

Today's Date: _____

This application is for the use of: _____ Your Organization: _____

(What building or grounds?)

Who is making this request? _____ Who will be in charge? _____

Who is responsible for Liability and Payment? _____

(Name/Signature)

(Address)

(Phone)

When is the event scheduled? _____ What type of event is scheduled? _____

(Date) (Starting Time & Ending Time of Event)

Will there be an admission charge? _____ Approximate Number of People Attending? _____

The BF Board shall be held harmless by the user for any liability that arises from the use of the facilities.

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

M.S. AUDITORIUM	H.S. LGI/COMMONS	CLASSROOMS	LIBRARY
General Sound System	LGI Only	High School Computer Lab	HS Library
Expanded Sound System	Commons Only	Middle School Computer Lab	MS Library
Steinway Piano	Chairs	Central Computer Lab	Central Library
Other (Please Explain)	Tables	Big Beaver Computer Lab	Big Beaver Library
A/V Equipment (Explain)	P.A. System	High School Classroom	A/V Equipment (Explain)
	Kitchen	Middle School Classroom	
	Other (Please Explain)	Central Classroom	
	A/V Equipment (Explain)	Big Beaver Classroom	
	*If kitchen is needed, arrangements must be made with the Director of Food Service.	A/V Equipment (Explain)	

ATHLETIC DEPARTMENT	
High School Gym	Tiger Baseball Field
Middle School Gym	North Baseball Field
Central Elementary Gym	North Softball Field
Big Beaver Elementary Gym	North Practice Football Field
H.S. Fitness Center	South Football Field
Swimming Pool	H.S. Tennis Courts
Dressing Rooms	Big Beaver Athletic Field
Showers	Central Athletic Field
Other (Please Explain)	North Basketball Courts
	Concession Stand

YES / NO Application Approved

Charges Required For:

YES / NO Upfront Deposit

YES / NO Building Rental

YES / NO Custodial Charges

YES / NO Audio Visual

YES / NO Utility Charges

Building Principal and/or Athletic Director _____ Date _____

(Signature)

Superintendent _____ Date _____

(Signature)

FEES FOR FACILITY RENTALS

1. **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.
2. **RENTAL OF MIDDLE SCHOOL AUDITORIUM OR SENIOR HIGH LECTURE HALL**
 - A. If regular admission is charged and the proceeds are for a private group, the charge shall be: **EVENING - \$200.00 AFTERNOON - \$120.00 REHEARSAL - \$80.00**
 - B. If regular admission is charged and the proceeds used for the benefit of the entire community, the charge shall be: **EVENING - \$160.00 AFTERNOON - \$100 (ONE REHEARSAL IS INCLUDED IN THESE RATES, ADDITIONAL REHEARSALS ARE \$50.00).**
 - C. If no admission is charged, but a collection is taken to be used for other than school purposes, the charge shall be: **EVENING - \$100.00 AFTERNOON - \$80.00**
 - D. If no admission is charged, no collection taken, and the program is open to the public, the charge shall be: **EVENING - \$80.00 AFTERNOON - \$80.00**
 - E. If no admission is charged, but the program is not open to the public, the rental shall be as is Clause #B.
 - F. If the Middle School Auditorium is rented with the Expanded Sound System the charge will be as stated above plus: **\$55.00/HOUR FOR SOUND CONSOL OPERATOR, \$8.00/HOUR FOR STUDENT STAGE CREW, \$20.00/HOUR FOR A.V. & STAGE CREW SUPERVISORS**
 - G. **RENTAL OF STEINWAY PIANO: \$300.00**
3. **RENTAL OF CLASSROOMS** - There will be a rental fee of **\$30.00** per event for the use of a regular classroom.
4. **RENTAL OF CAFETERIAS** - 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.
5. **SWIMMING POOL RENTAL**
 - A. If regular admission is charged and the proceeds are for private gain: **\$75.00 PER HOUR**
 - B. If regular admission is charged and the proceeds are used for the benefit of the entire community: **CHARGES FOR CUSTODIAL FEES ONLY**
 - C. If NO admission is charged, but the attendance is closed to the general public: **\$150.00/MAXIMUM OF 3 HOURS AND \$225.00/MAXIMUM OF 7 HOURS**
 - D. The Pool Manager must be in attendance at all events when the swimming pool is open for rental and is paid: **\$15.00/HOUR**
 - E. The wages of the Pool Manager, District Lifeguards & Custodian are to be added to the applicable rental fees listed above.
 - F. If the activity is a Big Beaver Falls Area School District Sponsored Club Program, the group sponsoring the event will be responsible for paying the Pool Manager's and Lifeguard fees only.
 - A. **CUSTODIAL FEES** – During the weekend, there will be an opening, closing and cleaning fee in the amount of **\$60.00**. (Plus the custodian's wages.)
6. **RENTAL OF GYMNASIUMS**
 - B. If regular admission is charged and proceeds are for a private group: **\$250.00**
 - C. If regular admission is charged and the proceeds are used for the benefit of the entire community: **\$200.00**
 - D. If no admission is charged but attendance is closed to the public, the charge shall be: **\$150.00**
 - E. If no admission is charged for the gym and the program is open to the public: **\$80.00**
 - F. The fee for the use of the elementary gyms shall be one half of that for the Middle and High School Gyms under like conditions of rental.
 - G. The fee for organizations renting the gyms for basketball practice: **\$80.00**
7. **ATHLETIC FIELDS** - Use of any part of the complex will be by permit only.

A. Tiger Baseball Field	\$150/Game (Lights/Scoreboard-Additional \$100/game)	F. High School Tennis Courts	\$50/Day
B. North Baseball Field	\$50/Game	G. High School Fitness Center	\$100/Day
C. North Softball Field	\$50/Game	H. Elementary Athletic Fields	\$50/Day
D. North Practice Football Field	\$50/Game	I. North Basketball Courts	\$50/Day
E. South Football Field	\$50/Game (Scoreboard Available)	J. Concession Stand	\$200 Deposit

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. This must be furnished prior to the event.**