

TUSCUMBIA CITY SCHOOLS FACILITY USE REQUEST FORM

303 North Commons Street, East
Tuscumbia, Al. 35674
Main Office: 256-389-2900
Fax: 256-389-2903

All rental agreements are between the person signing this form and the Tuscumbia City Schools Board of Education. In order to rent any facility under the control of the Tuscumbia City Schools Board of Education, the following forms must be completed in full. The form and deposit must be returned to the Tuscumbia City Schools Board of Education no less than 30 days prior to date of rental. Guidelines for use of facilities, deposits and fees may be found at the end of this document.

Organization/Individual Name: _____ Date: _____
 Contact Name: _____ Phone (Cell): _____
 Address: _____
 City: _____ Zip: _____
 Person Supervising Event: _____ Phone (Cell): _____

Is your organization a TCS school related or Tuscumbia community organization: YES NO
 Anticipated number of people attending: _____ Will food be served/available: YES NO

Please select the facility requested:

Cafeterias:	Deshler High	Deshler Middle	RET	GWT
Gyms:	Deshler Dome	Deshler Middle	RET	GWT
Athletics:	Football Field	Baseball Field	Softball Field	Track
Other Facilities:	Auditorium*	Band Room	Winston Home**	Other**

*Please refer to Appendix 1 for more information.

**Please refer to Appendix 2 for more information.

***Please list any venue you would like to rent that is not included in the above listing: _____

Reason: _____

Date(s) needed: _____ Time(s): _____

Activity and Purpose of Use: _____

Total Amount Due: _____

Deposit Amount Remitted: _____

Remaining Amount Due: _____

Responsible party Signature: _____ Date: _____

Approved by building principal or head coach: _____ Date: _____

Approved by TCS Board and/or Superintendent: _____ Date: _____

Denied by TCS Board and/or Superintendent: _____ Date: _____

Facility Rates

Location	2 Hour Minimum	2-4 Hours	Daily Rate *More than 4 hours	Cleaning Fees
Gymnasium	\$350.00	\$600.00	\$800.00	\$100.00
Cafeteria	\$250.00	\$400.00	\$500.00	\$100.00
Football Stadium	\$350.00	\$600.00	\$800.00	\$100.00
Baseball Stadium	\$350.00	\$600.00	\$800.00	\$100.00
Softball Stadium	\$350.00	\$600.00	\$800.00	\$100.00
Auditorium Rate A	\$800.00	\$1,300.00	\$1,600.00	\$100.00
Auditorium Rate B	\$500.00	\$750.00	\$1,000.00	\$100.00
Auditorium Rate C	\$350.00	\$500.00	N/A	\$75.00
Winston Home Tea or Anniversary	\$150.00	\$150.00	\$150.00	\$100.00
Winston Home Wedding (only)	\$250.00	\$250.00	\$250.00	\$100.00
Winston Home Reception (only)	\$500.00	\$500.00	\$500.00	\$100.00
Winston Home Wedding & Reception	\$750.00	\$750.00	\$750.00	\$100.00
Other Facility	\$200.00	\$400.00	\$600.00	\$100.00

Notes:

1. Rental rates do not include cleaning fee. Cleaning fee will be added to each location based on Facility Rates chart.
2. An employee of the Tuscumbia City School System must be present at each event.
3. A custodian, employed by the Tuscumbia City Schools System is responsible for cleaning the rented area.
4. If renting the cafeteria, an employee of the Tuscumbia City Schools Child Nutrition Program must be on site.
5. Usage fees do not cover the cost of any damages incurred by the user group.
6. A deposit equal to one-half of the total rental fee must be paid to Tuscumbia City Schools at the time of application. Failure to pay deposit nullifies the agreement between Tuscumbia City Schools and renter.
7. Tuscumbia City Schools Board of Education must approve all applications prior to rental date.
8. Tuscumbia City Schools and employees of Tuscumbia City Schools reserves the right to waive rental fee upon agreement of both parties.

TUSCUMBIA CITY SCHOOLS

Guidelines for Use of Facilities

In accordance with Board Policy 4.4.3, *Use of Board Facilities, Schools and other Board owned or controlled facilities may be made available for use by sanctioned or generally recognized school support organizations if the use of the facility will not disrupt school operations or be inconsistent with the purpose and mission of the school system, and if adequate advance provision is made for security, supervision, maintenance, damage prevention, post-event clean-up, liability insurance, and other risk management measures appropriate to the proposed use. Use of Board facilities for non-school organizations may be approved if the foregoing conditions are satisfied and a rental contract (or the equivalent thereof) that includes a reasonable fee or rental charge and other appropriate terms and conditions is approved by the Board.;*

