2NA	Pecervation	#	

SIGNATURE\_

## Arlington Public Schools Application for Community Use of School Facilities

Application, related documentation and fees must be submitted to the facility coordinator of the requesting school/facility, no less than 20 days before the event

event.									
	APPL	ICANT IN	FORM/	ATION					
School/Facility Location Requested:  Name of Client/Organization Requesting Space:									
Contact Name: Co			Contact E	act Email Address:					
Business Address:	City			State: Zip:					
Business Phone Number:			Alternate Number:		-				
ACTIVITY INFORMATION									
Name of Event: Date: Start Time: End time:									
Type of Activity (example: meeting, fundraiser, class):  Insurance carrier listing APS as a covered entity:  Insurance carrier listing APS as a covered entity:									
Is the organization a non-profit: YES (must provide an IRS 501c3 certificate) NO:  Is the organization a member of the Arlington County Civic Federation: YES (must provide documentation from the Civic Federation) NO:									
					1				
Will fees be collected: YES (Police Securit				Children: \$		r of projected a			
CALCULATION OF FEE	S BY FACILITY (	JSE PERS	SONNE	L ONLY (Do Not	Write	Below Thi	s Line)		
Category 1	Category 2 (insurance r	equired)		Category 3 (insurance	required)	Category 4 _	_ (insurance required)		
REQUESTED	SPACE/FEES				STAF	F FEES			
Auditorium	\$ x # of ho	urs = \$_		Audio/visual equipment	t technicia	n:			
Clean-up Fee	\$			\$44 x # of technicians x # of hours = \$					
Black Box Theater	Sox Theater \$ = \$			Assistant Audio/visual equipment technician:					
Clean-up Fee	Clean-up Fee \$					# of hours			
Cafeteria with Kitchen:(Cafeteria Manager required) Clean-up Fee				Cafeteria Manager (Required for use of Cafeteria with Kitchen):  \$36 x # of managers x # of hours = \$					
Cafeteria without Kitchen Clean-up Fee	· <del></del> · ·			Custodial Staff:  \$40 x # of custodians x # of hours = \$					
Classroom/Conference Room:(General room fees apply) \$ x # of hours = \$Clean-up Fee				Facility Event Coordinator:  \$41 x # of coordinators x # of hours = \$					
Computer Lab/Music/Art Room/Dance Studio:(Specialty room fees apply) \$ X # of hours = \$			\$	House Manager:					
Clean-up fee \$				\$41 x # of managers x # of hours = \$ ITC/Teacher:					
Gym:(excludes Jefferson, Wakefield, Washington-Lee, Yorktown)\$ x # of hours = \$Clean-up Fee				\$32 x # of ITCs x # of hours = \$					
Gym (Wakefield, Washington-Lee, Yorktown) \$ x # of hours = \$ Clean-up Fee \$				Maintenance Technician (electrical setup):  \$44 x # of technicians x # of hours = \$					
Jefferson Gym	\$ x # of ho	urs = \$		Planetarium Operator:					
Clean-up Fee	\$ x # of hours = \$								
Kitchen Clean-up Fee	\$ x # of hours = \$ Police Security (required fo				for events where money is collected): x # of hours = \$				
Multipurpose Room	\$ x # of ho	urs = \$		TOTAL STAFF FEES			` <del></del>		
Clean-up Fee	\$	·		EQUIPMENT FEES					
Planetarium	\$ x # of ho	urs = \$		Self-Contained Sound			\$10 per hour		
Clean-up Fee	\$			Portable Sound Syste		# of hours	\$10 per hour		
Small Gym	\$ x # of ho	urs = \$		Additional Microphone		# of hours # of hours	\$10 per hour		
Clean-up Fee	\$			Spotlights:		# of hours	\$22 per hour		
Town Hall (Wakefield)	\$ x # of ho	urs = \$_		Stage Lights:		# of hours	\$10 per hour		
Clean-up Fee	\$			A/V equipment (TV/D)		# of hours	\$15 per hour		
TOTAL SPACE FEES	\$			Projector:	,	# of hours	\$50 per hour		
The undersigned agrees to abide by the current version of APS Policy K-7 and K-7 PIP-1 Use of School Facilities. The undersigned also agrees that they are authorized to sign below on behalf of any organization listed in item 1, and that such organization will be liable for any and all claims, damages, or expenses resulting from use of the school facility, including, but not limited to, damages to School Board property and costs, attorney's fees, expenses or damages resulting from the user's failure to comply with this agreement or any federal, state, or local law, regulation, or other requirement. The undersigned shall be personally liable for such obligations in the event that there is no organization listed in section 1, Applicant Information, any such organization is not a valid legal entity, or any such organization is otherwise unable to pay. The undersigned shall ensure the prompt and proper adjustment of all such claims.  *In the event schools are closed due to inclement weather or other reasons, all facility use is canceled. Users are responsible for notifying their memberships.			Piano  Upright: Grand:	:	# of hours # of hours	\$50 per hour \$75 per hour			
				Risers:		# of hours	\$20 per section		
				Acoustical Shell:	:	# of hours	\$25 per shell/use		
			use is	Portable Stage:		# of hours	\$30 per 4'x8'		
			TOTAL EQUIPMENT	CHARGE	S	\$			

\_\_\_\_\_ DATE \_\_\_\_\_ APPROVER INITIALS \_\_\_\_ TOTAL DUE: \$\_\_\_\_