

## Clarke County Public Schools – Facility Use Request and Fees

### Applicant Information (please print legibly)

Organization: \_\_\_\_\_

Is this organization a 501(c)(3) non-profit?:  No  Yes (please provide copy of non-profit status)

Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
City State Zip

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### Facility Use Information (to be completed by applicant)

Day(s):        M   T   W   Th   F   Sa   Su

Date(s): \_\_\_\_\_ (include year)

Start Time(s): Set up time \_\_\_\_\_  AM  PM    Event time \_\_\_\_\_  AM  PM

End Time(s): Event time \_\_\_\_\_  AM  PM    Break down time \_\_\_\_\_  AM  PM

Number of People Expected: (Under 18 yrs.) \_\_\_\_\_ (18+) \_\_\_\_\_ (50+) \_\_\_\_\_

Frequency:         One-time    Weekly    Bi-Weekly    Monthly    Other

Event Description (be thorough and specific): \_\_\_\_\_

Will Admission Be Charged?    Yes    No        Fees Collected?    Yes    No  
 Donations Solicited?         Yes    No        If "Yes", Please Explain: \_\_\_\_\_  
 Will Anything Be Sold?         Yes    No        If "Yes", What? \_\_\_\_\_

### Facility Type (to be completed by applicant)

	CCHS	JWMS	Boyce	Cooley UC	Cooley LC	Administrative Offices
Facility (1 <sup>st</sup> Choice)						
Facility (2 <sup>nd</sup> Choice)						
<b>Area(s) Requested (check all that apply)</b>						
Auditorium						
Dressing Room						
Gymnasium						
Multipurpose Room						
Cafeteria						
Kitchen (Food service employee must be present; additional fees apply)						
Stadium						
Athletic Fields/Grounds						
	<input type="checkbox"/> Baseball <input type="checkbox"/> Softball					
Library/Media/Computer Lab						
Parking Lot						
Classroom						
Other (please specify)						

Person(s) Responsible For Any Damage that May Occur: \_\_\_\_\_

Other Facility Needs:  tables  chairs  electricity  technology

**Liability Insurance Information** (to be completed by applicant)

Insurance Carrier: \_\_\_\_\_

Policy #: \_\_\_\_\_  Certificate of Insurance provided.

**ASSUMPTIONS**

I agree to indemnify and hold the County, and its officers, agents and employees harmless from any and all liability, damages, actions, claims, demands, expense judgments, fees and costs of whatever kind or character arising from, by reason of, or in connection with the use of the facilities described herein. It is the intention the parties that the County, and its officers, agents and employees shall not be responsible for injury, damage, liability, loss or expense resulting to me and all participants and spectators at the specific activity. I expressly assume full responsibility for any and all damages or injuries, which may result to any person or property by reason of or in connection with the use of the facilities pursuant to this agreement, and agrees to pay the County for all damages caused to facilities resulting from user's activities.

Clarke County Public Schools must be notified of cancellations by applicant within 24 hours of the original requested facility use date/time. Applicant will be held financially responsible for all reservations not cancelled within the allotted time.

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.

For all organizations sponsoring athletic activity for student-athletes, and all non-interscholastic youth programs: I certify the organization/program complies with Policy JJAC-CCPS, Section VIII.

My signature on this form indicates: that I am requesting the facility listed be reserved for the day(s), date(s), and time(s) specified; that I understand that all fields of this form must be completed for my request to be considered, that my request may be denied, and that I agree to pay all costs associated with any damage to any facilities, equipment, or other property (real or personal) owned by the School Board, that I also agree to indemnify, defend, and hold harmless the School Board and the County, their officers, and their employees from any and all claims, liabilities, damages, attorney's fees and/or costs directly related to my use of the facilities, that I understand that I am responsible for obtaining liability insurance with sufficient limits as required by the School Board to insure against liability that may arise out of my use of the facilities, and that failure to return the facilities to their original condition will result in additional charges.

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**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 CCP&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

Basic fee:

\$	Per day per KG-CCPS-R <u>Fee Schedules and Payments for the Use of School Facilities</u>
\$	Custodial per KG-CCPS-R
\$	Food Service employee per KG-CCPS-R
\$	Estimated Total

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

\_\_\_\_\_  
\_\_\_\_\_

APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_

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

## FEE SCHEDULES AND PAYMENTS FOR THE USE OF SCHOOL FACILITIES

The use of school facilities is governed by School Board policy KG. Facilities shall generally be made available on a not to interfere basis with school activities for community, educational, recreational, civic, and cultural activities.

Facility rentals may start immediately following student dismissal on those days school is in session based on availability. Applicants requesting use of a facility on multiple dates must submit a calendar showing each date the area(s) is to be rented.

