

Montour School District
Facilities Usage Policy / Application



PROCEDURE FOR REQUESTING USE OF SCHOOL FACILITIES

1. Complete the Building / Facility Use Application form located on the Facilities page of our website at www.montourschools.com
 2. Obtain a Certificate of Insurance certifying the user has \$1,000,000 in liability coverage and \$20,000 in property damage in effect at the time of the rental. The certificate must list the Montour School District as an additional insured and certificate holder (liability & property damage insurance is not required for District sponsored activities, sanctioned booster groups and PTA groups). Return the Certificate of Insurance to Lou Cerro, Athletic Director of the Montour School District, 225 Clever, McKees Rocks, PA 15136.
 3. Make final arrangements, agree to assessed fees, and make all checks payable to the "Montour School District". Payment is required within one week prior to the event. Checks should be mailed to the Montour Business Office at 225 Clever Road, McKees Rocks, PA 15136.
- *All Assessed fees will be communicated to organizations prior to usage approval. *

NOTES:

Custodial overtime is charged to all groups using a facility when normal custodial coverage is not scheduled or additional time and/or custodial personnel are required for an event.

Fees for security are charged to all groups who require coverage.

Rental of Stadium, Athletic Center, & Auditorium may require lighting and auxiliary worker(s) .

All-day, multi-day, and more than four (4) hour events will require a site manager.

No food or drinks are permitted in the gymnasium or auditorium.

Facility Usage Fee Schedule

FACILITY	GROUP A	GROUP B	GROUP C
POOL (2 Certified Lifeguards must be on duty)	NO FEE	NOT AVAILABLE FOR USE	NOT AVAILABLE FOR USE
AUDITORIUMS	NO FEE	NO FEE	\$200 per hour / \$1200 per day
GYMNASIUMS	NO FEE	NO FEE	\$100 per hour
ATHLETIC CENTER	NO FEE	\$50 per hour	\$200 per hour
H.S. STADIUM	NO FEE	NO FEE	\$300 per hour
FIELDS (District-wide)	NO FEE	NO FEE	NOT AVAILABLE FOR USE
CLASSROOMS, CAFETERIAS, & LIBRARIES (No Kitchen Access)	NO FEE	\$10 per hour	\$50 per hour

Additional Charges:

Site Manager
Group A/B - \$15 Per Hour
Group C - \$32 Per Hour

Sound/Light Board
\$200/use

Security
\$20 Per Hour

Stadium Lights
\$50/hour

Auxiliary Worker
\$35 -\$65 per event

Custodians
\$50 Per Hour

Score Board
\$20/hour

Category A: *Montour School District related and sponsored activities; Sanctioned Booster Groups, school activities, PTA groups, etc.*

Category B: *School District Non Profit Organizations: civic, recreational, and church groups*

Category C: *Other Groups: Outside non-profit, for-profit organizations (district and non-district), and commercial use*

WPIAL Playoff and special events will be considered as Group A