



FACILITIES RENTAL APPLICATION AND CONTRACT

I. APPLICATION

The approved contract will serve as the permit for use of district facilities and must be in possession at the time of the event.

Please print the names of your organization officers below.

Name of Organization Making Request	President
Street Address	Vice President
City, State, & Zip Code	Secretary
	Treasurer

Building/Site requested: _____
 Specific area(s) desired: _____
 Additional Materials & Equipment requested: _____
 Description of activities or event for which facilities will be utilized: _____

Will admission be charged or contributions solicited for this event? Yes No

Date(s) Requested

Estimated Time

_____	to _____
_____	to _____
_____	to _____

II. CONTRACT CONDITIONS

- 1) *In accepting this contract, it is understood that persons contracting for and using the district's facilities agree to abide by all school board policies, rules, and regulations governing the use of school facilities. This contract is only valid for the current school year that it is signed in for the event listed above.*
- 2) *The user organization agrees to assume and pay to the district cost of replacing or repairing any damage to school property or equipment occasioned by its use of the building.*
- 3) *The user organization agrees to exonerate, indemnify and hold harmless Orangeburg County School District, its governing body, the individual members thereof, and all district officers, agents, and employees from and against any and all claims, loss, damage, expense, and liability for injuries to persons and property, claimed or alleged to be caused for any reason while the above premises are used and occupied by lessee. The execution of this application by any officer of this organization will be effective to bind user organization to all terms and conditions thereof. Proof of liability insurance is required for all organizations and a copy must be attached to the contract upon submission. We reserve the right to require proof of liability insurance for any facility rental.*
- 4) *A responsible district employee, designated by the building principal, must be present during the entire time of contracted use.*
- 5) *Consumption of alcoholic beverages and smoking on public school property is prohibited.*
- 6) *Organizations will not pay district employees directly for services provided.*
- 7) *Security will be required at all events when using a district facility. Orangeburg County School District Security will not work these events.*

FEES		SEND INVOICE TO	
<i>Completed by Operations Department</i>		<i>Completed by Lessee/Authorized Agent</i>	
Facility Rental	\$	Name	
Custodial	\$	Street Address	
Kitchen	\$	City, State, & Zip Code	
Additional Personnel	\$	Telephone Number	() - () -
TOTAL DUE	\$	Email Address	

Forms of payment accepted are cashier's check, certified check, or a money order made payable to "Orangeburg County School District" 10 days prior to the event.

Signature of Lessee/Authorized Agent	Signature of Principal/Designated Official	Signature of Superintendent or Assistant Superintendent for Operations
Date:	Date:	Date: