



BLOOMSBURG AREA SCHOOL DISTRICT
728 East Fifth Street, Bloomsburg, PA 17815



FACILITIES USE REQUEST FORM

Name of Organization: _____

Mailing Address: _____

City, State, & Zip: _____

Contact Person: _____

Phone Number: _____ E-mail Address: _____

Purpose of Activity: _____

School Organization is Requesting to Use:

_____ Beaver-Main Elementary School (245 Beaver Valley Road, Bloomsburg, PA 17815)

_____ W.W. Evans Elementary School (59 Perry Avenue, Bloomsburg, PA 17815)

_____ Memorial Elementary School (500 Market Street, Bloomsburg, PA 17815)

_____ Bloomsburg Middle School (1100 Railroad Street, Bloomsburg, PA 17815)

_____ Bloomsburg High School (1200 Railroad Street, Bloomsburg, PA 17815)

Room/Area Requesting to Use: _____

Equipment Requesting to Use: _____

Date of Activity: _____ Set-Up Time: _____ Tear-Down Time: _____

Event Start Time: _____ Event End Time: _____

Are custodial services required? _____ No _____ Yes (If yes, please complete Attachment A.)

Are cafeteria services required? _____ No _____ Yes (If yes, please complete Attachment B.)

Is use of the high school auditorium being requested? _____ No _____ Yes (If yes, please Complete Attachment C.)

Applicant's signature below indicates he/she has read this form in its entirety and agrees to the terms set forth herein.

Signature of Applicant

Date

For Office Use Only

This form must be received by the **athletic director** at least seven (7) calendar days prior to the date of the activity.

Signature of Athletic Director & Date

Approved: _____
Denied/Reason: _____

Signature of Building Principal & Date

Approved: _____
Denied/Reason: _____

To be Completed by Athletic Director:

Itemized costs involved: \$ _____ Purpose: _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 TOTAL = \$ _____ (Organization will be invoiced for facility use after activity has occurred.)

Rules & Regulations for Facility Usage:

- Approval/denial of this request is not valid until requestor receives copy of this form.
- Organization must submit certificate of liability.
- All applicants for use of district facilities shall hold the district free and without harm from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of district facilities. Any damage caused by such use will result in the organization being billed for such damage or loss. The Bloomsburg Area School District reserves the right to suspend permission for use of school facilities at its sole discretion. The undersigned agrees to abide by the foregoing stipulation without reservation or recourse of any nature.
- All groups using the facilities on weekends will be assigned one custodian or maintenance staff to open the doors, to be with the group throughout the performance/contest, rehearsal/etc., and be responsible for locking all doors and turning off all lights. The custodian/supervisor will be paid at an overtime rate (two-hour minimum), and the total costs will be paid by the using organization
- When one or more custodian, maintenance staff, and/or security staff are required, as determined district administration, the contract will contain the additional costs
- In most cases, cleanup after a large event will require additional custodial staff for a limited number of hours. These costs will be billed to the organization.
- Any cost to the district must be reimbursed.

Auditorium:

- The auditorium supervisor will be on duty at all times during which outside organizations are using the facility.
- The renting organization will meet with the auditorium supervisor at least 48 hours prior to the use of the auditorium to determine the number of people needed and the services required.
- Only school district employees or designees will operate the auditorium equipment. Time sheets for these employees are to be signed each night by the person in charge for the renting organization.
- The auditorium supervisor and the stage crew shall be paid for one-half hour before each rehearsal and one hour before each performance. Estimated cleanup time is two man-hours after each rehearsal and six man-hours after each performance.
- Invoice for auditorium worker(s) will be sent under separate cover, from the Bloomsburg High School office.

Pool:

- The pool will not be used for fund-raising purposes or personal/private use.
- Whenever the pool is in use, the following district staff member will be present: 1-30 people – 1 staff member, 31-70 people – 2 staff members or 1 staff member and 2 lifeguards.

Suggested Rates:

	Private for Profit Rate	Non-Profit, Non-School-Related Rate	Non-Profit, School-Related Rate
Classroom	\$10/hour	\$5/hour	No charge
Gymnasium	\$100/hour	\$50/hour	\$20/hour
Pool	\$100/hour	\$50/hour	\$20/hour
Cafeteria	\$30/hour	\$15/hour	\$15/hour
Kitchen	\$30/hour	\$15/hour	\$10/hour
Auditorium	\$100/hour	\$50/hour	\$20/hour
Athletic Fields	\$50/hour	\$25/hour	\$15/hour
• With Lights	\$25/hour	\$25/hour	\$25/hour
• Field Prep	\$25/hour	\$25/hour	\$25/hour
Custodian/Maintenance	\$15/hour	\$15/hour	\$15/hour
Cafeteria Staff	\$15/hour	\$15/hour	\$15/hour
Security	\$12/hour	\$12/hour	\$12/hour
Auditorium worker	\$10/hour	\$10/hour	\$10/hour

Building Secretaries

Once this form has been approved, please scan/e-mail a copy to the following individuals:

- Building Principal
- Athletic Director
- Organization Requesting Use of BASD Facilities
- Melissa Everhart, Food Service Director
- Stephanie Kessler, District Office

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Facilities Use Request Form
Attachment A

CUSTODIAL SERVICES REQUEST FORM

Requested By: _____ Date of Request: _____

- Building: Beaver-Main Elementary School
 W.W. Evans Elementary School
 Bloomsburg Memorial Elementary School
 Bloomsburg Middle School
 Bloomsburg High School
 Other: _____

Date of Services: _____ Time: _____

List Services Requested:

Signature of Athletic Director

Signature of Principal

Custodian Completing Work: _____

Time Worked:

Date: _____ Time (from & to): _____

Date: _____ Time (from & to): _____

Date: _____ Time (from & to): _____

Date: _____ Time (from & to): _____

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Facilities Use Request Form
Attachment B

CAFETERIA SERVICES REQUEST FORM

Requested By: _____ Date of Request: _____

- Building: Beaver-Main Elementary School
 W.W. Evans Elementary School
 Bloomsburg Memorial Elementary School
 Bloomsburg Middle School
 Bloomsburg High School
 Other: _____

Date of Services: _____ Time: _____

List Services Requested:

Signature of Athletic Director

Signature of Principal

Cafeteria Staff Completing Work: _____

Time Worked:

Date: _____	Time (from & to): _____
Date: _____	Time (from & to): _____
Date: _____	Time (from & to): _____
Date: _____	Time (from & to): _____

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Facilities Use Request Form
Attachment C

HIGH SCHOOL AUDITORIUM USE REQUEST FORM

Requested By: _____ Date of Request: _____

- Building: Beaver-Main Elementary School
 W.W. Evans Elementary School
 Bloomsburg Memorial Elementary School
 Bloomsburg Middle School
 Bloomsburg High School
 Other: _____

Date of Services: _____ Time: _____

List Services Requested (including use of equipment such as microphones, podium, projector and screen DVD player, etc.):

Signature of Athletic Director

Signature of Principal

Auditorium Technician Completing Work: _____

Time Worked:

Date: _____ Time (from & to): _____

Date: _____ Time (from & to): _____

Date: _____ Time (from & to): _____

Date: _____ Time (from & to): _____