1. The regular school program has priority at all times.
2. If at all possible, requests for use of school facilities should be made at least six weeks prior to the anticipated date in order to obtain Board approval, to avoid conflicts at the school and to allow for preparation for use of the facility.
3. Principals are responsible for ensuring supervision of school sponsored programs conducted on school premises. The Principal (or the Principal's designee) is also responsible for ensuring that adequate supervision and safeguards are provided for activities by outside groups.
4. Outside groups must be charged for custodial services during the activity unless a Board employee, other than a Board-employed custodian, volunteers to perform custodial services. Custodial services include opening and closing the building. Under Wage and Hour Law, a support Board employee can perform custodian/CNP services without compensation if they are the parent of a child in the organization using the facility.
5. There will be no fee charged to school-affiliated groups when the group is raising funds for the school.
6. Non-partisan political rallies/debates serving a broad community purpose may be conducted in school facilities. Such rallies must have an organized community-group sponsor and the sponsor will be charged a fee for the use of the facility. In order to maintain the Board's non-partisan political status, all opponents in a particular contest must be given equal opportunity to participate. Use by a particular candidate is expressly prohibited.
7. Necessary food service personnel must be employed by the organization or group renting a cafeteria to ensure proper use and care of the kitchen equipment. No cafeteria can be rented to outside groups for commercial purposes. When the cafeteria is used, the fee for the cafeteria worker to be present cannot be waived for any group, neither a school group nor a community-sponsored group. Rental of a school cafeteria will require payment for both a custodian and a CNP employee.
8. Payments to all personnel used in renting a school facility must be made through the monthly payroll process. No group is allowed to pay Board employees except through the monthly payroll process.
9. All rental fees, except Winston Home rentals, are deposited into the General Fund (Fund Source 6001) based on the fact that the General Fund pays all costs associated with the maintenance and upkeep of school facilities. Winston Home rentals are deposited into an LSA account for the Winston Home.
10. All fees must be paid in full prior to the scheduled event.

Additional Guidelines:

1. The Board reserves the right to reject any and all applications for use of facilities if the renter is deemed to not be in the best interest of the school board.
2. Smoking, vaping, or the use of any and all tobacco products are not allowed on any school facility.
3. Alcohol is not permitted on any school facility.
4. All facilities shall be returned to the same status as was prior to renting the facility. The renter shall have the right to move tables, chairs, other small pieces of furniture during the time of rental only.
5. The supervising employee of Tuscumbia City Schools and renter shall sign off at the end of each event that the facility was in the same order as before the rental time and there is no damage that has occurred.

TUSCUMBIA CITY SCHOOLS
Facility Sign off Sheet

This sheet must be signed and returned to the Tuscumbia City Schools Central Office within 48 hours of each event. A copy of this form will then be made available for the renter to pick up at the Tuscumbia City Schools Central Office. The Facility Sign off Sheet will then be attached to the original rental agreement and stored in the Tuscumbia City Schools Central Office.

Organization/Individual Name: _____ Date: _____
Contact Name: _____ Phone (Cell): _____
Address: _____
City: _____ Zip: _____
Person Supervising Event: _____ Phone (Cell): _____

Tuscumbia City Schools Representative on site: _____
Tuscumbia City Schools Custodian on site: _____
Tuscumbia City Schools Child Nutrition Representative on site: _____

Date of Event: _____ Start Time of Event: _____
Name of Event: _____ End Time of Event: _____
Total time facility was in use: _____

Was the facility damaged during the event: YES/NO
If YES, explain:

Were there any issues during the event: YES/NO
If YES, explain:

Was the facility furniture returned to original position: YES/NO
If NO, explain:

Responsible party Signature: _____ Date: _____

TCS Representative Signature: _____ Date: _____

TUSCUMBIA CITY SCHOOLS Auditorium Rental Rates, Rules and Regulations

RATE A:

This rate includes the use of the auditorium and all auditorium equipment (sound, lighting, piano) if needed.

RATE B:

This rate includes the use of the auditorium only. No lighting or sound equipment is included except the use of the podium microphone for lecture.

RATE C:

This rate will be charged to a user group that needs to use the facility for a rehearsal on the day prior to the actual rental date.

Rules and Regulations:

The renting organization, hereinafter, called "Sponsor" agrees to insure proper compliance with the following rules and regulations as established by the Tuscumbia City Board of Education.

