



## Perry County School District Facilities Use Application

Date of Application \_\_\_\_\_ Date of Event \_\_\_\_\_

Name of Event \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Name of Sponsor \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

**Facility Requested (Circle One)   RES        SPES        PCMS        PCHS        VoTECH**

- Dining Room - \$90.00 per day
- Kitchen - \$130.00 per day (plus at least one school employee)
- Gym - \$120.00 per day
- Athletic Fields - \$150.00 per night (with lights)  
\$100.00 per day (no lights)

**Note:** If a kitchen is used, at least one cafeteria employee MUST be present. Their responsibilities are to give guidance on the location of materials, operation of equipment, etc. at a rate of \$50 per event; they will not be responsible for all work done. Custodians may also be secured for \$50 per event. Sponsor is responsible for securing and paying the employee(s). At the discretion of the site administrator, an officer of the law must be on duty throughout certain events, which includes all dances, and will be at the expense of the sponsoring parties and groups with expected attendance of 50 or more. The kitchen will not be available when school is not in session. All non-school related groups must show proof of liability coverage of at least one million dollars before the event is approved.

### INSTRUCTIONS FOR COMPLETING APPLICATION

**Request should be made 15 days prior to the scheduled event in order to receive proper approval. Sponsor should obtain signatures 1 -4, then forward to the Office of the Superintendent for processing.**

**Fees must be paid to the Perry County School District before the application will be approved. Sponsoring group is responsible for clean-up and damage to facilities and payment to kitchen workers, custodians, etc.**

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1. Signature of Sponsor \_\_\_\_\_ Date \_\_\_\_\_
2. Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_
3. Signature of Administrator \_\_\_\_\_ Date \_\_\_\_\_

**(Child Nutrition Director for kitchen and dining areas, Athletic Director for other facilities)**

4. Name and signature of school appointed person in charge during use:

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Signature of Superintendent or Board President \_\_\_\_\_ Date \_\_\_\_\_