

## WEST MIFFLIN AREA SCHOOL DISTRICT FACILITY PERMIT APPLICATION

Name of Applicant: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_ Applicant's E-Mail Address: \_\_\_\_\_

Building Requested: \_\_\_\_\_ Rooms/Areas to be used: \_\_\_\_\_

Door(s) that will be used for entry into building: \_\_\_\_\_ Time door(s) should be unlocked: \_\_\_\_\_

Purpose of Meeting/Event: \_\_\_\_\_

Approx. Attendance Expected: \_\_\_\_\_ WM Residents: \_\_\_\_\_ Non-Residents: \_\_\_\_\_

Admission Charge: \$ \_\_\_\_\_ Proceeds to be used for: \_\_\_\_\_

Rehearsal Dates: \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

**Event Month and Dates:**

Month	Dates	Time (to/from)		Month	Dates	Time (to/from)

Release and Indemnification

In consideration of the permission granted for the use of the Location/Facility requested above, the applicant organization agrees that it will release, indemnify, save and hold harmless, and defend the District of and from any and all claims, losses, injuries and suits of any kind or nature whatsoever arising out of or in connection with the use of the property by the organization of its patrons, members, or guests. A Certificate of Insurance naming the West Mifflin Area School District as an additional insured is required within 30 days of the approved application. The required amount is \$1,000,000.00 per person.

Authorized Signatures:

The Board of School Directors of the West Mifflin Area School District must approve all applications for permits. The district reserves the right to cancel the permit in the event of inclement weather. Applicant agrees that all event participants shall remain in the designated areas of the permit. The Permit Office will determine the amount of security and custodial hours needed for the event. Your signature below indicates that you are the official representative of the applicant and that you have read and will comply with the Use of School Facilities Policy #707.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant Official Representative

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
AD/Permit Office Representative

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal/Designated Representative

For District Use Only:

Permit Class: \_\_\_\_\_ Date of Board Approval: \_\_\_\_\_

Distribution List:

Permit Office/AD Office \_\_\_\_\_ Superintendent's Office \_\_\_\_\_ Business Office \_\_\_\_\_

Building & Grounds Office \_\_\_\_\_ Security \_\_\_\_\_ Head Custodian \_\_\_\_\_

Insurance Received \_\_\_\_\_ Payment Received \_\_\_\_\_

Revised 5/2021

## FACILITY FEES

### Auditorium Fees

\$600.00 per Event per Day (Secondary Schools) \_\_\_\_\_  
 \$75.00 per Event per Day (Elementary Schools) \_\_\_\_\_  
 \$100.00 per Rehearsal (Secondary Schools) \_\_\_\_\_  
 \$50.00 per Rehearsal (Elementary Schools) \_\_\_\_\_

**Total Auditorium Fee** \_\_\_\_\_

### Cafeteria/Kitchen Fees

\$75.00 Dining Room only per Day/Evening \_\_\_\_\_  
 \$75.00 Kitchen Area only per Day/Evening \_\_\_\_\_  
 \$140.00 Kitchen & Dining Room per Day/Evening \_\_\_\_\_  
 Number of Cafeteria Employees Needed \_\_\_\_\_

**Total Cafeteria/Kitchen Fee** \_\_\_\_\_

### Athletic Complex Fees

#### WPIAL/PIAA Playoffs:

\$850.00 per Football Game for the Stadium, plus Utility Fee and any additional fees required hosting the game \_\_\_\_\_  
 \$150.00 per Soccer Game for the Stadium, plus Utility Fee and any additional fees required hosting the game \_\_\_\_\_  
 \$150.00 per Game for the Baseball or Softball Field, plus Utility Fee any additional fees required hosting the game \_\_\_\_\_

#### District Youth Travel Soccer:

\$500.00 per Season fee for use of stadium plus Utility Fee and any additional fees incurred during the event \_\_\_\_\_

#### District Youth Football

Option 1: \$1,500.00 per season for a practice field as identified by Central Administration plus Four Sunday Stadium dates plus Utility Fee and any additional fees as applicable or \_\_\_\_\_  
 Option 2: \$750.00 per season for a practice field as identified by Central Administration plus any additional fees as applicable. Games would be played at the Soccer Field on Saturday or Sunday \_\_\_\_\_  
 Note that two (2) security guards are required at all games.

#### District Youth Baseball

\$500.00 for ten (10) games per season, Mondays through Fridays only. Included in the fee is the use of Restrooms in the Field House \_\_\_\_\_  
 \$200.00 per day on weekends (includes the use of Restrooms in the Field House) plus Utility Fee and any additional fees as applicable \_\_\_\_\_

#### Emerson Field

\$50.00 per season \_\_\_\_\_

#### Athletic Complex Use For Fundraising Events

\$150.00 plus Utility fee and any additional fees required to host the event. District Alumni events, Booster events, Band Festivals, Camps, Clinics, Coaching Seminars and exhibitions are included in this category \_\_\_\_\_

#### Additional Fee Schedule

Under the Lights: \$200.00/evening \_\_\_\_\_  
 Scoreboard Activation Fee: \$15.00/event \_\_\_\_\_  
 PA System Activation Fee: \$15.00/event \_\_\_\_\_  
 Clock Operator/Scoreboard Operator: \$30.00/game \_\_\_\_\_  
 PA Announcer: \$30.00/game if provided by district \_\_\_\_\_  
 Field House Restrooms: \_\_\_\_\_

**Total Athletic Complex Fees** \_\_\_\_\_

### Gymnasium Fees

#### Class B Gymnasium Fees:

\$150.00 per Semester \_\_\_\_\_  
 \$150.00 per Season per Gym (weekdays only), WM Rec Basketball only \_\_\_\_\_

#### Class C Gymnasium Fees:

\$200.00 per Semester \_\_\_\_\_  
 \$50.00 per Gym per Day (Elementary Schools) \_\_\_\_\_  
 \$150.00 per Gym per Day (Secondary Schools) \_\_\_\_\_

#### High School Wrestling Tournament:

\$150.00 per Day \_\_\_\_\_

#### Metro Basketball:

\$750.00 per Season \_\_\_\_\_

**Total Gymnasium Fee** \_\_\_\_\_

### Swimming Pool Fees

\$3,200.00 Private Swim Teams per Season \_\_\_\_\_  
 \$750.00 per Day Swimming Invitational Meets \_\_\_\_\_  
 \$500.00 per Day Booster Club Swim Meets \_\_\_\_\_  
 \$500.00 Life Guard Training, per Weekend \_\_\_\_\_

**Total Swimming Pool Fee** \_\_\_\_\_

### Other Fees

Supplies Fee (\$30.00 one-time charge) \_\_\_\_\_  
 Utility Fee (\$60.00 per support service labor hour) \_\_\_\_\_  
 Security Fee (\$20.00 per Guard per hour) \_\_\_\_\_  
 WPIAL/PIAA Fees (Indoor Events) \$250.00 per Event, Monday-Saturday \_\_\_\_\_

**Total Other Fees** \_\_\_\_\_

Certificate of Insurance Attached

Check/Money Order Attached

**TOTAL FEES** \_\_\_\_\_

Payment is required at the time of application; a final invoice or refund may be issued following the event. Included in the final invoice will be a Utility Fee if applicable. The Security Fee will be billed by the Security Company. If the kitchen is used, Cafeteria employees must work and be paid per district policy; your group will be billed directly by the WMASD Cafeteria. Also, Stage fees will be added when applicable and will be billed separately according to Policy #707. The Field House Concession stand is not available for use.