

## Application for Use of Premises Procedures

The Application for Use of Premises form is to be completely filled out by the applicant. Please print (use black or blue ink) or type the application. Application must be submitted to the building principal for approval. Outdated form will not be accepted.

Once approved by the building principal, the school will forward the application to the Office of Operations for processing.

Applications should be filed in the Department of Operations (801 North 11<sup>th</sup> Street) at least TEN SCHOOL DAYS PRIOR to the first event and/or meeting.

The utilization of schools by qualified users on additional nights or any time for groups who do not meet or fulfill the not-for-profit category may be permitted to use the building upon payment of the below listed fees:

- \$40.00 per hour Monday through Friday
- \$50.00 per hour on Saturdays
- \$75.00 per hour on Sundays

Beaumont High School, Central VPA High School @ Southwest, Cleveland NJROTC@ Central VPA High School@ Southwest, Clyde C. Miller Career Academy, Compton Drew Middle School , the Gateway Complex, Gateway I.T. High School, McKinley CJA Middle School, Metro High School, Northwest High School, Roosevelt High School, Soldan International Studies High School, Sumner High School, Vashon High School rates are listed below:

- \$60.00 per hour Monday through Friday
- \$90.00 per hour on Saturdays
- \$110.00 per hour on Sundays

### Auditorium (Regular)

- \$85.00 per hour (plus electrician fee)

### Central Visual Performing Arts Auditorium - Base Rental Fees

- \$750.00/day (plus other staff fees) - Non SLPS Organization
- \$300.00/day (plus other staff fees) - SLPS Organization

### Custodial Fee

- \$40.00 per hour Monday through Saturday
- \$55.00 per hour Sunday

### Electrician Fee (Will be assigned for all auditorium use)

- \$50.00 per hour Monday through Saturday
- \$65.00 per hour Sunday

### Security Fee

- \$30.00 per hour Monday through Friday
- \$45.00 per hour Saturday
- \$60.00 per hour Sunday

Required payments shall be in the form of money orders or certified check made payable to the Board of Education of St. Louis and sent or delivered to the Department of Operations - **Attn: Deborah Perkins** - PRIOR to the first event and/or meeting. The right to cancel permit is reserved.

The above rates do not include services of an electrician to operate stage lights. An additional, actual hourly overtime rate plus fringe benefits cost, and mileage allowance will be charged if an electrician is required.

**Athletic High School Fields** will charge \$300.00 minimum of 4 hours and \$50.00 each additional hour. **Gateway High Turf** will charge \$1250.00 minimum of 4 hours and \$275.00 each additional hour.

The above rates for athletic fields do not include the Public Address or scoreboard operations by an electrician. Additional actual hourly overtime rate, plus fringe benefits cost, and mileage allowance will be charge if electricians are required. Additional cost will incur if the custodians line the athletic fields.