

Request to Use Henry County Schools Facilities, Part 1
To Be Completed By Requesting Organization

1. Name and address of organization _____
_____ Is this organization non-profit? Yes No
2. Requested School _____
 cafeteria cafeteria and kitchen
 gymnasium multipurpose room
 auditorium athletic/play field/other (specify) _____

3. Date(s) and time(s) of intended use _____
4. Purpose of requested use _____

5. Admission to be charged and disposition of money collected _____

6. Anticipated number of participants and spectators _____
7. Has fire and police protection been arranged? _____
By whom? _____
8. Attach a certificate of insurance (one-page certificate, not policy itself or application for insurance coverage; refer to sample attached). Henry County Schools must be listed as additional insured. Does the description/ location/operations section include detailed information about the event, location, date, etc.? Yes No
9. Person(s) who will supervise the activity _____

10. Will concessions or refreshments be available? Yes No If yes, will they be provided by a school support group? _____
11. Name, address, telephone number, and e-mail address of the authorized agent of the group who assumes responsibility for any damage to the facility, contents, or grounds: (Print or Type Please)

12. In connection with the use of this facility, the undersigned agrees to the following conditions:
- To accept full responsibility and liability for building, contents and grounds.
 - To absolve the Henry County School Board and its employees of any responsibility for opinions expressed or entertainment provided at the event.
 - To indemnify and hold harmless the School Board and all of its members and all of its employees.
 - To use no equipment of the school without first gaining permission of the principal.
 - To have all literature or announcements advertising the event approved by the principal before dissemination.
 - To abide by all rules and requirements that the school principal may specify for use of facilities.
 - To pay rental fees in advance.
- Signature _____ Date _____ Telephone # _____

After consultation with the principal, complete and forward this document, the rental fee check/money order (not cash) payable to the school involved, and the certificate of insurance to the school principal, who will estimate the personnel fees. If the activity is not approved, the principal will return the rental payment. The School Board Office will invoice the user for the personnel fees after receiving the actual personnel/time report from the principal. Under no circumstances should the user make any personnel payments directly to the school employee(s) involved; the School Board Office will make payment with the legally required deductions for FICA and Medicare.

**Request to Use Henry County Schools Facilities, Part 2
To Be Completed By School Principal**

1. Will the requested activity interfere with any planned school-sponsored program or activity? Yes No
2. Name of responsible school employee _____
3. Name of cafeteria employee (if needed) _____
4. Name of audio-visual technician (if needed) _____
5. Name of any other school employees who will be present _____

6. Was the agent of the requesting group provided a copy of School Board Regulation KG-R? Yes No
7. Is a copy of the group's liability certificate of insurance attached? Yes No
Does the certificate appear to be valid and complete? Yes No

8. Estimated usage charges (if actual costs are different, a refund or invoice will be sent to group):

Rate	Times		Units	Equal	Charge
a. Rental Fee: _____	X	_____		=	\$ _____
b. Custodial Fee: _____	X	_____	Hours	=	\$ _____
c. Cafeteria Employee Fee: _____	X	_____	Hours	=	\$ _____
d. Other Charges ¹ : _____	X	_____		=	\$ _____
e. Total Estimated Charge:	Sum of a through d.			=	\$ _____

Notes

1. Other charges may include an excess user charge, which applies only to organizations that use the facilities more than three consecutive months. Contact Facilities & Operations to determine this charge.

9. If applicable, was the rental fee in Item 8(a) above received and deposited by the school? Yes No
10. If use is scheduled to occur outside normal operating hours, should Facilities & Operations override the HVAC, exterior lighting, etc. to run for the event? Yes No If yes, provide date(s) and times required for override:

11. If any of the above items were not answered or answered in an inconsistent manner, please attach a separate page providing a detailed explanation of the circumstances. Submit work orders for any additional assistance required to prepare or set up for the event.

Approval:

Approved Principal's Signature _____
 Not Approved Date _____

Approval:

Approved Superintendent/Designee _____
 Not Approved Date _____