1. If the Sponsor causes unusual clean-up or damage to the facility after a performance or rehearsal as determined by the school, the Sponsor will be charged the cost of such clean-up or damage repair. This charge will be in addition to the rental fee.
2. The Sponsor agrees that there will be no discrimination in the auditorium because of race, creed or color, against any performer or patron as to admission or seating or in any other matter.
3. There shall be no radio or television broadcasts or reproduction of this event without the prior consent of both parties.
4. The Sponsor agrees to indemnify and save harmless Tuscumbia City Board of Education and all of its agents, servants, and employees from and against any and all loss, cost, expense, or damage, including reasonable attorney's fee, caused by injuries to person or property while in or about the facility during the time of use by Sponsor.
5. Food or drink is not allowed in the auditorium at any time. If the Sponsor would like to operate concession, the Winston Home on campus or the cafeteria is available to rent.
6. The Sponsor is responsible for the conduct of its recipients, casts, and workers while on the school grounds. The Sponsor is also responsible for supervising children attending auditions, set construction, and rehearsals.
7. Aisles shall be used only for passage to and from seats and shall be kept free and clear of obstruction.
8. The Sponsor shall leave the stage and dressing room areas clear and reasonably clean after the final performance, unless permission is given for a longer storage period. If the stage is not cleared within the designated period, the school will employ a crew for this purpose and will bill the Sponsor.
9. All items found in the auditorium following a performance or rehearsal will be turned in to the school office. The school will not be responsible for lost articles.
10. No smoking or alcoholic beverages are permitted in the building or on school grounds at any time.
11. Only qualified personnel will be permitted to operate the stage lighting and/or sound reinforcement systems.

12. All props, scenery, costumes, etc., brought into the auditorium for this event must be removed from the building immediately following the last show.
13. Do not tape posters, etc., to the walls in the lobby or main auditorium. Do not hammer nails into the stage flooring or walls around the stage. Bracing props, sandbags or weights must be used to brace props.
14. The Sponsor is responsible for putting stage-related trash into trash cans.
15. If it is necessary to use the main electrical supply source of the building for other than ordinary use, then the school requires that a qualified electrician be hired to supervise this usage and the Sponsor is required to pay the cost of the electrician.
16. The school reserves the right to require the Sponsor to hire a security guard if it is determined necessary.

TUSCUMBIA CITY SCHOOLS Auditorium Technical Request Form

The whole stage will be lit and prepared for use prior to your event. The following questions will assist our technical staff in assessing your needs. Please read each question and circle the appropriate response.

Will you use a podium? YES NO

 If YES, which side of the stage will it sit on? (from the actor's perspective) RIGHT LEFT

Will you close the main curtain? YES NO

 (Renter is responsible for providing an individual to pull curtain.)

Will you place any furniture, plants, or other scenery on the stage? YES NO

 If YES, please describe items and their locations. You may attach a simple drawing.

Will you need a follow spot? YES NO

Will you need microphones? YES NO

 If YES, how many will be required? ONE TWO THREE FOUR

 If YES, how many should be on stands? ONE TWO THREE FOUR

 If YES, will you need stage monitors? YES NO

 How many? ONE TWO

Will cassette tapes be used during your event? YES NO

 If YES, please note that all tapes must be cued and properly labeled prior to use. If Tusculmbia City Board of Education staff must cue or label tapes, there will be a \$2.50 charge per tape.

What is your event? PAGEANT AWARDS SHOW CONCERT

 MUSICAL RECITAL DANCE RECITAL PLAY

 TALENT SHOW CONFERENCE OTHER

 If OTHER, please describe.

If you are providing your own sound, will you need additional circuits? How many? _____

Will you use the Deshler High School Auditorium's Grand Piano? YES NO

 If YES, where will it be positioned on stage?

TUSCUMBIA CITY SCHOOLS Winston Home Rules and Regulations

The renter/renting organization, hereinafter, called "Sponsor" agrees to insure proper compliance with the following rules and regulations as established by the Tuscumbia City Board of Education.

1. No tape or any other type mounting material shall be used on the walls, windows, or woodwork.
2. No nails, tacks, and/or screws shall be placed in the walls, woodwork, window frames, fireplace, furniture, or any other part of the structure or its contents.
3. The larger pieces of furniture (i.e. sideboard located in the foyer) should not be moved. When moving the smaller pieces of furniture (i.e. table), they shall carefully be picked up. No piece of furniture shall be slid across the wooden floor. Tables and sofa shall be picked up from the bottom only. Note: The piano shall not be moved for any reason.
4. No persons shall remove any item from inside the Winston Home without permission. A detailed inventory will be taken following culmination of each activity.
5. If candles are to be burned, the floor and furniture shall be covered for their protection.
6. Smoking and drinking of alcoholic beverages are not allowed at any time in or on the Winston Home property.
7. If folding chairs are needed by the Sponsor, they must be supplied by the Sponsor. Any folding chairs used in the Winston Home must have either a plastic or rubber tip on each leg.
8. A fire shall not be built in the fireplace. The chimney has been closed.
9. Caution shall be taken not to overload the electrical outlets. It may cause a fuse to blow.