

**FACILITY RENTAL FEES**  
**Carlynton School District**  
**THE CARLYNTON SCHOOL DISTRICT IS A SMOKE-FREE FACILITY.**

**SPECIAL EVENT INSURANCE** – All organizations or individuals who rent school facilities are required to have a CERTIFICATE OF INSURANCE with coverage in the amounts of General \$1 Million, Products & Completed Operations Aggregate \$1 Million, Personal & Advertising Injury \$1 Million, Each Occurrence \$1 Million, Medical Expenses \$5,000 and to name the Carlynton School District as additional insured. The district **MUST** receive a certificate of insurance three (3) weeks prior to the event or facility usage will be denied.

**ORGANIZATIONS AFFILIATED WITH THE SCHOOL DISTRICT** – PTA, PSEA, Booster Organizations, Recreation Commissions, etc., will not be charged the rental fee. They will, however, be responsible for paying any expenses the District may incur for custodians, maintenance, kitchen supervision, audio visual or auditorium management assistance, etc., for wages. There is no charge for using school facilities for voting purposes.

**1. RENTAL OF THE SECONDARY AUDITORIUMS**

- \$250 per hour
- \$50 additional per hour incurred with rentals over 5 hours

**2. RENTAL OF CLASSROOMS**

- \$40 per hour

**3. RENTAL OF CAFETERIA**

- \$100 per hour
- When the kitchen is used in conjunction with cafeteria rental, a fee for each cafeteria worker/supervisor will be assessed. Food/drink must be coordinated with Food Service Director (fees for food/drink will be assessed)

**4. RENTAL OF GYMNASIUMS**

- \$200 per hour for Junior-Senior High School or Carnegie Elementary
- \$100 per hour for Crafton Elementary
- \$50 per hour for practice

**5. RENTAL OF SWIMMING POOL**

- \$300 per hour

**6. RENTAL OF OUTDOOR SITES**

- \$375 per hour for Honus Wagner Field
- \$225 per hour for Athletic Fields
- \$225 per hour for Track
- \$45 additional per hour incurred with rental over five (5) hours
- \$50 per hour for practice

**PLEASE NOTE:** When needed, the following fees will be assessed for:

- \$37.28 per hour per custodian
- \$42.43 per hour per maintenance man
- \$19.65 per hour per cafeteria worker/supervisor
- An additional fee will be assessed for usage of any technical equipment

**CARLYNTON SCHOOL DISTRICT  
REQUEST FOR TEMPORARY USE OF SCHOOL FACILITIES**

The Carlynton School District shall be held harmless by the user for any liability which may arise from the use of school facilities.

NAME OF ORGANIZATION \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

THIS APPLICATION IS FOR THE USE OF:

\_\_\_\_\_ Crafton Elementary

\_\_\_\_\_ Carnegie Elementary

\_\_\_\_\_ Jr. Sr. High School

WHO IS MAKING THIS REQUEST \_\_\_\_\_

WHO WILL BE IN CHARGE? \_\_\_\_\_

CONTACT PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

WHO IS RESPONSIBLE FOR LIABILITY/PAYMENT? \_\_\_\_\_

\_\_\_\_\_  
(Provide name and address – BE SURE TO INCLUDE CERTIFICATE of LIABILITY INSURANCE)

DATE(S) YOU ARE REQUESTING: \_\_\_\_\_

TIME(S) REQUESTED: Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

WHAT IS THE TYPE OF EVENT? \_\_\_\_\_

HOW MANY PEOPLE WILL ATTEND THE EVENT? \_\_\_\_\_

**Please check the facility you wish to use and the items you will require:**

- ☐ **JSHS Auditorium**
- ☐ **Carnegie Elementary Auditorium**
- ☐ **Crafton Elementary Auditorium**
- ☐ Sound System\*
- ☐ Audio/Visual Equipment\*
- ☐ Microphones (how many) \_\_\_\_\_
- ☐ Piano
- ☐ Lectern
- ☐ Tables (how many of each) \_\_\_\_\_
- ☐ Chairs (how many of each) \_\_\_\_\_
- ☐ Risers \_\_\_\_\_
  
- ☐ **Carnegie Elementary Library**
- ☐ **Crafton Elementary Library**
- ☐ **Classrooms** (how many) \_\_\_\_\_
- ☐ Audio/Visual Equipment\*

- ☐ **JSHS Cafeteria**
- ☐ Kitchen
- ☐ Microphones (how many) \_\_\_\_\_
- ☐ Tables (how many) \_\_\_\_\_
- ☐ Chairs (how many) \_\_\_\_\_
- ☐ Food/drink (Must be coordinated with Food Service Director)
  
- ☐ **Athletic Sites**
- ☐ JSHS Gymnasium
- ☐ Carnegie Elementary Gymnasium
- ☐ Crafton Elementary Gymnasium
- ☐ Swimming Pool (a certified lifeguard must be present)
- ☐ Honus Wagner Field
- ☐ Athletic Fields
- ☐ Track
- ☐ Locker Room
- ☐ Sound System\*
- ☐ Tables / Chairs (how many of each) \_\_\_\_\_
- ☐ Scoreboard\*

\*(An additional fee will be assessed for school personnel to operate sound system, audio/visual equipment, and/or scoreboard)

### **APPROVAL OF FACILITY RENTAL**

1. \_\_\_\_\_  
Auditorium Manager Date
  
2. \_\_\_\_\_  
Building Principal or Athletic Director Date
  
3. \_\_\_\_\_  
Director of Maintenance and Facilities Date
  
4. \_\_\_\_\_  
Superintendent Date