

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 ___ Times: M-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.

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).

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

Check All That Apply	Required Services	Fee Rate	Total Hours	Total Fees
	School Nutrition Service Personnel	A minimum of \$20.00 per hour		
	Other School Supervising Personnel	A minimum of \$20.00 per hour		
	Law Enforcement / Security	Fee to be determined by agency		
Services Fee(s): Please Make Payment to Each Individual			Total	

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.

Signature of Applicant

Date

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