Social Circle City Schools Request for Use of School Facilities

Please read Policy KG and Regulation KG-R.

Group or Organiz	zation Seeking Use of	Facilities			
Name of Group/O	Drganization				
Name of Contact	Person				
Address of Conta	act Person				
Phone Number o	f Contract (Home)		(Work)		
Name of Facility	Seeking to Use				
		Elementary School Faci			
Check all that Ap	oply:				
			Middle	High	
	n/ Middle School Acti must be approved by		()	()	
Cafeteria (Dining Kitchen and Cafe NOTE: request	eteria	() School Food Service D	() irector	()	
Purpose of Use					
Approximate nur	nber of people to use f	acility			
Date of Use			Time: From	to(Specify am or pm)	
TO BE COMPLE	ETED BY SCHOOL C	OR SYSTEM OFFICIAL			
Charges*	Rental of Facility (Due in advance) (Payable to Social Circle Board of Education)			\$	
	Custodian (s)	Number Needed (Read Requiremen		\$	
	SFS Employees	Number Needed (Read Requirement	·	\$	

* Compensation for custodian and SFS employees will be paid directly to the individuals upon conclusion of the event.

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Additional agreement with principal or school official concerning the use of school/system facilities:

AUTHORIZATION		
facilities at set forth in Policy	by all Board of Education policies pertaining to 7 KG of the Social Circle Board of Education Po e that in the event of damage to, or loss of, schoo aid for in full.	licy Manual and in Regulation
	ee and without harm from any loss or damage, li any way by, such use or occupancy of district fa	
	Signed-Contact Person	Date
	Name of Organization	
SCHOOL OFFICIALS		
	() APPROVED () DENIED	
Recommendation	Signed- School Principal	Date
	() APPROVED () DENIED	
(If gym/activity building requested)	Signed-Athletic Director	Date
	()APPROVED () DENIED	
(If kitchen/cafeteria requested)	Signed- SFS Director	Date
Approval	Signed- Superintendent	Date

*School Facility Usage and Agreement shall be governed by HB 382 effective July 1, 2013