

SOUTHERN FULTON SCHOOL DISTRICT
REQUEST FOR PERMISSION TO USE SCHOOL FACILITIES

The Approval Process: If Board approval is required, requests needing Board approval should be submitted **60 days** prior to the event or activity. **Requests should be submitted to the Building Principal.**

Date completed: _____

Requesting use of: High School _____ Elementary _____

Area Needed: _____

Date(s) requesting: _____ Time(s): _____ to _____
_____ to _____

Approximate Number of People Attending: _____

Additional District Staff Needed (please specify): _____

Name of Organization: _____

Type of Organization: Non-profit _____ Civic _____ Community _____
School-related _____ Other (please specify) _____

Do you have insurance? Yes _____ No _____ If yes, attach copy of certificate.

Function to be held: _____

Contact: _____

Address: _____

Phone Number: Day _____ Evening _____

Comments: _____

Southern Fulton School District Policy 707 Excerpt:

Guidelines – The use of school facilities is limited to groups organized for lawful purposes. Facilities shall not be used for any of the following purposes:

1. Affairs for private individual monetary gain.
2. Purposes which in any way conflict with the aims and objectives of the school district.
3. Use of buildings, grounds and facilities shall be strictly in accord with the school code.

In addition, the User(s) undertakes and agrees to indemnify and hold harmless the school, school board, school board elected and appointed officials, administrators, principals, teachers and all other school employees, volunteers or representatives and all persons and

bodies corporate acting for or on behalf of them, against all liability, claims, demands, actions, suits, damages, proceedings, costs, and expenses (including reasonable attorney fees) whatsoever (including injury to persons and damage to property) for which they maybe be or become liable directly or indirectly arising out of the use of School premises by the User(s) (or the servants, agents, or invitees of the User/s)), and for such further sums in excess of those contained in any insurance policy procured by User(s) relating to the use of the School premises of for such amounts as may not be payable under any such insurance policy.

I certify that the above information is true and correct to the best of my knowledge and that this request conforms to the aforementioned guidelines and school district policy.

Signature

For Office Use Only:

Approved _____ Not Approved _____
Building Principal Signature: _____ Date: _____
(Give to Building & Grounds Supervisor)

Approved _____ Not Approved _____
Building & Grounds Supervisor Signature: _____ Date: _____
(Give to Business Manager)

_____ In the event that a support staff employee must be present to unlock gate, open doors, clean up, etc. please make sure that the person requesting use of the facility be made aware that a charge will apply if the event is not during regular working hours. Please check if this applies and notify the district office the name of the support staff.

Fees for Organization: _____

Business Manager Signature: _____ Date: _____
(Give to Board Secretary)