

# Allegheny Valley School District

# REQUEST FOR FACILITY/FIELD USAGE

*This form must be completed and submitted two weeks prior to the date of the event*

Building: SHS Acmetonia Today's Date: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Organization: \_\_\_\_\_ Reason: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

- I understand that AVSD will not be responsible for any accidents, losses, or damages occurring to individuals or property associated with the activities of my organization. I agree to comply with all AVSD policies, guidelines, and rules and will be responsible for repair of all damages to school property resulting from the activities of the organization I represent.
- Facilities may only be used by groups when an AVSD representative is ON SITE at all times of use; cost for this employee is at the group's expense. District administration will determine the number of staff needed for all events.
- The organization approved for use is responsible for all clean up to the facility. Cost for custodians providing additional clean up in area of use will be deducted from deposit or billed to the organization.

**These are due at the time of request:**

- Any and all fees for any expenses (i.e. employee overtime, facility/field use, etc.)
- Insurance Liability certificates in the amount of \$1,000,000.00

On behalf of the organization requesting use of KEYS, I accept responsibility to return all keys and any other District property that has been assigned to the organization within one week of the end date as submitted on the group's schedule. Keys should be turned in to the high school main office. Attached is a check in the amount of the required deposit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

| <b>FOR OFFICE USE ONLY.</b>    |   |   |       |
|--------------------------------|---|---|-------|
| Approved                       | Denied  | Signature   | Date  |
| <input type="checkbox"/>       | <input type="checkbox"/>  | _____<br><i>Athletic Director (if applicable)</i>     | _____ |
| <input type="checkbox"/>       | <input type="checkbox"/>  | _____<br><i>Food Service Director (if applicable)</i> | _____ |
| <input type="checkbox"/>       | <input type="checkbox"/>  | _____<br><i>Buildings &amp; Grounds Supervisor</i>    | _____ |
| <input type="checkbox"/>       | <input type="checkbox"/>  | _____<br><i>Building Principal</i>                    | _____ |
| Facility Checklist Completed   |   | _____   | _____ |
| Insurance Certificate Received |   | _____   | _____ |
| Deposits Received              |   | _____   | _____ |
| Key Numbers Issued.....        |   | _____   | _____ |
| Notes:                         |   |   |       |
| Date received _____            | Notifications: Organization _____ Cafeteria _____ Library _____ |   |       |
| Date on calendar _____         | Custodians _____ Stg Mgr _____ AV Coord. _____                  |   |       |
|                                |   | Athlet. Off. _____ Admin. _____                       |       |

Please check  all that apply.

**Springdale Jr-Sr High School**

| <input checked="" type="checkbox"/> to Use | Conference Room                          | <input checked="" type="checkbox"/> to Use | Athletic Facilities                 |
|--|--|--|-------------------------------------|
|  | Landy Conference Room                    |  | McGhee Fieldhouse                   |
|  | Rachel Carson Room - Full                |  | Multi-Purpose Room                  |
|  | Rachel Carson Room - 1/2                 |  | Fitness Center                      |
|  | Library - Conference Room                |  | McGhee Fieldhouse Concession Stand  |
|  | Other Area - Be Specific:                |  | SHS Baseball Field                  |
|  |  |  | SHS Softball Field                  |
|  | <b>Large Group Room</b>                  |  | SHS Football Practice Field         |
|  | Marshall Auditorium Stage*               |  | SHS Soccer Field                    |
|  | Marshall Auditorium Lobby*               |  | SHS Soccer Field Concession Stand   |
|  | Marshall Auditorium (approx. 900 seats)* |  | Veterans' Field Baseball Field      |
|  |  |  | Veterans' Field Football Field      |
|  |  |  | Veterans' Field Practice Field      |
|  |  |  | Veterans' Field Locker Rooms        |
|  |  |  | Veterans' Field Concession Stand    |
|  |  |  | Other -Be Specific                  |
|  |  |  |                                     |
|  |  |  | <b>Classrooms</b>                   |
|  |  |  | Library Main Area                   |
|  |  |  | Library Computer Lab                |
|  |  |  | Classroom - Be Specific             |
|  |  |  | Computer Lab (Select B3, A4, or A6) |
|  |  |  | Other Area - Be Specific            |
|  |  |  |                                     |

**Acmetonia Primary School**

| <input checked="" type="checkbox"/> to Use | Conference Room              | <input checked="" type="checkbox"/> to Use | Classrooms                 |
|--|------------------------------|--|----------------------------|
|  | Main Office Conference Room  |  | Library - Main Area        |
|  | C55                          |  | Library - Lab              |
|  | Board Room                   |  | Create U                   |
|  | Other Area: Be Specific      |  | Classroom: Be Specific     |
|  |                              |  |                            |
|  | <b>Cafeteria</b>             |  | Computer Lab               |
|  | General Dining Area          |  |                            |
|  | Kitchen (cooking area)**     |  | <b>Athletic Facilities</b> |
|  | Refrigerator/Cooler**        |  | Gymnasium                  |
|  | Serving lines/warming bins** |  | Outdoor Recess Area        |
|  | Ice                          |  |                            |
|  | Other area: Be Specific      |  | <b>Large Group Rooms</b>   |
|  |                              |  | Forum                      |

**Equipment**

|                          |               |                          |                       |
|--------------------------|---------------|--------------------------|-----------------------|
| <input type="checkbox"/> | Podium        | <input type="checkbox"/> | SmartBoard***         |
| <input type="checkbox"/> | Microphone    | <input type="checkbox"/> | Overhead Projector*** |
| <input type="checkbox"/> | Tables/Chairs | <input type="checkbox"/> | Other: Be Specific    |
| <input type="checkbox"/> | Computer***   |                          |                       |

\* No Food or Drink Permitted

\*\* Areas may only be used with approved food service personnel in attendance at employee rate of pay

\*\*\* These items are only available to AVSD groups within the school buildings.

