other (Please Explain)
A/V Equipment (Explain)

Athletic Department

High School Gymnasium
Middle School Gymnasium
Dressing Rooms/Showers
Big Beaver Gymnasium
Central Gymnasium
Tiger Field
North Baseball Field
North Softball Field
North Practice Football Field
South Football Field
High School Tennis Courts
Big Beaver Athletic Field
Central Athletic Field
North Basketball Courts
Concession Stand

APPROVAL FOR FACILITY RENTAL

1. _____ **Building Principal or Athletic Director** _____ **Date**
2. _____ **Director of Physical Plant** _____ **Date**
3. _____ **Superintendent** _____ **Date**

Application Approved YES / NO

Building Rental YES / NO

Custodial Charges YES / NO

Deposit Required YES / NO

BUSINESS OFFICE USE ONLY

Amount / Received

Deposit Fee _____/_____

Rental Fee _____/_____

Certificate of Insurance Received _____

Director of Physical Plant - Sign Off _____ Hours Used

_____ Custodial Fee

_____ Facility Left in
Good Condition

Amount Due/Owed _____/_____

BIG BEAVER FALLS AREA SCHOOL DISTRICT

FACILITY RENTAL FEES

SPECIAL EVENT INSURANCE - All organizations or individuals who rent school facilities are required to have coverage in the amounts of \$250,000 per person, \$500,000 per occurrence for bodily injury and \$100,000 property damage and to name the BBFASD as additional insured. **We MUST received a certificate of insurance prior to the event or you will not be able to use our facility.**

ORGANIZATIONS AFFILIATED WITH THE SCHOOL DISTRICT – PTA/PTO, PSEA, Booster Organizations, Recreation Commissions, etc. will not be charged the rental fee. They will, however, be responsible for paying any expenses the District must pay to custodians, kitchen help, stagehands, audio visual help, etc. for wages. There will be no charge for using school facilities for voting purposes.

ORGANIZATIONS NOT AFFILIATED WITH THE SCHOOL DISTRICT WILL BE REQUIRED TO SUBMIT A DOWN PAYMENT (DEPOSIT) PRIOR TO THE EVENT.

1. RENTAL OF MIDDLE SCHOOL AUDITORIUM OR SENIOR HIGH LECTURE HALL

- **\$300**
- One Rehearsal is included in this rate. Additional Rehearsals are **\$100** each.
- If the Middle School Auditorium is rented with the Expanded Sound System the charge will be as stated above plus: **\$50/HOUR FOR SOUND CONSOL OPERATOR, \$10/HOUR FOR STUDENT STAGE CREW, \$25/HOUR FOR A.V. & STAGE CREW SUPERVISORS**
- RENTAL OF STEINWAY PIANO: **\$300**

2. RENTAL OF CLASSROOMS

- **\$30** per classroom

3. RENTAL OF CAFETERIAS

- **\$100** per event
- When any kitchen area is rented, the renter must pay for the services of a regular kitchen employee (who must be present at all times) at his/her hourly rate at time and a half.

4. RENTAL OF GYMNASIUMS

- Middle School Gym – **\$100 per use up to 3 hours - Over 3 Hours is \$500**
- High School Gym - **\$100 per use up to 3 hours - Over 3 Hours is \$500**
- Central Elementary Gym - **\$100 per use up to 3 hours - Over 3 Hours is \$500**
- Big Beaver Elementary Gym - **\$100 per use up to 3 hours - Over 3 Hours is \$500**

5. ATHLETIC FIELDS - Use of any part of the complex will be by permit only.

- Tiger Baseball Field - **\$150/Game (Lights/Scoreboard-Additional \$100/game)**
Daily Maximum - \$300
- Concession Stand - **\$150 (A Deposit of \$150 is Required to Rent the Concession Stand)**
- North Baseball Field - **\$50/Game**
- North Softball Field - **\$50/Game**
- North Practice Field - **\$50/Day**
- Joe Namath Practice Football Field - **\$100/Game (Scoreboard Available for \$50)**
- High School Tennis Courts - **\$50/Day**
- North Basketball Courts - **\$50/Day**
- Elementary Athletic Fields **\$50/Day**

*****Please note – If a custodian is needed the approximate cost is \$45 per hour.**

All organizations or persons wishing to rent any of our facilities will be required to provide the District with a CERTIFICATE OF INSURANCE and a DEPOSIT CHECK (if required) prior to your event.