

REQUEST FOR USE OF ROBERTSON COUNTY SCHOOL FACILITIES

Name of Requesting Organization _____

Purpose for Usage _____

Charity Benefit? Yes _____ No _____ Name of Charity _____
Percent of Proceeds _____

Fee/Admission Charge? Yes _____ No _____ Amount \$ _____

Name of Facility Requested: _____

Space Requested (rental fees listed on other side of form)

_____ Classroom(s) How many? _____ _____ Cafeteria _____ Gymnasium
_____ Auditorium
_____ Other (specify) _____

Date(s)/Time facility requested:

One Time _____ Weekly _____ Monthly _____ Other _____

Starting Date _____ Ending Date _____

Time/Comments (example: every Monday 6-8 PM) _____

Will: Refreshments be served? Y/N Café be used? Y/N Kitchen equipment be used? Y/N

Name of Building Representative(s) requested to work event: _____

***Outside door must be monitored.**

Facility usage requested by (Please Print)

Name _____ Phone _____

Address _____
Street Address City State Zip

Approved by Principal _____
Signature Date

Approved by Director of Schools/Designee _____
Signature Date

Does this event directly impact students that attend Robertson County Schools? _____ Yes _____ No

Are your organization's mission and vision statements aligned with the mission and vision of Robertson County Schools?
_____ Yes _____ No

INSURANCE

All organizations requesting use of Robertson County School Facilities shall file a Certificate of Insurance with the Board of Education. The policy must name Robertson County Government as additionally insured for no less than Three Hundred, Fifty Thousand Dollars (\$350,000.00) for the duration of the organization’s use of the facility. Please mark “Public School Use” on the certificate. A PHOTOCOPY OF THE CERTIFICATE OF INSURANCE MUST BE ATTACHED TO THIS FORM.

FEES

Classroom(s)	\$15	Cleaning Service/Utilities & Consumables	As calculated
Cafeteria	\$50	System Representative/Kitchen Employee	\$15-\$40 per hour
Gymnasium	\$50		
Auditorium:	\$125 per day for activities sponsored by a charitable group within the county.		
	\$150 per day for activities sponsored by profit-making organizations within the county.		
	\$200 per day for agencies outside the county, \$250 if during the school day.		

USAGE

If long-term use of school facilities is anticipated or planned, the fee schedule is subject to review and adjustment. Use of facilities when schools are not in session requires special permission and may require additional fees.

AGREEMENT

I/We agree to be responsible for the conduct of the audience in and about the building and for any damage incurred. I/We have reviewed the policy, rules and regulations of the Board of Education, and further agree that the school property will be used in accordance with the rules and regulations of the Robertson County Board of Education. I understand that no contract shall extend beyond June 30th of the current fiscal year.

I/We agree to indemnify and hold harmless The Government of Robertson County from:

- a) Any claims, damages, costs and attorney fees for injuries or damages arising, in part or in whole from the organization’s use of the facility described above; and,
- b) Any claims, damages, penalties, costs and attorney fees arising from any failure of the organization, its officers, employees and/or agents, to observe applicable laws.

I/We further acknowledge that The Government of Robertson County does not warrant that the facility requested is being currently maintained and will not be responsible for inspection and maintenance of the facility while it is being used by the requesting organization.

Authorized Signature _____ Date _____

Name and Title (Please Print) _____

Send completed request to: School Principal, Principal: forward request to central office.

Payments should be made **only** to:
Robertson County Schools
Attn: Business Office
800 M. S. Coats Blvd
Springfield, TN 37172

**No funds should be paid individually to any employee for use of facilities.
Please allow at least two (2) weeks for scheduling and processing.**

For Office Use Only

Insurance _____ Hold Harmless _____ Account _____
User Fee Paid _____ Custodial Fee Paid _____ Food Service Fee Paid _____ BOE Approval _____