Special Set-up Required (floor plan attached)       Police presence required  
 (An additional cost will be added if the administration deems a police presence necessary.)

## DEPOSIT/FEE SCHEDULE

*\*District reserves the right to determine additional costs based on size of organization and participants.*

| Facility   | District Group  | Non-Profit Group   | Booster Group, Business, Resident, Etc.   |
|--|---|--|---|
| Conference Rooms:<br>SHS, Acme, Admin.   | No Charge   | \$40 per custodian/hour overtime<br>(Mon-Fri 10:01pm-6:59am<br>Saturday 2:30pm-6:59am)                                 | \$50 /day (M-F 7am-10pm/Sat 7am-2:30pm)<br>\$40 per custodian/hour overtime<br>(Mon-Fri 10:01pm-6:59am)<br>Saturday 2:30pm-6:59am)  |
| Classrooms:<br>SHS, Acme   | No Charge   | \$40 per custodian/hour overtime<br>(Mon-Fri 10:01pm-6:59am<br>Saturday 2:30pm-6:59am)                                 | \$25 /day (M-F 7am-10pm/Sat 7am-2:30pm)<br>\$40 per custodian/hour overtime<br>(Mon-Fri 10:01pm-6:59am)<br>Saturday 2:30pm-6:59am)  |
| Computer Lab:<br>SHS, Acme   | No Charge   | \$40 per custodian/hour overtime<br>(Mon-Fri 10:01pm-6:59am<br>Saturday 2:30pm-6:59am)                                 | \$50 /day (M-F 7am-10pm/Sat 7am-2:30pm)<br>\$40 per custodian/hour overtime<br>(Mon-Fri 10:01pm-6:59am)<br>Saturday 2:30pm-6:59am)  |
| Cafeteria (dinners):<br>SHS, Acme  | \$150 refundable deposit per day  | \$150 refundable deposit/day<br>\$40 per custodian/hour overtime<br>(Mon-Fri 10:01pm-6:59am<br>Saturday 2:30pm-6:59am) | \$700 /day for up to 4 hours, then<br>+\$125/hour up to 8 hours total<br>(M-F 7am-10pm/Sat 7am-2:30pm)<br>\$40 per custodian/hour overtime<br>(Mon-Fri 10:01pm-6:59am)<br>Saturday 2:30pm-6:59am) |
| Cafeteria (meetings):<br>SHS, Acme   | No Charge   | \$40 per custodian/hour overtime<br>(Mon-Fri 10:01pm-6:59am)<br>Saturday 2:30pm-6:59am)                                | \$50 /day (M-F 7am-10pm/Sat 7am-2:30pm)<br>\$40 per custodian/hour overtime<br>(Mon-Fri 10:01pm-6:59am)<br>Saturday 2:30pm-6:59am)  |
| Marshall Auditorium  | \$300 refundable deposit per day  | \$300 refundable deposit/day<br>\$40 per custodian/hour overtime<br>(Mon-Fri 10:01pm-6:59am<br>Saturday 2:30pm-6:59am) | \$700 /day for up to 4 hours, then<br>+\$125/hour up to 8 hours total<br>(M-F 7am-10pm/Sat 7am-2:30pm)<br>\$40 per custodian/hour overtime<br>(Mon-Fri 10:01pm-6:59am)<br>Saturday 2:30pm-6:59am) |
| Parking Lot: SHS, Acme   | No Charge   | No Charge  | \$50 per day  |
| Veterans Field: Football,<br>Baseball, Concession ONLY   | Key Deposit Required - per season:<br>\$100 - field, equip, bldgs.<br>\$50 concession stand<br>\$500 wireless control | Key Deposit Required - per season:<br>\$100 - field, equip, bldgs.<br>\$50 concession stand<br>\$500 wireless control  | Key Deposit Required - per season:<br>\$100 - field, equip, bldgs.<br>\$50 concession stand<br>\$500 wireless control   |
| McGhee Fieldhouse: FOR<br>ATHLETIC EVENTS ONLY - only<br>available in off-season when not<br>in use by AVSD teams                | No Charge   | NOT AVAILABLE  | NOT AVAILABLE   |
| Football Practice Field, Soccer<br>Practice or Playing Fields - only<br>available in off-season when not<br>in use by AVSD teams | No Charge   | \$40 per custodian/hour overtime<br>(Mon-Fri 10:01pm-6:59am)<br>Saturday 2:30pm-6:59am)                                | NOT AVAILABLE   |