

PLEASE USE BLACK INK OR PENCIL TO COMPLETE FORM

**USE OF SCHOOL FACILITIES PERMIT**

(to be presented to school personnel)

DATE OF APPLICATION \_\_\_\_\_

1. NAME OF ORGANIZATION \_\_\_\_\_

2. SCHOOL FACILITY OR AREA TO BE USED \_\_\_\_\_

*\*Equipment Needed -- See Back of Form*

3. DATES OF ACTIVITY \_\_\_\_\_

4. LENGTH OF TIME OF ACTIVITY: FROM \_\_\_\_\_ A.M. P.M. TO \_\_\_\_\_ A.M. P.M.

5. PURPOSE OR TYPE OF ACTIVITY \_\_\_\_\_

6. APPROXIMATE NUMBER OF PERSONS PARTICIPATING \_\_\_\_\_

NUMBER OF PERSONS NOT IN FREEDOM SCHOOL DISTRICT \_\_\_\_\_

7. PERSON(S) RESPONSIBLE FOR ACTIVITY - INCLUDE ADDRESS, PHONE NUMBER AND E-MAIL:

\_\_\_\_\_  
\_\_\_\_\_

E-MAIL: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

8. WILL ADMISSION BE CHARGED FOR THIS ACTIVITY? \_\_\_\_\_ IF SO, STATE AMOUNT \_\_\_\_\_

9. IF A CONTINUING SCHEDULE OF MEETINGS IS INVOLVED, INDICATE DATES:

\_\_\_\_\_

10. I UNDERSTAND THAT OUR ORGANIZATION WILL BE RESPONSIBLE FOR LOSS OR DAMAGE TO THE PROPERTY DURING OUR USE (CERTIFICATES OF INSURANCE ARE REQUIRED FROM ALL OUTSIDE GROUPS/ ORGANIZATIONS USING DISTRICT FACILITIES, INCLUDING BUILDINGS AND GROUNDS)

*\*Complete Reverse Side of Form if Needed*

\_\_\_\_\_  
SIGNATURE OF RESPONSIBLE PERSON

**TO BE COMPLETED BY THE SCHOOL DISTRICT:**

1. **FEES:** (See Attached)

- 1. OVERTIME – SUPPORT STAFF \_\_\_\_\_
- 2. SECURITY \_\_\_\_\_
- 3. BUILDING RENTAL (INCLUDES UTILITIES) \_\_\_\_\_
- 4. 25% DEPOSIT (PRE-PAYMENT) \_\_\_\_\_
- 5. OTHER \_\_\_\_\_

2. **SCHOOL FACILITY AND PERSONNEL ASSIGNMENT:**

- 1. BUILDING & GROUNDS SUPERVISOR
- 2. HIGH SCHOOL PRINCIPAL
- 3. MIDDLE SCHOOL PRINCIPAL
- 4. CONWAY ELEMENTARY SCHOOL PRINCIPAL
- 5. BIG KNOB ELEMENTARY SCHOOL PRINCIPAL
- 6. FOOD SERVICE DIRECTOR
- 7. DISTRICT ATHLETIC DIRECTOR

3. **PRIORITY ASSIGNMENT:**

- 1. SCHOOL ACTIVITIES
- 2. COMMUNITY ACTIVITIES FOR STUDENTS
- 3. COMMUNITY & BUSINESS GROUPS
- 4. OTHERS

4. **CLASSIFICATION:** A B C

SCHOOL OFFICIAL \_\_\_\_\_

APPROVED \_\_\_\_\_

School Equipment Needed:

- \_\_\_\_\_ Bleachers
- \_\_\_\_\_ Scoreboard
- \_\_\_\_\_ Locker Rooms
- \_\_\_\_\_ Other (Please List)

# FREEDOM AREA SCHOOL DISTRICT FEE SCHEDULE

## Classification A

Facilities requested are being used by groups who intend to charge a fee at the door for profit/fundraising and are not associated with the school district or support of its programs:

Football Stadium - \$400 Per Event/\$200 Practice  
Baseball/Softball/Soccer Fields - \$200 Per Event/\$100 Practice  
Swimming Pool - \$500 Per Event/\$200 Practice

High School Auditorium - \$400 Performance/\$200 Rehearsal  
High School Gym - \$200 Per Day  
High School Computer Labs - \$50 Per Day  
High School Classroom - \$10 Per Hour  
High School Cafeteria - \$100 Per Day

Middle School Auditorium - \$200 Performance/\$100 Rehearsal  
Middle School Gym - \$150 Per Day or \$15 Per Hour  
Middle School Computer Labs - \$50 Per Day  
Middle School Classroom - \$10 Per Hour  
Middle School Cafeteria - \$100 Per Day

Big Knob Elementary Multi-Purpose Room - \$100 Per Day or \$10 Per Hour  
Conway Elementary Multi-Purpose Room - \$100 Per Day or \$10 Per Hour  
Elementary Classrooms - \$10 Per Hour

In addition to the listed above rental fees, the following will also be charged:

1. All custodial/utility maintenance fees will be \$37 per hour, per person (custodial/utility maintenance rates will be doubled on Saturdays and Sundays).
2. All maintenance fees will be \$44 per hour, per person (maintenance rates will be doubled on Saturdays and Sundays).

## Classification B

Usage under this classification will be charged only the following fees:

1. Custodial/utility maintenance fees of \$37 per hour, per person, when custodial/utility maintenance personnel are not normally scheduled to work (custodial/utility maintenance rates will be doubled on Saturdays and Sundays).
2. Maintenance fees of \$44 per hour, per person, when maintenance personnel are not normally scheduled to work (maintenance fees will be doubled on Saturdays and Sundays).

These requests are made by community organizations that support our students/programs.

## Classification C

Freedom Area School District sponsored activities will not be charged facility usage, custodial/utility maintenance or maintenance fees.

Above fee schedule does not apply to school activities for Freedom students.