

MIDD-WEST SCHOOL DISTRICT

8 Dock Hill Road
Middleburg, PA 17842

APPLICATION/RENTAL AGREEMENT FOR USE OF SCHOOL FACILITIES

This application and the rental agreement must be returned to the office of the building administrator at the facility to be used.

School Building: MES WSES MWMS MWHS

Name Of Group: _____

Contact Person: _____ E-mail: _____

Address: _____ Telephone Number: _____

Day(s) of Week and Date(s)	Part of Facility You Desire to Use	Time	Number of Hours

For what purpose will facility be used? _____

Will any games of chance, raffles or bingo be held?* Yes ____ No ____ If "Yes," please attach copy of license.

***These activities require specific gambling licenses and require Board approval.**

Will there be an admission charge?* ____ If so, how much? \$ _____

**School District Policies Have Different Rental Arrangements For Profit and Non-Profit Activities*

How will the monies realized from this activity be used? _____

GROUPS REQUESTING THE USE OF SCHOOL FACILITIES WILL BE NOTIFIED WHEN APPROVAL IS GRANTED BY RECEIVING A COPY OF THIS FORM. IF RENTAL IS CHARGED, THE APPLICANT WILL BE BILLED FOR ALL APPLICABLE CHARGES PLUS ANY DAMAGE CAUSED BY THE GROUP. BY SIGNING THIS APPLICATION, THE APPLICANT AGREES TO PAY FOR & ASSUME ALL & FULL LIABILITY FOR ANY LOSS OR DAMAGES TO PERSONS OR PROPERTY OR CLAIMS THEREOF RESULTING FROM THE USE OF SCHOOL DISTRICT PROPERTY OR FACILITIES BY THE APPLICANT AND TO REIMBURSE AND/OR HOLD HARMLESS THE SCHOOL DISTRICT FROM ANY SUCH LOSS, DAMAGE, OR CLAIM. THE APPLICANT SHALL PROVIDE TO THE SCHOOL DISTRICT, AT LEAST 10 DAYS PRIOR TO THE FIRST USE, A COPY OF AN INSURANCE CERTIFICATE LISTING MIDD-WEST SCHOOL DISTRICT AS AN ADDITIONAL INSURED, SHOWING GENERAL LIABILITY COVERAGE IN THE MINIMUM AMOUNT OF \$1,000,000 PER OCCURANCE, AUTOMOBILE LIABILITY IN THE MINIMUM AMOUNT OF \$1,000,000 PER ACCIDENT AND WORKERS COMPENSATION AND EMPLOYERS' LIABILITY IN THE MINIMUM AMOUNT OF \$100,000 PER ACCIDENT, IN THE NAME OF A COMPANY LICENSED TO DO BUSINESS IN PENNSYLVANIA. THE SCHOOL DISTRICT IS NOT RESPONSIBLE FOR THE PROPERTY OF THE APPLICANT OR OF ANY PROPERTY BROUGHT ON SCHOOL PREMISES OR IN SCHOOL FACILITIES IN CONNECTION WITH THE USE OF THE SCHOOL PROPERTY OR FACILITY BY THE APPLICANT. THE APPLICANT ASSUMES RESPONSIBILITY FOR THE ACTS OF ALL PARTICIPANTS AND/OR SPECTATORS FOR LIABILITY, INJURY, OR PROPERTY DAMAGE. THE SCHOOL DISTRICT RESERVES THE RIGHT TO APPROVE OR DENY ANY REQUEST FOR THE USE OF SCHOOL FACILITIES FOR WHATEVER IT DEEMS APPROPRIATE.

Signature

Title

Date

FOR SCHOOL OFFICIAL USE ONLY

Approved Denied _____

Signature of Building Administrator

Date

Board Approval Date: _____ (if required)

A COPY OF THIS FORM MUST BE SENT TO THE BUSINESS OFFICE UPON APPROVAL.

MIDD-WEST SCHOOL DISTRICT

RENTAL AGREEMENT/INVOICE

Costs Incurred: {Check all that apply & circle rate}

	<u>Non-Profit*</u>	<u>Others</u>
<input type="checkbox"/> Cafeteria Kitchen	\$ 50.00	\$100.00
<input type="checkbox"/> All-Purpose Room and Dining Area	Free	\$ 75.00
<input type="checkbox"/> Auditorium	Free	\$150.00
<input type="checkbox"/> Gymnasium	Free	\$150.00
<input type="checkbox"/> Classroom(s)	Free	\$ 50.00
<input type="checkbox"/> Athletic Field – Daytime	Free	\$200.00
<input type="checkbox"/> Athletic Field – Lighted	\$200.00	\$300.00

Personnel Costs: Yes No

Custodial Services**:	Number of Staff _____ x \$ 29.10 per hour x _____ hours	=	\$ _____
Cafeteria Services:	Number of Staff _____ x \$ 32.10 per hour x _____ hours	=	\$ _____
Armed Security:	Number of Staff _____ x \$ 64.29 per hour x _____ hours	=	\$ _____
Event Staff:	Number of Staff _____ x \$ 19.69 per hour x _____ hours	=	\$ _____
Sound Technician:	Number of Staff _____ x \$ 32.35 per hour x _____ hours	=	\$ _____
Game Manager:	Number of Staff _____ x \$ 84.39 per event x _____ events	=	\$ _____
Tournament Manager:	Number of Staff _____ x \$ 147.68 per event x _____ events	=	\$ _____

****Winter Event Notification: For Group Rental Events held during the winter season that would require snow removal services by the custodial staff outside the normal timeframe that snow removal would be scheduled to occur for the school day, additional custodial services charges at the above per hour rate would apply in addition to the Total Rental Fees indicated below.**

TOTAL RENTAL FEES \$ _____
ADDITIONAL SNOW REMOVAL FEE \$ _____

*As defined by Board Policy

**ORIGINAL FORM MUST BE SUBMITTED TO THE BUSINESS OFFICE FOR INVOICING
 WITHIN ONE WEEK AFTER THE EVENT OCCURRED.**



ADMINISTRATOR USE ONLY Staff Assignments

Custodial/Cafeteria/Athletic Event Staff:

BUSINESS OFFICE USE ONLY

GENERAL FUND RENTAL REVENUE
10-6910 _____

FOOD SERVICE FUND CATERING REVENUE
50-6632 _____