

PORTA COMMUNITY UNIT SCHOOL DISTRICT #202
P.O. BOX 202, 17651 BLUEJAY ROAD, PETERSBURG, IL 62675

REQUEST FOR USE OF SCHOOL FACILITIES/PAYMENT IN ADVANCE

Name of Organization	Person Responsible	Phone
Street Address	City & State	Zip
Reservation Date _____ Time Needed: From _____ To _____		
Number of People _____ Type of Event _____ Event Time _____		
Building Needed:		
_____ Jr.-Sr. High School	Personnel Needed:	
_____ PORTA Central	_____ Custodian	\$ _____ per hour
_____ Petersburg Elementary	_____ Cook	\$ _____ per hour
_____ Tallula Elementary	_____ Pool Manager	\$ _____ per hour
_____ Middle School	_____ Lifeguard	\$ _____ per hour
	_____ Other	\$ _____ per hour

Area Needed:		Equipment Needed:	
_____ Auditorium	\$ _____	_____ Projector (Type _____)	
_____ Commons	\$ _____	_____ Screen	
_____ Classroom	\$ _____	_____ Podium	
_____ Gymnasium	\$ _____	_____ Microphone (Jr.-Sr. High)	
_____ Kitchen	\$ _____	_____ Other _____	
_____ Pool (schedule thru pool manager directly)	\$ _____		
_____ Foods Kitchen	\$ _____		
_____ Other	\$ _____		

Signature of Person Requesting Facility Date

NOTE: Personnel are needed to be paid at the most current rates established by the PORTA Board of Education.

The school district reserves the right to priority booking when a non-school or community organization books a facility for an extended period of time (for example the gym every Sunday)

JR/SR HIGH SCHOOL ROUTING ORDER:

- | | | | |
|-----------------------------|-----|--------------------------------|------|
| 2. Bob Wethington _____ | 1) | _____ | |
| 3. Jared Lynn _____ | | Signature of Athletic Director | Date |
| 4. Matt Brue(Kitchen) _____ | | | |
| 5. Rachel Frost _____ | 10) | _____ | |
| 6. Terry DePatis _____ | | Approval of Superintendent | Date |
| 7. Yvonne Raikes _____ | | | |
| 8. Tracy Vaughn _____ | 11) | _____ | |
| 9. Phil Sexton _____ | | Approval of Athletic Director | Date |

CHARGES FOR USE OF FACILITIES

1. **Service and Non-Profit Organizations of the PORTA Community:**

<u>Jr-Sr. High School</u>	<u>All Elementary Schools</u>	<u>PORTA Central Gymnasium \$50</u>
Auditorium \$40	Cafeteria \$20	
Classrooms \$15	Classrooms \$15	
Gymnasium \$50	Gymnasium \$35	
Kitchen \$45	Kitchen \$30	
Commons \$30		
Library \$20		
Pool \$85 minimum 2 hours, \$40 per additional hour (includes one lifeguard & supervisor or manager, may require additional lifeguards at \$10 per hour paid by the renter)		

2. **Profit-making Organizations of the PORTA Community:**

Profit-making organizations or individuals who live in District #202 will be charged a set fee for each usage as long as usage is approved by the Superintendent's decision may be appealed to the Board of Education. When an activity provides a direct service to the school, this fee may be waived but must meet the criteria of there being no acceptable alternatives to its location, meets the school needs of students, or some compelling other reason. All arrangements for the use of school facilities must be made 14 days in advance of the entire proposed event. The Board may review the individual charges when it would seem appropriate to do so. Events will be charged on the following basis:

All schools (where applicable)

Auditorium \$80	Kitchen \$60
Cafeteria/Commons \$60	Pool \$100
Classroom \$25	Library \$40
Gymnasium \$80	

3. **In addition to the above fees, individuals, non-profit organizations and profit-making organizations will be required to:**

*Pay a District #202 food service cook \$11.06 per hour (minimum of 2 hours/\$22.12) when renting the kitchen.

2 *Pay a District #202 custodian for clean-up and lock-up on any rental at \$12.92 per hour (a minimum of hours/\$25.84).

*For Pool: see above

All of the above rates are subject to overtime for Saturday, Sunday and holidays.

4. **Out of District Organizations:**

Out-of district organizations will be charged a fee determined on an individual basis.

5. **Certificates of Insurance may be required.**