

Sylvania Schools

APPLICATION FOR PERMIT TO USE SCHOOL FACILITIES

School Related Groups*

Revised Sept. 2019

Date _____

Rental fees - rates are subject to change without notice

Name of Event _____

Building	Facility Required	Organization
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Date	(MM/DD/YY)	Reoccurring	Yes	No	day of week (if yes)	Time in	Time out	Time in (for setup if needed)
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Contact	E-mail address	Phone
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Address	City/State/Zip
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Representative of School Related Organization / Group	Representative, Sylvania Board of Education
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***School Related Groups include:** Parent Organizations, Athletic Booster Organizations, Band, Orchestra & Choir boosters, Academic Boosters, S.C.A.T., Sylvania Community Services (SCS) & Sylvania Area Joint Recreation District. These Groups **WILL NOT** be charged a Building Usage Fee but **MAY** need to pay to cover Custodial, Food Service, or other employee overtime costs. Note that S.C.S. & S.A.J.R.D. **WILL** need to sign a waiver of Liability and submit a certificate of insurance. Signing this form also acknowledges compliance with all terms and conditions of the "Rules Governing the Use of School Property".

(For official use)

School Related Groups will never be required to pay any custodial labor cost for use of a building during the regularly scheduled school day **OR** the evening of a regularly scheduled school day (assuming that their use of the facility is completed prior to the end of the custodians regularly scheduled shift). School Related Groups **MAY** be required to pay for custodial labor **IF** their use of the facility involves serving food and/or involves a very large number of participants. This will be at the discretion of the Building Administrator, the Director of Operations and/or the Superintendent (or his/her designee). If the group will be required to pay for any labor charges they will be based on the following rates:

Custodial Hours (minimum 4 hours)

Mon. – Fri. _____ Hrs. @ \$29.00/Hr. - \$ _____
 Evening/Sat. _____ Hrs. @ \$44.00/Hr. - \$ _____
 Sun. _____ Hrs. @ \$58.00/Hr. - \$ _____

Food Service Staff (Minimum 4 Hrs.)*

Mon. – Fri. _____ Hrs. @ \$26.00 /Hr. - \$ _____
 Evening/Sat. _____ Hrs. @ \$39.00 /Hr. - \$ _____
 Sun. _____ Hrs. @ \$52.00 /Hr. - \$ _____

Audio / Visual for either Performing Arts Center's

Services Needed District Technicians (minimum 4 hours)

Lights _____ Sound _____

Technician:

Mon. – Fri. _____ Hrs. @ \$32.00 /Hr.-\$ _____
 Evenings/Sat. _____ Hrs. @ \$48.00/ Hr.-\$ _____
 Sun. _____ Hrs. @ \$64.00/Hr.-\$ _____

Other Needs such as tables, chairs etc. (please specify)

*If Kitchen is to be used to prepare food then group *must* pay the cost of at least 1 District Food service employee.

Athletic Grounds Crew (minimum 4 hours, If Outside Athletic Facilities at High Schools are used)

Mon. - Fri. _____ Hrs. @ \$35.00/Hr. - \$ _____
 Evening/Sat. _____ Hrs. @ \$55.00/Hr. - \$ _____
 Sun. _____ Hrs. @ \$70.00/Hr. - \$ _____

Student Workers

