

Columbia Montour AVTS Facilities Use Form

5050 Sweppenheiser Drive, Bloomsburg, Pa 17815

(570) 784-8040

(570) 784-3565 Fax

Name of Organization: _____

Address: _____

Purpose of Event: _____

Date(s) of Event: _____ Arrival Time: _____ Departure Time: _____

Number of people attending: _____

Location Desired: Check all that apply:

Gym Cafeteria School House Café Training Room Classroom: Rm # _____

Athletic Field (s): _____

Other: __Entire Building

Will the event be open to the public? Yes or No

Will Admission be charged: Yes or No

Will Custodial Services be needed? Check all that apply:

Yes Set Up Before Event During Event Clean Up After Event

No

Check all of the following that will be needed for the event:

Head Table (lobby) Additional tables: _____ # of Chairs: # of _____

Coat Rack Public Address System (mic) Extension Cords: # of _____

Projector Screen Laptop

Other: _____

(Attach a diagram to this form if needed)

Office Use Only:

Date: _____ Revision Number: _____

Columbia Montour AVTS Facilities Use Form

Guests requesting food services should contact Joe Edmondson, Culinary Arts Instructor at (570) 784-8040 ext:3323 or via email at jedmondson@cmvt.us to determine availability before completing and submitting this form.

Will food services be needed? Yes No

Have you contacted the culinary arts department? Yes No

Type: Full Meal Business Cater Serving Time: _____

Person held responsible: _____

Address: _____

Telephone: _____ Email: _____

Proof of Insurance: Attached Not Attached

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.

Office Use Only:

Date: _____ Revision Number: _____

Columbia Montour AVTS Facilities Use Form

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**

Office Use Only:

Date: _____ Revision Number: _____

Columbia Montour AVTS Facilities Use Form

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

Director Authorized Signature

Date Submitted

Principal Authorized Signature

Date Submitted

Business Manager Authorized Signature

Date Submitted

Maintenance Authorized Signature

Date Submitted

Technology Authorized Signature

Date Submitted

Office Use Only

Department Approval: _____

Date: _____

Copy: Maintenance _____
Training Center _____
Athletics _____
Technology _____
Food Service _____
Business Office _____

Fee if applicable: \$ _____

Invoice number: _____
(Food Service invoice sent separately)

Office Use Only:

Date: _____ Revision Number: _____