



Belle Vernon Area School District

Policy 707. Use of School Facilities Cost Structure

**** The Belle Vernon Area Board of School Directors will determine the appropriate Tier for each Facility Usage Request ****

Tier 1 Educational Usage defined as: An extension of the Classroom / School Related Activity
Cost: No Cost

Tier 2 Belle Vernon Area Community Teams defined as: Teams that are not School District sponsored teams, but are affiliated with Belle Vernon Area School District teams (must have a majority of BVA students on this team to be considered Tier 2) Cost: \$25.00 / hour usage fee

Or

Tier 2 (A) defined as: BVA Feeder Programs which are charged a usage fee, capped as determined by the Board of Education, based on duration of usage.
Cost: \$5.00 per day with a \$200 per month cap

Tier 2 (B) defined as: Organizations whose facilities are used by the BVA School District
Facilities Trade-off.

Tier 3 Teams not affiliated with Belle Vernon Area School District defined as: Teams that have no relationship with the district
Cost: \$60 / hour usage fee

Tier 4 Belle Vernon Area Individual defined as: An individual who resides within the Belle Vernon Area District limits
Cost: \$30 / hour usage fee

Tier 5 Belle Vernon Area Individual defined as: An individual who does not reside within the Belle Vernon Area District limits
Cost: \$50 / hour usage fee

Tier 6 For Profit Resident Organizations defined as: A resident group, organization, or business that operates for profit.
Cost: \$100 / hour usage fee

Tier 7 For Profit Non-Resident Organizations defined as: A non-resident group, organization, or business that operates for profit.
Cost: \$120 / hour usage fee

**** Additional fees may be added, at the discretion of the District, if usage results in additional cost to the District ****



Facilities Usage Request Information Packet

If you wish to request usage of a facility, please follow the instructions below and complete the enclosed form(s).

1. Complete the questionnaire attached to determine the tier you will be listed as.
2. Your request **MUST** be filed at least 30 days prior to the usage date requested.
3. All forms requested **MUST** be complete or they will be rejected.
4. Only **ONE CONTACT PERSON** shall be listed and this will be the only person contacted with any information concerning your request.
5. Only **ONE** person will be responsible for your permitted usage.
6. The contact person will be issued the "Usage Permit" which is to be presented to the district representative at the site on the date and time listed.
7. If fees apply, they are expected prior to usage. If fees are based on time of usage, they may be sent by invoice at which time they are to be paid within 30 days from invoice date.
8. Any damage **MUST** be reported as soon as possible to the district representative present. If there are costs for damages, this too will be sent by invoice with payment expected within 30 days.
9. Usage which requires Board of Education approval **MUST** be renewed each school year!
10. If any district owned equipment is needed in your permitted usage, the page entitled "District Equipment Usage Request" **MUST** also accompany your facility usage form. This would include but is not limited to scoreboard, PA system, etc.
11. All completed request forms **MUST** be returned to the Athletic Office.

NOTE: Keep in mind that ALL school sponsored activities will take precedence over any permitted usage granted.