



Washington School District

Together We Make a Difference!

311 Allison Avenue, Washington, PA 15301 724-223-5112-Phone 724-223-5050-Fax

Website - www.prexie.org

USE OF FACILITIES APPLICATION

Application will be returned if all information is not provided. Please forward the completed application to Central Administration. **NOT VALID UNTIL PERMIT IS ISSUED**

Name of Application/Organization

Date Submitted

Contact Person

Telephone #

E-mail Address

Street Address

City

State

ZIP Code

Building Requested

Room Requested

Date(s) of Requested Use

Start Time

End Time

Purpose of Program

Admission to be Charged

Anticipated Attendance

This event is: ☐ WSD Sponsored ☐ School Related ☐ Community Group ☐ Non-Resident ☐ Private Interest ☐ Non-Profit
If not district sponsored, please provide a copy of liability insurance per policy #601

Equipment Requested

Date of Rehearsals or Set-up Times

Signature*

Date

***By signing, I acknowledge I have received and read Washington School District policy #601**

USE OF FACILITIES PERMIT

Building Principal's Signature Date ☐ Approve ☐ Deny

Athletic Director Date ☐ Approve ☐ Deny

Facilities & Maintenance Director Date ☐ Approve ☐ Deny

Business Manager Date ☐ Approve ☐ Deny

Superintendent Date ☐ Approve ☐ Deny

FOR CENTRAL OFFICE USE

☐ Security Personnel Needed

of staff Hourly rate # of hours

Estimated Cost

☐ Custodian Personnel Needed

of staff Hourly rate # of hours

Estimated Cost

☐ Cafeteria Personnel Needed

of staff Hourly rate # of hours

Estimated Cost

☐ A/V Personnel Needed

of staff Hourly rate # of hours

Estimated Cost

TOTAL PERSONNEL COSTS: _____

TOTAL RENTAL FEE: _____

GRAND TOTAL: _____

FEE SCHEDULE

	Non-Profit Event	For-Profit Event
Classroom	\$65	\$90
Large Group Areas	\$125	\$150
Cafeteria	\$150	\$200
Auditorium (elementary school)	\$225	\$450
Gym (elementary school)	\$100	\$300
Gym (high school)	\$1,000	\$1,250
Athletic Field	\$1,000	\$1,250
Parking Lot Areas	Flat charge of \$300 regardless of profit or non-profit	