

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 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 may be 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? _____
Is this a community sports club or team (participants reside within district boundaries)? Yes No. Please see other side of this form for further instructions.

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	_____	Event Staff	_____
PA System	_____	Spotlight	_____
Piano	_____	Lectern	_____
Organ	_____		

Other _____

WAIVER OF LIABILITY

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

Board Approved 1/10/2024
Revised 2/21/2024

Fee Schedule

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

	School sponsored/ related organizations and sanctioned activity clubs that provide community services	Not for profit community organizations or individuals, non-profit civic, welfare, governmental bodies and authorities existing within the geographical boundaries of the School District	For profit community organizations or individuals, existing within the geographical boundaries of the School District	Not for profit community organizations or individuals, non-profit civic, welfare, governmental bodies and authorities existing outside the geographical boundaries of the School District	For profit community organizations or individuals, existing outside the geographical boundaries of the School District
Hourly Rate up to 5 hours	No Charge	\$10/hour	\$20/hour	\$30/hour	Do not rent to these groups
Daily Rate	No Charge	\$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 for the football stadium is be \$4,000.

Fitness Center: The Fitness Center is not available for rent.

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 event staff and custodians if deemed necessary.

There is no fee for “open gyms” for any/all Portage Area students or practices consisting of only Portage Area students.

There will be a \$10 hourly fee for practice for teams consisting of non-PASD students (outside the district).

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