

WESTERN BEAVER COUNTY SCHOOL DISTRICT
FACILITIES REQUEST FORM

Fairview High School

Please circle:

Date Needed: _____ Time Frame: _____

Auditorium Cafeteria Gymnasium

Person/Group Making Request: _____

Other: _____

Please list the reason for using facility:

When using the district buildings, a custodian **must be** on duty at all times. If a custodian has to be called out for your event, you will be responsible for their overtime rate.

When requesting the use of the cafeteria, not only must a custodian be on duty, but you must first check with *Brooke Stebick* regarding availability of the cafeteria and arranging for a cafeteria employee to be on duty for the event. Your group will be responsible for the cafeteria employee's overtime rate.

Please contact the Business Office regarding the overtime rates. 724-643-9310 Ext. 4005

An on-duty policeman may be required by the district for the event at your expense.

Please be aware that there are fees associated with using district facilities. Please see the Facility Rental Charges on the backside of this form.

You or your group will be responsible for any damages that may occur during the use of the facility.

Please identify the administrator, supervisor, or district personnel that you have communicated with and will be on duty for this event:

I understand the above rules for using the school district's facility and agree to all terms listed above.

Signature

Principal Approval

Date

Superintendent/Board Approval

Date

Brooke Stebick (Cafeteria Supervisor) 724-643-8500 Ext.1010

Paul Kovalesky (Maintenance Supervisor) 724-643-9680 Ext. 3042

WESTERN BEAVER COUNTY SCHOOL DISTRICT FACILITY RENTAL CHARGES

Facility	Auditorium Performance	Auditorium Rehearsal	GYM	Football Field	Cafeteria**	Kitchen***	Outdoor Fields
Jr/Sr High School	\$ 500	\$ 200	\$ 250	\$ 500 ****	\$ 100	\$ 100	\$ 250 ****
Fairview Elementary					\$ 100	\$ 100	

* Costs listed above do not include custodial, security, clean-up, etc... - see information below

** This cost does not include the use of the Kitchen see information in *** for use of the Kitchen

*** Use of Kitchen requires a member of the cafeteria staff be present – this cost does not include cafeteria staff – see chart below

**** Football and other competition fields requiring set-up, field painting, and other district equipment will be charged the fee and associated employee costs for setting up the field for the rental activity – see chart below

IF FACILITY IS RENTED OUTSIDE OF NORMAL SCHEDULED HOURS, WEEKENDS, OR PERIODS WHEN SCHOOL IS ON BREAK – EMPLOYEE COST INCLUDING OVERTIME – Based on current contractual pay rates

OTHER FEES	HOURLY RATE	
Custodial	\$ 33.42/hour	3 hours minimum
Cafeteria	\$ 27.00/hour	3 hours minimum
Maintenance	\$ 34.95/hour	3 hours minimum
Security *	\$ 130.00/day	

* Security is required at all events – Rate based on current cost through local police department

All fees associated with use of facilities are per day – multi-day usage – multiply the cost for each day used by the total costs for the space rented and associated employee and security costs for total cost to rent the facility