



**PERSHING COUNTY SCHOOL DISTRICT**  
**APPLICATION FOR USE OF SCHOOL BUILDING OR FACILITY**

This Facility Use Request form must be submitted and returned to the following for approval PRIOR to the event:

PC High School     LES     PC Middle School     Other \_\_\_\_\_

Purpose of Use:     School Event     Community Event     Fundraiser: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Contact: \_\_\_\_\_  
Individual or Organization

Mailing Address: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Description of Activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Facility Requested: \_\_\_\_\_  
\_\_\_\_\_

Equipment Requested: \_\_\_\_\_  
\_\_\_\_\_

Special Notes: \_\_\_\_\_  
\_\_\_\_\_

Insurance Information: \_\_\_\_\_  
\_\_\_\_\_

**Use Fee Charges (Use PCSD Facility Use Fee Structure):**

Facility: \_\_\_\_\_

Equipment\*: \_\_\_\_\_

Custodial: \_\_\_\_\_

**Total Charges \$ \_\_\_\_\_ + \$200 Deposit (if applicable) = \$ \_\_\_\_\_ Total**

**\*\$200 Deposit Required for all Equipment Rentals**

Payment attached     Bill to the above address     Waived

\_\_\_\_\_  
Signature of School Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



# PERSHING COUNTY SCHOOL DISTRICT

Russell D. Fecht, Superintendent of Schools  
 Thomas R. Brooks, Principal, Pershing County High School  
 Shea B. Murphy, Principal, Pershing County Middle School  
 Ted Wells, Principal, Lovelock/Imlay Elementary Schools

## PCSD Facility Use Fee Structure

SCHOOL	AREA	HOURLY RATE		
		PC YOUTH GROUP NON-PROFIT	COMMUNITY NON-PROFIT	COMMERCIAL
<b>L.E.S</b>	CLASSROOM	\$5.00	\$10.00	\$20.00
	LIBRARY	\$10.00	\$20.00	\$40.00
	MUSIC ROOM	\$10.00	\$20.00	\$40.00
	LES MULTIPURPOSE ROOM	\$15.00	\$30.00	\$60.00
	LES KITCHEN	\$20.00	\$40.00	\$80.00
	PARKING LOT	\$10.00	\$20.00	\$40.00
	COMMON AREAS (HALL, GALLERY)	\$5.00	\$10.00	\$20.00
	NON FIELD AREAS	\$10.00	\$20.00	\$40.00
<b>P.C.H.S / P.C.M.S</b>	CLASSROOM	\$5.00	\$10.00	\$20.00
	LIBRARY	\$10.00	\$20.00	\$40.00
	MUSIC ROOM	\$10.00	\$20.00	\$40.00
	PCHS KITCHEN	\$20.00	\$40.00	\$80.00
	AUDITORIUM (REHEARSAL ONLY)	\$15.00	\$30.00	\$60.00
	AUDITORIUM (MEETING, PERFORMANCE)	\$20.00	\$40.00	\$80.00
	SMALL GYMNASIUM (FLOOR ONLY)	\$15.00	\$30.00	\$60.00
	SMALL GYMNASIUM (BLEACHERS, SCORE)	\$20.00	\$40.00	\$80.00
	BIG GYMNASIUM (FLOOR ONLY)	\$20.00	\$40.00	\$80.00
	BIG GYMNASIUM (BLEACHERS, SCORE)	\$25.00	\$50.00	\$100.00
	PCMS MULTIPURPOSE ROOM	\$15.00	\$30.00	\$60.00
	PCMS KITCHEN	\$20.00	\$40.00	\$80.00
	FIELDS	\$15.00	\$30.00	\$60.00
	FIELDS (WITH LIGHTS)	\$45.00	\$90.00	\$180.00
	TRACK	\$15.00	\$30.00	\$60.00
	COMMON AREAS (HALL, GALLERY)	\$5.00	\$10.00	\$20.00
	WEIGHT ROOM	\$15.00	\$30.00	\$60.00
LOCKER ROOM EACH	\$10.00	\$20.00	\$40.00	
NON FIELD AREAS	\$10.00	\$20.00	\$40.00	
<b>EQUIPMENT FEES* (Per Event)</b>	PORTABLE BLEACHERS (Each)	\$15.00	\$30.00	\$60.00
	PORTABLE STAGE	\$100.00	\$200.00	\$400.00
	FOLDING CHAIRS (Each)	\$1.00	\$2.00	\$4.00
	FOLDING TABLES (Each)	\$3.00	\$6.00	\$12.00
	FB FIELD PRESS BOX	\$50.00	\$100.00	\$200.00
<b>CUSTODIAL FEES** (Per Hour)</b>	PER HR REGULAR TIME	\$15.00	\$15.00	\$15.00
	PER HR OVERTIME	\$30.00	\$30.00	\$30.00
	HOLIDAY	\$60.00	\$60.00	\$60.00

\* All rented equipment will require \$200 deposit

\*\* Custodial fees will be charged for 1 hr. prior to and 1 hr. after scheduled event, in addition to the actual hours of the event. Additional fees could be assessed depending on the requirements of the event or the condition the facility is left in.

\*\*\*Waiver of any fees will be made by the Superintendent of Schools.