

**Butler Center Usage Agreement**  
**Request of Use of Facilities**

**All requests must be submitted 10 business days prior to the Board Meeting which is usually scheduled the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month.**

Date(s) of use \_\_\_\_\_ Time of use \_\_\_\_\_ to \_\_\_\_\_

Using Organization \_\_\_\_\_

Address \_\_\_\_\_

Organization Contact Person \_\_\_\_\_

Telephone \_\_\_\_\_

Brief description with details for the use of facility \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check if facility use involves recreational, physical or fine arts activity.  
If this box is checked, this agreement will be in accordance with O.C.G.A. 51-52. In compliance with that code section, the organization seeking to use the facilities will be required to provide an insurance policy covering the event described in this request in the amount of \$1,000,000 including Gainesville City School District as an additional insured. The School District may terminate this agreement at any time and all other provisions of the cited code section apply.

<p>Any organization seeing to use the facilities will be required to furnish evidence of sufficient insurance in an amount to be determined by the School District and designed to protect the School District from suit or liability for any bodily injury or damage to property which may occur during the use of the facilities by such organization. This requirement may be waived by the Superintendent where they determine, in their sole discretion, that sufficient protection is available in the absence of such insurance.</p>
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Will admission or participant fee be charged, or will items be sold on the property? If "Yes", answer the following: Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes", answer the following: Amount of admission \_\_\_\_\_

List items to be sold and the sale price: \_\_\_\_\_ Price: \_\_\_\_\_

1. Custodial Fee is a minimum of 2 hours:  
Hourly Rate = \$20.00 per hour X No. of hours - \_\_\_\_\_ = \$ \_\_\_\_\_

2. Facilities:

Location	Cost Per Hour		
	Gym	Conference Room	Classroom
	\$75.00/hr	\$50.00/hr	\$50.00/hr

Total number of hours: \_\_\_\_\_ X \_\_\_\_\_ (hourly rate) = \_\_\_\_\_ TOTAL DUE (FACILITY RENTAL)

Supervision Fee: \$20.00 per hour

**Total Costs:**

#1 Custodial \_\_\_\_\_ + #2 Facility \_\_\_\_\_ + #3 Supervision \_\_\_\_\_ = Total Due \_\_\_\_\_

By signing this application, the undersigned agrees, individually and on behalf of the group represented, to indemnify and hold harmless the Gainesville City School District from any and all damages arising out of the use of the facility as reflected in the application and from any and all claims arising out of the use of the facility as reflected in the application. Gainesville City School System has the authority to revoke the agreement at any time.

**Signatures:** \_\_\_\_\_  
(Signature of person responsible for the event or facility)

Ninth District/GCSS:

Signature: \_\_\_\_\_  
(Designee)

**Approved** \_\_\_\_\_ (NDO)

**Disapproved** \_\_\_\_\_ (NDO)

Signature: \_\_\_\_\_  
(System Designee/Director)