

# Fox Chapel Area School District - Facility Usage Form

Organization Name: \_\_\_\_\_

Adult Sponsor: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name / Type of Event: \_\_\_\_\_

Fees Charged to Participant and/or Spectators: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Date(s) of Event (please be specific) : \_\_\_\_\_

Time Requested: \_\_\_\_\_

**\* This form is to accompany the adult sponsor at each event \***

## **Building Requested** (Check One)

- ☐ Fairview Elementary
- ☐ Kerr Elementary
- ☐ Hartwood Elementary
- ☐ O'Hara Elementary
- ☐ Dorseyville Middle School
- ☐ Fox Chapel Area High School
- ☐ Athletic Facilities - HS only  
(Athletic Office)

## **Facility Requested** (Check One)

- ☐ Classroom
- ☐ Auditorium
- ☐ Library
- ☐ LGI
- ☐ Multi - purpose room
- ☐ Cafeteria
- ☐ Fox Cafe - HS only
- ☐ Auxiliary Gymnasium
- ☐ Main Gymnasium
- ☐ Baseball Field (HS & DMS)
- ☐ Softball Field (HS & Hartwood)
- ☐ Football Field (DMS, O'Hara or Hartwood Upper & Lower)
- ☐ Burke Stadium (HS only)
- ☐ Field Hockey Field (HS only)
- ☐ Swimming Pool
- ☐ Other \_\_\_\_\_

Use this area to list any equipment requirements or Miscellaneous notes:

## For Office use only - Fees:

Rental	
Security	
Parking Attendants	
Custodial	
Maintenance	
FCASD Rep.	
Other Expense _____	
Stadium Lights (per hour)	
Sound System	
Subtotal	
Payment	
Amount Due	
<b>Accepted _____</b>	<b>Not Accepted _____</b>

\*\* Sunday usage will not be permitted unless an extenuating circumstance exists. \*\*

I, as sponsor of the above event, agree to abide by the rules and regulations for facility usage as set forth by the Fox Chapel Area School District.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/AD Signature: \_\_\_\_\_ Date: \_\_\_\_\_

