

**Social Circle City Schools
Request for Use of School Facilities**

KG-E

Please read Policy KG and Regulation KG-R.

Group or Organization Seeking Use of Facilities

Name of Group/Organization _____

Name of Contact Person _____

Address of Contact Person _____

Phone Number of Contact (Home) _____ (Work) _____

Name of Facility Seeking to Use _____

***The Primary and Elementary School Facilities are NOT available for rental**

Check all that Apply:

High School Gym NOTE: request must be approved by Athletic Director(s)	<input type="checkbox"/>
Middle School Activity Facility NOTE: request must be approved by Athletic Director(s)	<input type="checkbox"/>
Middle School/High School Cafeteria (Dining Area Only) NOTE: request must be approved by School Nutrition Program Director	<input type="checkbox"/>

Purpose of Use _____

Approximate number of people to use facility _____

Date of Use _____ Time: From _____ to _____
(Specify am or pm)

TO BE COMPLETED BY SCHOOL OR SYSTEM OFFICIAL

Charges* Rental of Facility (Due in advance) \$ _____
(Payable to Social Circle Board of Education)

Custodian (s) Number Needed _____ \$ _____
(Read Requirements)

* Compensation for custodian(s) will be paid directly to the individuals upon conclusion of the event.

Additional agreement with principal or school official concerning the use of school/system facilities:

AUTHORIZATION

I (We) hereby agree to abide by all Board of Education policies pertaining to the use of school/system facilities at set forth in Policy KG of the Social Circle Board of Education Policy Manual and in Regulations KG-R. Further, I (We) agree that in the event of damage to, or loss of, school property during its use by us, said damage or loss will be paid for in full.

I (We) shall hold the board free and without harm from any loss or damage, liability, or expense that may arise during or be caused in any way by, such use or occupancy of district facilities.

_____ Signed-Contact Person	_____ Date
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_____ Name of Organization

SCHOOL OFFICIALS

APPROVED **DENIED**

Recommendation

_____ Signed- School Principal	_____ Date
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APPROVED **DENIED**

(If gym/activity building requested)

_____ Signed-Athletic Director	_____ Date
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APPROVED **DENIED**

(If cafeteria (dining area only) requested)

_____ Signed- SNP Director	_____ Date
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Approval

_____ Signed- Superintendent	_____ Date
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***School Facility Usage and Agreement shall be governed by HB 382 effective July 1, 2013**