

**WEST MIFFLIN AREA SCHOOL DISTRICT
FACILITY PERMIT APPLICATION**

Name of Applicant: _____ Date of Application: _____

Contact Name: _____ Name of Organization: _____

Applicant's Address: _____ City, State, Zip _____

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	Date	Time (to/from)

Month	Date	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 with 30 days of the approved application. The required amount is 1,000,000 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: _____

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 8/2023

FACILITY FEE

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 fee required hosting the game _____
\$150.00 per Game for the Baseball or Softball Field, plus Utility Fee and any additional fees required hosting the game _____

District Youth Travel Soccer

\$500.00 per Season fee for use of the 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 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.

Addition 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 (\$21.50 per Guard per hour) _____

WPIAL/PIAA Fees (Indoor Events) \$250.00 per Event,
Monday – Saturday _____

___ **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 with applicable and will be billed separately according to Policy # 707. The Field House concession stand is not available for use.