

PROPEL SCHOOLS

3447 East Carson Street • Pittsburgh, PA • 15203

412-325-7305 • 412-325-7309 (Fax)

Facility Use and Application Form

Applicant Information

Date of Application: _____

Organization: _____ Contact/Signee: _____

Organization Address: _____

Email: _____ Phone Number: _____

Event Description: _____

Requested School/Facility – (Permits to use the cafeteria DO NOT include use of kitchen facilities)

Event Date: _____

Requested School: _____ Space Requested: _____

Estimated Attendance: _____ Event Start Time: _____ Event End Time: _____
(Include set-up and tear-down time above)

Applications must be submitted thirty (30) calendar days prior to the requested event date. Applications will be reviewed and responded to within five (5) business days from the date they are received.

Please Return Application To:

Richard Snyder
Director of Non-Instructional Operations
Propel Schools
3447 East Carson Street
Suite 200
Pittsburgh, PA 15203

Phone: 412-325-7305 x1150

Fax: 412-325-7309

Email: rsnyder@propelschools.org

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Fee Schedule

All functions shall be billed at 1 Propel Staff person per 50 people.

<u>Day(s)</u>	<u>Hours</u>	<u>Rate/Hr.</u>
Monday-Friday	6am-9pm	\$20.00
Monday-Friday	After 9pm	\$30.00
Sat & Sun	Any	\$30.00

(ESTIMATED FEES – Final bill to be provided at conclusion of event)

Number of Staff	Rate/Hr.	Est. Hrs	Estimated Cost
_____ X	\$_____ X	_____ =	\$_____
Other Charges _____			\$_____
	Estimated Total		\$_____

A security deposit of 50% shall be due upon approval of permit. The balance is due 5 days upon conclusion of event.

Permits to use the cafeteria DO NOT include use of Kitchen Facilities

Security

In some cases Security may be required for your event. The number of expected attendees is required in order to determine security needs for your requested event.

In general:

- 100 to 300 attendees requires 2 security/police personnel
- 301 to 700 attendees requires 4 security/police personnel
- 700+ attendees requires at least 6 security/police personnel

The foregoing provides only a general guideline. Propel School will make final determinations regarding necessary security in its sole discretion. You are responsible for contracting with a designated security firm or local police departments to provide the required security.

PROPEL Use Only:

Approved _____ Denied _____ Reason _____

Signature _____ Date _____