

APPLICATION FOR USE OF SCHOOL FACILITIES

This form must be completed to assist with proper assignment of personnel, to prevent conflicts in use of buildings, and for final arrangement of necessary equipment.

DATE OF PLANNED ACTIVITY: \_\_\_\_\_ to \_\_\_\_\_  
Day of Week                      Month/Date/Year                      Time Bldg will be in use

TIME EVENT WILL START AND END: \_\_\_\_\_ to \_\_\_\_\_

TYPE OF PLANNED ACTIVITY: \_\_\_\_\_

ORGANIZATION REQUESTING: \_\_\_\_\_

PERSON IN CHARGE OR RESPONSIBLE: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
Home/Cell/Work

BUILDING REQUESTED: \_\_\_\_\_

ROOM(S) REQUESTED: \_\_\_\_\_

If "room" is cafeteria, do you need to prepare food? \_\_\_\_\_ YES \_\_\_\_\_ NO

If answer is "Yes," contact Cafeteria Supervisor at 293-6488

EQUIPMENT AND/OR FURNITURE NEEDED: \_\_\_\_\_

\*\*\*\*\*OFFICE USE\*\*\*\*\*

APPROVED BY:

BUILDING PRINCIPAL: \_\_\_\_\_ DATE: \_\_\_\_\_

\*CAFETERIA SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

BUILDING & GROUNDS SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERINTENDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

FEES TO BE CHARGED: \_\_\_\_\_ YES \_\_\_\_\_ NO

SPECIAL INFORMATION: \_\_\_\_\_

If "YES":

\_\_\_\_\_ Custodial

\_\_\_\_\_ Building Use Fee

\_\_\_\_\_ Cafeteria Use Fee

\_\_\_\_\_ Cook(s) Wage

\*Cafeteria Supervisor's Approval needed only when food is to be prepared or kitchen equipment used.

(over)

BUILDING USE POLICY – P.V. SCHOOLS

1. Non-Profit Groups:
  - A. For in-school groups – such as band, plays, sports, etc. – No charge except custodial fees as required.
  - B. For school-affiliated groups, such as boosters, P.T.O. etc. – No charge except custodial fees as required.
  
2. Non-School Affiliated:
  - A. Fifty dollars (\$50.00) building use fee plus custodial wages.
  - B. Fifty dollars (\$50.00) for kitchen usage plus cooks' wages.
  
3. The priority of use shall be No. 1 first.
  
4. All organizations will be required to pay the cost of any extra custodial or cafeteria workers' time if required.
  
5. The Board of Education and its representatives are not responsible for thefts and disclaim any and all liability for injuries resulting from the use of those facilities.
  
6. Any groups using a school facility will be responsible for obeying Board policy and for any damage that might occur. Failure to do so will lead to the termination of the right to use any school facility.
  
7. The Pymatuning Valley School District will not permit the sale or consumption of alcoholic beverages on school property.
  
8. Sunday use is not encouraged.
  
9. **NOTE: In the event school is closed for any reason, the use of the building for that day is also cancelled unless Superintendent approval is given.**