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Phone

PORTA COMMUNITY UNIT SCHOOL DISTRICT #202 P.O. BOX 202, 17651 BLUEJAY ROAD, PETERSBURG, IL 62675

Person Responsible

REQUEST FOR USE OF SCHOOL FACILITIES/PAYMENT IN ADVANCE

Name of Organization

Street Address	City & State	\overline{Z}	ip
Reservation Date	Time Needed: From	To	
Number of People	Type of Event		
Building Needed:JrSr. High SchoolPORTA CentralPetersburg ElementaryTallula ElementaryMiddle School	Personnel Needed: Custodian \$ Cook \$ Pool Manager \$ Lifeguard \$ Other \$	per hour per hour per hour per hour per hour	
Area Needed: Auditorium \$	ScreenPodiumMicrophorOther	eeded: (Type) ne (JrSr. High)	
	Signature of F	Person Requesting Facility	Date
NOTE: Personnel are needed to be Education.	paid at the most current rates ea	stablished by the PORTA Board	of
The school district reserves the righ facility for an extended period of tir JR/SR HIGH SCHOOL ROUTIN 1. Doug Elledge	ne (for example the gym every	Sunday)	ation books a
2. Tom Halberstadt 3. Jared Lynn	,, <u> </u>	Signature of Principal	Date
4. Judy Hollis5. Rachel Frost6. Terry DePatis	8)	Signature of Superintendent	Date
7. P Becker/Y Raikes	9)	Signature of Athletic Director ved Denied	

CHARGES FOR USE OF FACILITIES

1. Service and Non-Profit Organizations of the PORTA Community:

Jr-Sr. High Se	<u>chool</u>	All Elementa	ry Schools	PORTA Central		
Auditorium	\$40	Cafeteria	\$20	Gymnasium \$50		
Classrooms	\$15	Classrooms	\$15			
Gymnasium	\$50	Gymnasium	\$35			
Kitchen	\$45	Kitchen	\$30			
Commons	\$30					
Library	\$20					
Pool	\$60 (\$30 per hour, minimum 2 hours, includes one lifeguard & supervisor or manager					
may require additional lifeguards at \$10 per hour paid by the renter)						

2. Profit-making Organizations of the PORTA Community:

Profit-making organizations or individuals who live in District #202 will be charged a set fee for each usage as long as usage is approved by the Superintendent's decision may be appealed to the Board of Education. When an activity provides a direct service to the school, this fee may be waived but must meet the criteria of there being no acceptable alternatives to its location, meets the school needs of students, or some compelling other reason. All arrangements for the use of school facilities must be made 14 days in advance of the entire proposed event. The Board may review the individual charges when it would seem appropriate to do so. Events will be charged on the following basis:

All schools (where applicable)

Auditorium	\$80	Kitchen	\$60
Cafeteria/Commons	\$60	Pool	\$80
Classroom	\$25	Library	\$40
Gymnasium	\$80		

3. In addition to the above fees, individuals, non-profit organizations and profit-making organizations will be required to:

All of the above rates are subject to overtime for Saturday, Sunday and holidays.

4. Out of District Organizations:

Out-of district organizations will be charged a fee determined on an individual basis.

5. Certificates of Insurance may be required.

Revised: 5/4/09

^{*}Pay a District #202 food service cook \$10.00 per hour (minimum of 2 hours/\$20) when renting the kitchen.

^{*}Pay a District #202 custodian for clean-up and lock-up on any rental at \$12 per hour (a minimum of 2 hours/\$24).

^{*}For Pool: see above