Community Use of School Facilities

[Fee, if applicable, must accompany this application]

Applicant Information (Please print)

Applicant: ______________________________ Organization: ______________________________
Address: ______________________________ City, State, Zip: ______________________________
Phones: Home: __________ Work: __________ Cell: __________ Fax: __________
Email: ______________________________

Activity Information

School Requested ______________________________ Start Date: __________ End Date: __________
Days Requested M _____ T _____ W _____ T _____ F _____ S _____ S _____
No. of Participants ______________________________ Admission Fee: Yes ____ No ____ Amount $ __________
Detailed Description of Activity: ________________________________________________________________

Principal: Please check the appropriate box (select one) and applicable subitem(s). Please see attached Fee Schedule for applicable fees.

School-Related Event
The applicant’s sole purpose in using the facility is to provide a service or benefit to Henry County Schools.

☐ ALL proceeds, if any, shall be used to support school programs.

☐ No rental fee will be charged. Custodial fee may apply.

☐ Approval by the principal is required. In addition, approval by the superintendent/designee is required when a custodial fee is paid to the Henry County Board of Education (attach a check to this application).

☐ Submit completed application and check (if applicable) to the Facilities/Maintenance Department.

Government Event
The applicant will use the facility for public activities conducted by a county, city, state, or federal agency.

☐ No rental fee will be charged. Custodial fee may apply.

☐ Approval by the principal is required. In addition, approval by the superintendent/designee is required when a custodial fee is paid to the Henry County Board of Education (attach a check to this application).

☐ Submit a completed application and check (if applicable) to the Facilities/Maintenance Department.

Civic / Not-for-Profit Event
The applicant will use the facility for civic / non-profit purposes.

☐ Approval by the principal is required.

☐ A rental fee will be charged and a custodial fee may apply. Approval by the BOE is required. Attach a check to this application.

☐ A rental fee may be waived if the applicant’s sole purpose in using the facility is to provide a service or benefit to school-aged children residing in Henry County. Determination by Facilities/Maintenance. In addition, a custodial fee may apply. If applicable, approval by the superintendent/designee is required when a custodial fee is paid to the Henry County Board of Education (attach a check to this application).

☐ The use of facilities is for more than twelve times in a twelve-month period or the equivalent thereof. Extended use rental fees shall be two-times the Fee Schedule. Custodial fee may apply. Determination by Facilities/Maintenance. Approval by the BOE is required.

☐ The application involves extenuating circumstances that may require the rental fee to be negotiated by the Board of Education. Determination by Facilities/Maintenance. Approval by the BOE is required.

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Commercial / For-Profit Event
The applicant will use the facility for commercial / for-profit purposes.
- Approval by the principal is required.
- A rental fee will be charged and a custodial fee may apply. Approval by the BOE is required. Attach a check to this application.
- The use of facilities is for more than twelve times in a twelve-month period or the equivalent thereof. Extended use rental fees shall be two-times the Fee Schedule. Custodial fee may apply. Determination by Facilities/Maintenance. Approval by BOE is required.
- The application involves extenuating circumstances that may require the rental fee and custodial fee to be negotiated by the Board of Education. Determination by Facilities/Maintenance. Approval by BOE is required.

No application is required and no rental fee is charged for the occasional and general use of school parking lots, elementary school playgrounds, and middle/high school tracks and tennis courts by individuals and families. An application is required and the fee schedule will apply when such areas are used to conduct organized events.

Fee Schedule
Applicant: Identify the specific areas of the school facility to be used – check all that apply.
Principal: Calculate Rental fees and Custodial Service fee, if applicable (3-hour minimum charge).