<u>Schedule of Rental Fees</u>	<u>Fee Per Day</u>	<u>Fee Per ½ Day (4 hr. maximum)</u>
<u>Athletic Fields</u>		
HS Baseball / Softball Field	\$220	N/A
JWMS Football Field	\$110	N/A
HS Practice Field	\$40	N/A
JWMS, Elementary, School Administrative Offices Grounds	\$40	N/A
<u>Gymnasium</u>		
CCHS	\$400	\$200
Cooley LC Auxiliary and JWMS	\$220	\$110
Cooley UC and Boyce	\$140	\$70
Administrative Offices - Multi-Purpose Room	\$100	\$50
<u>Auditorium</u>		
JWMS (includes Chorus Room)	\$180	\$90
CCHS (includes Green Room)	\$500	\$250
Note: Facility Use Attendant required for use of lights and/or sound system at additional hourly cost.		
<u>Cafeteria and Kitchen</u>		
CCHS	\$150 (\$50)	\$75 (\$50)
JWMS	\$130 (\$50)	\$65 (\$50)
Boyce / Cooley	\$100 (\$50)	\$50 (\$50)
Note: Additional fee for use of kitchen (\$50) plus food service employee at additional hourly cost.		
<u>Classroom</u>		
CCHS	\$60	N/A
JWMS, Boyce and Cooley	\$40	N/A
<u>Library/Media Centers/Labs</u>		
CCHS, Administrative Offices	\$60	N/A
JWMS, Boyce and Cooley	\$40	N/A
<u>Parking Lots</u>		
	\$60	N/A
Note: Fee applies only when the parking lot is used without a concurrent facility rental.		

### Labor Fees

Technology Support	\$30.00 per hour	Custodian	\$25.00 per hour
Auditorium Facility Use Attendant	\$25.00 per hour	Food Service Employee	\$25.00 per hour

Labor fees will be invoiced at the end of the rental agreement, except in the cases of extended or prolonged use, where the user will be billed monthly for the number of labor hours used in support of the agreement at the rates shown above.

### Payment by User

Payment for rental and labor fees must be by money order or check drawn on a United States bank, made payable to "Clarke County Treasurer." Rental and Labor fees are payable as noted above. Failure to pay outstanding charges after more than thirty (30) calendar days may result in a suspension of any current approved rental agreements and will be grounds for disapproval of any new applications until payment is received.

### Fees for Non-Profit Organizations

Non-profit organizations may qualify for a discount on facility fees provided that 60% or more of the participants are K-12 students currently residing in Clarke County, Virginia. A copy of the 501(c)(3) form must be provided at the time of application.

**General Guidelines**

1. No organization may use the building or grounds at any time or in such a manner as would interfere with the educational program of the school.
2. Third Party requests for reservations should be directed to Clarke County Public Schools and will be honored on a first-come, first-served basis.
3. The School Board or its representative must have free access at all times.
4. The right to revoke a permit at any time is reserved by the Superintendent.
5. Signs are permitted two hours before the event and must be taken down immediately after the event.
6. Any organization desiring to move special properties into the school or onto the grounds prior to the date of use should discuss the arrangement with Clarke County Public Schools, who will in turn discuss the arrangement with the school's principal and/or Superintendent.
7. Chair arrangements and such are the responsibility of the organization.
8. The parking of automobiles shall be restricted to the designated areas.
9. The organization that uses the building and grounds shall be responsible for the conduct of its members.
10. Any damage done to school property shall be compensated for by the sponsoring organization. Policy protection must be provided by any group or organization at its own expense if the School Board deems it advisable.
11. A custodian must be hired as part of the rental agreement during non-business hours. (Exceptions may be made for field use.) A food service worker must be hired to supervise the use of the kitchens.
12. The use of tobacco products on School Board owned property is prohibited.
13. There shall be no alcoholic beverages brought onto the grounds or into the buildings.
14. Premises are rented with the understanding that "tipping" of custodians or other school personnel is not permitted.
15. Except by special permission, a group shall not be permitted to remain after midnight (12:00 am).
16. Building keys will not be provided to any group.
17. A certificate of insurance is required with rental application and will be kept on file at the Clarke County School Board office.
18. Clarke County Public Schools is not responsible for any items lost or stolen.
19. Clarke County Public Schools reserves the right to cancel any scheduled facility use due to unforeseen circumstances at any time.

**Guidelines for use of Auditorium and Dressing Rooms**

1. No food or drinks are allowed in the auditorium. During rehearsals, water bottles that can be sealed are allowed in, but their contents must be consumed outside the auditorium.
2. All trash is to be picked up in the seating area, backstage, and dressing rooms. Trash must be disposed of properly in the dumpster behind the building.
3. The stage is to be swept and cleaned after use to help maintain the finish.
4. Use only painter's tape or regular masking tape to mark out areas on the stage. It should carefully be removed after each performance. The following materials are not to be used to reduce damage: duct tape, electrical tape, and heavy-duty masking tape.
5. Exercise care in moving set pieces, equipment, etc., onstage to prevent damaged wood.
6. The sponsoring group is responsible for all damages and repairs.
7. Any changes to the curtains must be approved by the school.
8. Any changes to the lights must be approved by the school.
9. The Chorus Room IS a classroom during the day and must be returned to its original setup.
10. The piano is a teaching tool, not an instrument for personal use. Please do not play the piano unless approved by the music department.
11. The dressing rooms should be cleaned after each event. Trash must be disposed of properly.
12. No one is allowed to climb the tables in the dressing room.
13. Lights must be turned off when the facility is locked up after a performance.

I have read and agree to the above rules and regulations for facility use of Clarke County Public Schools, including payment schedule, insurance requirements, and charges.

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 Signature

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 Please Print Name

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 Date