

Coudersport Area School District Schedule of Fees

General Guidelines:

- A. Pre-approval by the School Board is needed to request a waiver of the associated fees.
- B. If the school district is closed due to emergency/inclement weather, the event must be cancelled.
- C. School buildings have scheduled custodial coverage every weekday when school is in session unless closed for a holiday. During the summer months, hours are Monday to Wednesday 7am-9pm, Thursday 7am-7pm.
- D. This form must be attached to all Level II and III Application/Contract For Use of Facilities forms

LEVEL I – School Sponsored Events

Examples: PTSA, 6th Grade Trip, dances, award ceremonies, banquets, etc.

No Facility Rental or Personnel Fees

LEVEL II – Local, Non-Profit Groups or Organizations that provide an activity or fundraiser to benefit the school district and/or involve participation by many CASD students.

Examples: Coudersport Youth Sports Activities/Events, Potter Co Ed Council, IU 9, Relay for Life, Knights of Columbus Basketball, Chamber of Commerce Craft Show, Head Waters BHS Barbershop Show, Potter-McKean Players, etc.

Personnel Fee:

\$35.00 per person per hour, if the person is not already scheduled to work as a cafeteria coordinator, general cafeteria worker, head custodian, custodian, and auditorium technician*.

*If the organization intends to provide its own auditorium technician, that individual is required to be trained as an approved operator by school staff in use of the sound and light board equipment prior to the scheduled event. The fee to conduct this training is \$25.00 per hour, one-hour minimum.

No Facility Rental Fee

LEVEL III – For Profit Businesses or Organizations

Examples: Essence of Motion Dance etc.

Personnel Fee:

\$35.00 per person per hour, if the person is not already scheduled to work as a cafeteria coordinator, general cafeteria worker, head custodian, custodian, and auditorium technician*.

*If the organization intends to provide its own auditorium technician, that individual is required to be trained as an approved operator by school staff in use of the sound and light board equipment prior to the scheduled event. The fee to conduct this training is \$25.00 per hour, one-hour minimum.

Facility Rental Fee**:

Auditorium/Stage: \$25.00/hour, 2-hour minimum	Classroom/LGI/Library: \$25.00 per room
Computer Lab: \$25.00/hour, 2-hour minimum	Kitchen: \$25.00
Gym: \$20.00/hour, 2-hour minimum	Cafeteria/Dining Facilities: \$25.00
Stadium: \$25.00/hour, 2-hour minimum	Athletic/Practice Field: \$25.00
Stadium Lights: \$15.00/hour, 2-hour minimum	Locker rooms: \$25.00

**Facility Rental Fee may be waived at the discretion of the superintendent should the event offer participation to a large number of CASD students and/or benefit the larger school community.