



Leechburg Area School District, 210 Penn Avenue, Leechburg, PA 15656

APPLICATION FOR USE OF SCHOOL FACILITIES

Part I (to be filled out by applicant)

Name of Organization: _____

Type of Group: For Profit _____ Non-Profit _____ Non-Profit Directly School Related _____

If your organization is tax exempt or non-profit please provide supporting documentation.

Mailing Address: _____

Contact Person: _____

Telephone: _____ E-mail Address: _____

If activity must be cancelled by the School District, who (if different from above) should be contacted? (Note, all activities are generally cancelled whenever school is closed due to inclement weather. The use of school facilities are subject to the existing policies, addendums and fee schedules as established by the School Board, and the district reserves the right to cancel any request).

Name: _____ Cellular Phone #: _____

Type of Activity: _____

Date(s) Requested: _____

Event Start Time: _____ a.m./p.m. (No earlier than 7:00a.m.) Event End Time: _____ a.m./p.m. (No later than 10:00 p.m.)

Facilities Needed: (please check all that apply)

- Classrooms (Number of Rooms: ___) Gymnasium Auditorium Cafeteria Field (Specify)

Equipment Needed: (please check all that apply)

- Table(s) # Chair(s)# Projector/Screen Stage Sound/Lighting Microphone(s) Other, please specify:

A Certificate of Insurance must be filed with the Business Office at least two (2) weeks prior to the planned event. Insurance must have minimum limits of \$1,000,000 for general liability (covering bodily injury and property damage combined, and personal injury). The Certificate of Insurance must include the Leechburg Area School District as additional name insured.

Certificate of Insurance on file in Business Office Yes _____ No _____ N/A _____

I confirm that I have reviewed and agree with LASD Policy 707, use of school facilities, and accept responsibility for supervision, compliance with applicable laws, regulations, LASD policies and payment of fees (if applicable, and subject to additional assessment in the event of damages) associated with the foregoing use of school facilities.

Signature of Applicant: _____ Date: _____

Part II (to be filled out by District)

Table with 5 columns: Approved, Rejected, Initials, Date and 5 rows: Building Administrator, Superintendent of Schools, School Board Secretary, Supervisor of Buildings/Grounds, Business Manager

**LEECHBURG AREA SCHOOL DISTRICT
USE OF SCHOOL FACILITIES – FEE SCHEDULE**

Facilities Rented	Profit Hourly Rate	Non-Profit (Non-School Related) Hourly Rate
Standard Classroom	\$25.00	\$15.00
Specialized Classroom (library, band, choir, computer lab)	\$30.00	\$20.00
Cafeteria Only	\$30.00	\$20.00
Cafeteria and Kitchen (Use requires SEIU Cafeteria Personnel on site during event.)	\$30.00 Plus average hourly SEIU Cafeteria Personnel Salary (\$15.00/hour in 2010-2011)	\$20.00 Plus average hourly SEIU Cafeteria Personnel Salary (\$15.00/hour in 2010-2011)
Gymnasium	\$50.00 Plus additional energy/lighting fee of \$100.00 up to total of four hours	\$40.00 Plus additional energy/lighting fee of \$100.00 up to total of four hours
Auditorium	\$50.00 Plus additional energy/lighting fee of \$100.00 up to total of four hours	\$40.00 Plus additional energy/lighting fee of \$100.00 up to total of four hours
Field	\$50.00 Plus additional energy/lighting fee of \$100.00 up to total of four hours	\$50.00 Plus additional energy/lighting fee of \$100.00 up to total of four hours

Fees total is an estimate based upon information given prior to use of facilities and additional charges may result after use and will be billed accordingly. Payment of fees due prior to use of facilities.

Any damages sustained to the facilities during their use will be the responsibility of the renting organization and the renting organization will be billed for any repairs needed to restore the facilities to their original state prior to use.

ADDITIONAL PERSONNEL COSTS

Additional Personnel	Hourly Fees	Notes
Stage Manager or District-Approved Personnel	\$23.50	Personnel required shall be determined by district.
Technical Staff or District-Approved Personnel	Minimum wage per hour per staff member	Personnel required for the efficient and safe operation of equipment rests solely with the stage manager (or district approved personnel). Estimated budgeting guide: \$50.00/hour (weekdays) \$70.00/hour (weekends)
Custodial Overtime	\$30.00	Reflects custodial hours when staff is not otherwise scheduled for duty plus a minimum of one hour before and one hour after the event.