<table>
<thead>
<tr>
<th>Check All That Apply</th>
<th>Areas of the School Facility To Be Used/Custodial Service</th>
<th>School Related Event</th>
<th>Government Event</th>
<th>Civic/Not-for-Profit Event</th>
<th>Commercial/For-Profit Event</th>
<th>Total Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Parking Lot</td>
<td>$0</td>
<td>$0</td>
<td>$25/hour</td>
<td>$35/hour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classroom (fee per classroom)</td>
<td>$0</td>
<td>$0</td>
<td>$30/hour</td>
<td>$40/hour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media Center</td>
<td>$0</td>
<td>$0</td>
<td>$40/hour</td>
<td>$50/hour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cafeteria - No Kitchen</td>
<td>$0</td>
<td>$0</td>
<td>$40/hour</td>
<td>$50/hour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cafeteria - Plus Kitchen</td>
<td>$0</td>
<td>$0</td>
<td>$50/hour</td>
<td>$60/hour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elementary Ball Field/Playground</td>
<td>$0</td>
<td>$0</td>
<td>$40/hour</td>
<td>$50/hour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elementary Gym</td>
<td>$0</td>
<td>$0</td>
<td>$40/hour</td>
<td>$50/hour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle &amp; High Ball Fields/Courts</td>
<td>$0</td>
<td>$0</td>
<td>$50/hour</td>
<td>$60/hour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle School Gym</td>
<td>$0</td>
<td>$0</td>
<td>$50/hour</td>
<td>$60/hour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High School Gym</td>
<td>$0</td>
<td>$0</td>
<td>$60/hour</td>
<td>$70/hour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle &amp; High Stadium/Track/Field</td>
<td>$0</td>
<td>$0</td>
<td>$70/hour</td>
<td>$80/hour</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Principal Use Only
After hours or additional SSC Custodial Services $18/hour per custodian $18/hour per custodian $18/hour per custodian $18/hour per custodian

Facility Fee: Please Make Check Payable to Henry County BOE

Total

In addition, the principal or Board of Education may require the presence of, school food service workers, law enforcement officers/security or other supervising personnel during the time that school facilities are used. Fees will be charged for such services as follows:

<table>
<thead>
<tr>
<th>Check All That Apply</th>
<th>Required Services</th>
<th>Fee Rate</th>
<th>Total Hours</th>
<th>Total Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Nutrition Service Personnel</td>
<td>A minimum of $20.00 per hour</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other School Supervising Personnel</td>
<td>A minimum of $20.00 per hour</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Law Enforcement / Security</td>
<td>Fee to be determined by agency</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Services Fee(s): Please Make Payment to Each Individual

Total

Revised 08/2013
Applicant Agreement

The approval to use school facilities is limited to the dates, times, and areas specified in this application. The Superintendent reserves the right to cancel any permission granted. The applicant agrees to pay for the use of school facilities and any required services according to the fee schedule or the rate set by the Henry County Board of Education. The applicant shall notify the principal of any changes to the request to use school facilities. The applicant must obtain written approval from the principal for use of any school equipment. The applicant shall ensure that tobacco and alcohol products are not used while on school property, and that the facility is left in a clean and orderly condition.

Indemnification Agreement

All users of the School Board facilities shall agree to indemnify and hold harmless the Henry County School District and the Henry County Board of Education and its members, agents, representatives, attorneys, employees, contractors, predecessors and successors in interest, and all other persons or entities who may be liable from any and all liability, claims, damages or expenses of any kind, including attorneys fees, which they may sustain or incur as a result of the lease, use or non-use, occupancy, injury, damage to person or property, or other claim arising from use of the facility. Users shall be required to provide a Certificate of Insurance for coverage and amounts satisfactory for indemnification and defense of the School District and Board of Education.

Liability Insurance Coverage

All users of School Board facilities shall agree to maintain and provide proof of a minimum of $1 million in liability insurance coverage applicable to the use of the facility and said liability insurance coverage must be effective for the duration of the users use of the facility and for the duration of the agreement between the user and the Henry County School District and Henry County Board of Education as required by O.C.G.A. § 50-1-52.

To be Completed by the Principal

☐ Approved ☐ Denied

Signature of Principal Date

To be Completed by the Facilities/Maintenance Department

BOE Action Required: ☐ Yes ☐ No

Notes: __________________________________________

To be Completed by the Superintendent/Designee

☐ Approved ☐ Denied

Signature of Superintendent/Designee Date

Signature of Applicant Date