

## CLARKE COUNTY PUBLIC SCHOOLS APPLICATION FOR USE OF SCHOOL FACILITIES

*Application must be submitted no less than two weeks prior to intended date of use. Please complete and return copies to the building principal of the facility for which application is being made. If additional space is required, please attach pages as necessary.*

Requesting Group \_\_\_\_\_

Group Representative \_\_\_\_\_ Estimated Number of Participants \_\_\_\_\_

Complete Mailing Address of Representative \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address of Representative \_\_\_\_\_

Name of Facility \_\_\_\_\_ Room(s)/Areas \_\_\_\_\_

Dates (include year) \_\_\_\_\_ Time(s) From \_\_\_\_\_ To \_\_\_\_\_

Describe Activity \_\_\_\_\_

Will kitchen be used? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Note: A Clarke County Public Schools Food Service employee must be present if kitchen is to be used; fee applies.

Liability Responsibility: In accordance with Policy KG Community Use of School Facilities, on behalf of our organization, I agree to the terms noted therein, including possible payment of a fee and the insurance requirements. The undersigned hereby certifies that he/she has read, fully understands, and agrees to abide by School Board Policy for the use of school facilities.

Date \_\_\_\_\_ Signature of Representative \_\_\_\_\_

### DO NOT WRITE BELOW THIS LINE

**FOR SCHOOL USE ONLY**

Principal's Recommendation: YES \_\_\_\_\_ NO \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR DIVISION USE ONLY**

This application is hereby approved based upon condition(s) checked below:

Group A: Internal school organizations and associated cooperative organizations (e.g., PTA, PTO, boosters)	No charge
Group B: Entities with cooperative agreements with School Board (includes CCR&R)	Per Agreement
Group C: Governmental Agencies	Exempt from fee but responsible for incurred labor
Group D: Organizations identified in Title 36, Title 58.1 Chapter 36, etc.	Exempt from fee but responsible for incurred labor
Group E: All other groups (e.g., church, non-profit service, civic, cultural, sports clubs and leagues, and educational organizations)	Rental and Labor Fees Apply

APPROVED \_\_\_\_\_  
 DISAPPROVED \_\_\_\_\_

Revised: 8/12

Original  Requestor  Building Supervisor  Maintenance

Signature of Superintendent/Designee \_\_\_\_\_ Date \_\_\_\_\_

Remarks: \_\_\_\_\_

Basic fee:	\$ _____
Per day per KG-CCPS-R Fee Schedules and Payments related to the Use of School Facilities	\$ _____
Custodial per KG-CCPS-R	\$ _____
Food Service employee per KG-CCPS-R	\$ _____
Estimated Total	\$ _____