

**MILTON AREA SCHOOL DISTRICT**  
**APPLICATION FOR RENTAL OF SCHOOL PROPERTY**

NAME OF ORGANIZATION: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS TO SEND BILL: \_\_\_\_\_

Describe the activity: \_\_\_\_\_

Date: \_\_\_\_\_ Time to enter building: \_\_\_\_\_ Time to leave building: \_\_\_\_\_

Actual Starting Time of Event: \_\_\_\_\_ Is your organization non-profit? Yes \_\_\_ No \_\_\_

How many people are expected at event? \_\_\_\_\_ Will admission be charged? Yes \_\_\_ No \_\_\_

**IMPORTANT NOTICE:** School Board Policy prohibits use of tobacco products on or in any school property including buildings, athletic fields, and parking lots. Organizations using district facilities are responsible to notify participants in their events of this policy. Violators of this policy will be asked to leave school property.

All organizations who want to use District facilities must provide insurance for liability and property damage in the amount of \$500,000. Milton Area School District must be named as an "Additional Insured" on your policy for the time(s) you are using District facilities? Proof of insurance must be received by Milton Area School District, 700 Mahoning Street, Milton, PA 17847 within one week of approval of event or at least one week prior to the event in order to obtain admittance to the facilities requested.

Check the area(s) requested in the box below and read "Guidelines for use of district outdoor facilities".

BUILDING REQUESTED	AREA REQUESTED	ADDITIONAL NEEDS - COST	
<input type="checkbox"/> Senior High School	<input type="checkbox"/> Classrooms - _____	<input type="checkbox"/> Spotlight - \$50**	<input type="checkbox"/> Chairs- _____
<input type="checkbox"/> Middle School	<input type="checkbox"/> Auditorium	<input type="checkbox"/> Micro/amp - \$50**	<input type="checkbox"/> VCR/TV-\$25
<input type="checkbox"/> Baugher Elementary	<input type="checkbox"/> Cafeteria-Food Prep	<input type="checkbox"/> Podium/amp - \$50**	<input type="checkbox"/> Piano-\$100**
<input type="checkbox"/> Montandon Elementary	<input type="checkbox"/> Multi-Purpose Room	<input type="checkbox"/> Field Amp - \$50**	<input type="checkbox"/> Technicians at \$20.00/hour.
<input type="checkbox"/> White Deer Elementary	<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Projector - \$50**	**May need Technician
<input type="checkbox"/> Football Field	<input type="checkbox"/> Athletic Fields	<input type="checkbox"/> Tables - _____	ATTACH LIST OF ADDITIONAL NEEDS

At least one custodian is required for all activities. The District will bill the organization for all district personnel time required for the activity. This shall include time for set-up, actual time during the event, and for clean-up time after the event. Current rate being charged is \$18.00 per hour.

I certify to having carefully read all the rules and regulations pertaining to the rental of this facility, those that appear on this form as well as those attached to this form, and agree to be bound by same.

Signature of Organization Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHOOL USE ONLY:** Routing: Bldg Principal \_\_\_\_\_; Custodial Supervisor \_\_\_\_\_.

Approved by Milton Area School District at an estimated charge of \_\_\_\_\_. Organization will be invoiced for the actual charges: Business Manager \_\_\_\_\_ Date: \_\_\_\_\_

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**GENERAL REGULATIONS**

**SCHOOL ACTIVITY PRECEDENCE** - School activities take precedence over any outside activity. The school administration reserves the right to cancel or reschedule any use of facilities by any outside group when in the opinion of the administration the outside group activity interferes with a school activity. Related to this issue is the attached "Guidelines for use of outdoor facilities".

**SCHEDULING** - Prior to submitting an Application for Rental of School Property form to the Business Office of Milton Area School District, the organization representative should contact personnel in the appropriate building to determine if the facility the organization wishes to use is available when it is wanted: Senior High School - 742-7611; Middle School - 742-7685; White Deer Elementary – 568-6201; Montandon Elementary – 523-3218; Baugher Elementary - 742-7631. Applications will not be approved for activities scheduled in excess of 6 months in advance.

**DECORATIONS** - A signed statement must be returned with the Application for Rental of School Property, advising us as to what type decorations, if any, are being planned. Because of certain Acts of the Pennsylvania State Legislature and provisions of the Pennsylvania School Code, certain types of decorations are not permitted in public school buildings. Any decorations that would be considered must be non-inflammable and/or fire-proofed. An administrative determination will be made for all requests to use decorations.

**COSTS** - It is the policy of the Board to rent school facilities for community purposes provided that sufficient fees be collected to adequately cover all costs involved. The current fee schedule follows:

	<b>Senior High</b>	<b>Middle School</b>	<b>Baugher Elem.</b>	<b>Mont. Elem.</b>	<b>White Deer</b>
Multi-purpose Room/Cafeteria	100	100	100	50	50
Auditorium	300				
Rehearsals	150	75	50	25	25
Gymnasium	300	150			
Football Field	300	Without lights - 200			
Classroom – <b>Does not include use of computers</b>	25	25	25	25	25
Athletic practice fields - no charge unless lines, nets, or other items are required.					

**DAMAGES** - The total cost of any damage to the facilities will be the responsibility of the organization using the facilities.

**DRUGS AND/OR ALCOHOLIC BEVERAGES** - Use of or possession of drugs and/or alcoholic beverages in the buildings or on the grounds will not be tolerated. Any evidence of the use of these substances during any activity will result in future requests to use of school property being denied and may result in appropriate legal actions being instituted.

**SUPERVISION** - The custodian assigned to the building is responsible for allowing access to organization representatives before the activity and securing the building at the conclusion of the activity. The organization is responsible for supervision of the people attending the activity, using the parking lots and other district facilities. The organization shall make arrangements for and pay all costs for fire police, parking attendants, and other personnel.

**KITCHEN EQUIPMENT** - Only district cafeteria personnel will be allowed to use and operate kitchen equipment. Any organization requesting use of kitchen equipment will be required to pay the cost of the personnel required to operate and supervise any kitchen equipment usage.

**RELIGIOUS INSTRUCTION** - The Milton Area School District will rent to religious groups for social activities but will not approve the use of school facilities for religious instruction.

**TECHNICIAN** – A person trained and approved to use the more complex lighting, sound, and stage equipment systems. This person must operate these systems for outside groups and outside groups are expected to pay for this person's time.