



**Portage Area School District**  
 84 Mountain Avenue • Portage, PA 15946  
 (814) 736-9636 • FAX (814) 736-9634



**Application for Use of Auditorium, Gymnasium, Football Stadium and all other Areas**  
*Applications for athletic events are subject to prior approval by the Athletic Director. Please return this form to the athletic office if you are requesting a facility for athletic purposes.*

Name and/or Organization Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Area and/or building requested: \_\_\_\_\_  
 Date/s Requested: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Please list Specific Purpose for Application: \_\_\_\_\_

**Refer to District Policy 707 Use of School Facilities for information concerning facilities rental. A Certificate of Insurance is required. Renters may incur an additional charge for excessive cleanup of facilities at the district's discretion. Renters may incur fees for security and custodian services at the district's discretion.**

Will admission be charged?     Yes     No                      Amount of admission fee: \$ \_\_\_\_\_  
 Will Collection be taken?     Yes     No                      Is this a "for profit" event?     Yes     No  
 For what purpose will collection or fees be used? \_\_\_\_\_

**PLEASE NOTE: Where a rental fee is charged, immediate payment is required. The individual or group will not be permitted to rent the facility again until all past charges are paid. There will be no exceptions. Please refer to the rental fee schedule on the back of this form and in the Policy.**

Please check additional items needed and amount needed, if applicable:

Chairs	_____	Custodian	_____
Tables	_____	Police	_____
PA System	_____	Spotlight	_____
Piano	_____	Lectern	_____
Organ	_____		
Other	_____		

**I/we acknowledge and hereby waive any and all claims against the Portage Area School District, Administrators and Employees for any damage or injury which may occur from any cause or reason whatsoever involved in using a district facility. By signing below, this shall constitute as our release and a complete discharge to the School District, its Administrators and Employees against any claim made by myself, my organization or group, or any respective heirs or legal representatives and that we agree to the terms and fees, if applicable, as outlined on this form and in Policy 707 Use of Facilities.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**\*This form must be submitted to the superintendent's office with appropriate signatures one week prior to the regularly scheduled Board of Directors Meeting, held the second Wednesday of each month.**

**District Use Only – Do Not Write Below This Line**

Athletic Director's Approval, If Applicable: \_\_\_\_\_  
 Principal's Approval: \_\_\_\_\_  
 Board Meeting Date: \_\_\_\_\_  
     Approved             Disapproved  
 Rental Fee Charged: \_\_\_\_\_ Amount: \_\_\_\_\_  
 Signature of Superintendent: \_\_\_\_\_  
 Special Instructions: \_\_\_\_\_

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

## Fee Schedule

**Applies to Auditoriums, Gymnasiums, Classrooms, Cafeterias, Libraries, and all other areas, except the football stadium.**

	School sponsored/related organizations and sanctioned Activity Clubs that provide community services <b>Not For Profit</b>	Community organizations non profit civic, welfare, governmental bodies and authorities existing within the geographical boundaries of the School District <b>Not For Profit</b>	Community organizations non profit civic, welfare, governmental bodies and authorities existing within the geographical boundaries of the School District <b>For Profit</b>	Community organizations non profit civic, welfare, governmental bodies and authorities existing outside the geographical boundaries of the School District <b>Not For Profit</b>	Community Organizations non profit civic, welfare governmental bodies and authorities existing outside the geographical boundaries of the School District <b>For Profit</b>
Hourly rate up to 5 hours	<b>No Charge</b>	\$10	\$20	\$30	Do Not Rent To These Groups
After 5 hours the per day rate is:	<b>No Charge</b>	\$50	\$100	\$200	Do Not Rent To These Groups

Applies to Auditoriums, Gymnasiums, Classrooms, Cafeterias, Libraries, and any other areas as designated by the board.

**Football stadium:** The rental fee shall be \$4,000.

The board reserves the right to supercede this schedule and establish a separate schedule of fees for the use of any school facilities. The board reserves the right to charge a fee for excessive cleanup as the result of the rental. The board reserves the right to charge for security and custodians if deemed necessary.

***INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED***