

FACILITY RENTAL FEES

Carlynton School District

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 Carlynton School District as additional insured. The district **MUST** receive a certificate of insurance prior to the event or facility usage will be denied.

ORGANIZATIONS AFFILIATED WITH THE SCHOOL DISTRICT – PTA, PSEA, Booster Organizations, Recreation Commissions, etc., will not be charged the rental fee. They will, however, be responsible for paying any expenses the District may incur for custodians, maintenance, kitchen supervision, audio visual or auditorium management assistance, etc., for wages. There is no charge for using school facilities for voting purposes.

ORGANIZATIONS NOT AFFILIATED WITH THE SCHOOL DISTRICT WILL BE REQUIRED TO SUBMIT A DEPOSIT PRIOR TO A SCHEDULED EVENT.

1. RENTAL OF THE SECONDARY OR ELEMENTARY AUDITORIUMS

- \$250 per hour
- \$50 additional per hour incurred with rental over five (5) hours
- \$20 per hour for practices or dress rehearsals
- IF the junior-senior high school auditorium is rented with the sound system, additional charges will apply

2. RENTAL OF CLASSROOMS

- \$40 per hour

3. RENTAL OF CAFETERIA

- \$100 per hour
- When kitchen is used in conjunction with cafeteria rental, a fee of \$19.65 per hour/per cafeteria worker/supervisor, will be assessed. Food/drink must be coordinated with Food Service Director (fees for food/drink will be assessed)

4. RENTAL OF GYMNASIUMS

- \$200 per hour for Junior-Senior High School or Carnegie Elementary
- \$100 per hour for Crafton Elementary
- \$20 per hour for practices

5. RENTAL OF SWIMMING POOL

- \$300 per hour
- \$35 per hour for practices

6. RENTAL OF OUTDOOR SITES

- \$375 per hour for Honus Wagner Field
- \$225 per hour for Athletic Fields
- \$225 per hour for Track
- \$45 additional per hour incurred with rental over five (5) hours
- \$35 per hour for practices

PLEASE NOTE: When needed, the following fees will be assessed for:

- \$37.28 per hour per custodian
- \$42.43 per hour per maintenance man
- \$19.65 per hour per cafeteria worker/supervisor

All organizations or persons wishing to rent any of the Carlynton School District facility will be required to provide a CERTIFICATE OF INSURANCE and a DEPOSIT CHECK (if required) prior to the scheduled date of an event.

**THE CARLYNTON SCHOOL DISTRICT IS A SMOKE-FREE FACILITY.
SMOKING IS PROHIBITED ON SCHOOL GROUNDS.**

CARLYNTON SCHOOL DISTRICT REQUEST FOR TEMPORARY USE OF SCHOOL FACILITIES

The Carlynton School District shall be held harmless by the user for any liability which may arise from the use of school facilities.

NAME OF ORGANIZATION _____ TODAY'S DATE _____

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

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

CONTACT PHONE _____ EMAIL _____

WHO IS RESPONSIBLE FOR LIABILITY/PAYMENT? _____

(Provide name and address – BE SURE TO INCLUDE CERTIFICATE of LIABILITY INSURANCE)

DATE(S) YOU ARE REQUESTING: _____

TIME(S) REQUESTED: _____
(Provide Specific Time Frame: Start and End Times)

WHAT IS THE TYPE OF EVENT? _____

HOW MANY PEOPLE WILL ATTEND THE EVENT? _____

➔ IMPORTANT: PLEASE ATTACH A ROSTER OF NAMES/PARTICIPANTS IN YOUR GROUP/ ORGANIZATION AND INCLUDE ADDRESSES OF EACH INDIVIDUAL

Please check the facility you wish to use and the items you will require:

- | | |
|---------------------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> JSHS Auditorium | <input type="checkbox"/> JSHS Cafeteria |
| <input type="checkbox"/> Carnegie or Crafton Elementary Auditorium | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Sound System* | <input type="checkbox"/> Audio/Visual Equipment* |
| <input type="checkbox"/> Audio/Visual Equipment* | <input type="checkbox"/> Microphones (how many?) _____ |
| <input type="checkbox"/> Microphones (how many?) _____ | <input type="checkbox"/> Tables (how many?) _____ |
| <input type="checkbox"/> Piano | <input type="checkbox"/> Chairs (how many?) _____ |
| <input type="checkbox"/> Lectern | <input type="checkbox"/> Food/drink |
| <input type="checkbox"/> Tables / Chairs (how many of each?) _____ | (Food/drink must be coordinated with |
| <input type="checkbox"/> Risers _____ | Food Service Director) |
|
 | |
| <input type="checkbox"/> Classrooms (how many?) _____ | |
| <input type="checkbox"/> Audio/Visual Equipment* | |
|
 | |
| <input type="checkbox"/> Athletic Sites | |
| <input type="checkbox"/> JSHS Gymnasium | <input type="checkbox"/> Locker Room |
| <input type="checkbox"/> Carnegie Elementary Gymnasium | <input type="checkbox"/> Sound System* |
| <input type="checkbox"/> Crafton Elementary Gymnasium | <input type="checkbox"/> Tables / Chairs (how many of each?) _____ |
| <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> Scoreboard* |
| <input type="checkbox"/> Honus Wagner Field | |
| <input type="checkbox"/> Athletic Fields | |
| <input type="checkbox"/> Track | |

*(An additional fee will be assessed for school personnel to operate sound system, audio/visual equipment, and/or scoreboard)

--- PLEASE SEE BACK FOR APPROVAL OF THIS REQUEST ---

