Mercer Area School District
Facilities/Activity Request Form

Please check one: _____Elementary School _____Middle/High School

Date(s) of Activity: _____

Please note that for any facility use requests Monday through Friday, access may be restricted until after 3:30 p.m.

This restriction applies to any day that becomes an instructional day due to school calendar changes, regardless of its prior designation.

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@mercer.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@mercer.k12.pa.us

Principal's Approval:_____Date: _____

RENTAL FEES CHARGED FOR THE USE OF SCHOOL FACILITES

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).

FACILITY AREA	PROFIT/NONPROFIT NO ADMISSION CHARGED	PROFIT/NONPROFIT ADMISSION CHARGED
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

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