

Columbia Montour Area Vocational Technical School
5050 Sweppenheiser Drive
Bloomsburg, PA 17815
(570) 784-8040
(570) 784-3565 FAX

Name of Organization/Club: _____

Address: _____

Purpose of Meeting: _____

Location Desired: Gym _____ Cafeteria _____ School House Café _____ Classroom _____

Athletic Fields _____ Other: _____

Date of Event: _____ Start Time: _____ End Time: _____

Will meeting be open to the public? Yes _____ No _____

Will admission be charged? Yes _____ No _____

Will custodial service be needed? Yes _____ No _____

Please list needs: head table _____ coat rack _____ public address system _____

Other: _____

Will food service be needed? Yes _____ No _____

Please describe food service requests: Type of Meal: Buffet _____ Family style _____

Number of People _____ Serving Time _____

Audio Visual needs: TV _____ VCR _____ Overhead _____ Screen _____

Other: _____

Person Held Responsible: _____

Address: _____

Telephone: _____

Signature: _____

E-Mail Address: _____

Proof of Insurance is _____/is not _____ attached.

APPLICANTS MUST READ AND SIGN THE REGULATIONS FOR USE OF FACILITIES ON THE NEXT PAGE.

REGULATIONS FOR USE OF FACILITIES

1. Policy- It shall be the policy of the Joint Operating Committee to encourage the community use of the facilities when such use is in the public interest, does not conflict with school activities, and is not detrimental to the purpose of the schools.
2. If this request is granted, I/we will carry sufficient insurance coverage or otherwise assume responsibility for any property damage or personal injury resulting from our use of the above requested facility. Additionally, in certain circumstances when it may be necessary or deemed reasonably prudent to do so, adequate adult supervision and police protection will be provided at the expense of the individual/organization initiating this request.
3. Facilities used should be left in the condition in which they were found, with any litter cleaned up and extraneous materials removed.
4. All maintenance functions apart from normal cleanup will be the responsibility of CMAVTS employees. Any problems or dangerous situations must be reported to Maintenance personnel or Director.
Do not attempt to fix these situations yourself.
5. Approved time scheduling must be followed.
6. Charges will be assessed, based upon the number of hours required to repair any damage, or cleanup, plus a discretionary penalty fee for the following:
 - Failure to clean up litter,
 - Damage beyond the normal wear and tear to the facility.

All penalty fees and charges must be paid before continued use of facilities is granted.

I have received and read the Board Policy and fully understand it. This request carries with it the guarantee that this policy will be adhered to.

Authorized Signature

Date Submitted

OFFICE USE ONLY

Department Approval: _____

Date: _____

Copy: _____	Maintenance	_____	Technology Technician
_____	Library	_____	Food Service
_____	Athletics	_____	Business Office

Fee if applicable: \$ _____ Invoice # _____

Director's Signature: _____

Date: _____

Principal's Signature: _____

Date: _____

Business Manager Signature: _____

Date: _____

Facilities Use Fee Schedule

Category I	School Related Activity *
Category II	Non-Profit Activity *
Category III	For Profit Activity *
Category IV	Proceeds to Benefit School *

Gym:	I	No Charge
	II	\$50
	III	\$100 (2 hours) \$20 per hour additional
	IV	\$10

Athletic Fields/Baseball, Softball, Soccer:

I	No Charge
II	\$25 (\$50 for use of scoreboards and/or restrooms)
III	\$50 (\$100 for use of scoreboards and/or restrooms)
IV	No Charge

Football Field:

I	No Charge
II	\$50 (Additional \$50 for use of scoreboard and/or restrooms for 2 hours/\$20 per additional hour)
III	\$150 (Additional \$100 for use of scoreboard and/or restrooms for 2 hours/\$20 per hour additional hour)
IV	No Charge

Classroom:

I	No Charge
II	\$25
III	\$35
IV	No Charge

Lab Areas:

I	No Charge
II	\$50
III	\$50 per hour
IV	\$25

Cafeteria:

I	No Charge
II	\$25
III	\$50 (2 hour) \$20 per hour additional
IV	No Charge

Cafeteria and Kitchen: (Must have school supervision)

I	No Charge
II	\$100 (for 2 hours; \$25 per each hour additional)
III	\$150 (for 2 hours; \$25 per each hour additional)
IV	\$10

***Additional hourly charges may apply for custodial and/or other school personnel necessary for facility use at a rate of \$30.00 per hour. There will also be a supplies fee if applicable. For use of athletic fields, a field preparation fee will be applicable at the current hourly rate.**