



Rental Contract for use of: _____
(Name of school or facility)

Requesting person: _____ Organization: _____

Phone: _____ Email address: _____

Street Address: _____ City, State, Zip: _____

Date(s) requested: _____ Estimated Hours of Use _____ to _____

Is the organization a community/nonprofit organization? Yes No Not applicable

Is the organization using the school/facility as a meeting place?

Yes, the organization is constructing, replacing, renovating, or repairing its meeting place. (Note: If this item is checked, the ending date for use must be on or before June 30 of this fiscal year and the organization's authorized agent must provide the principal or designee with documentary evidence that the organization is proceeding with plans for its own meeting place.)

No

Areas Requested:

Equipment Requested (indicate quantity):

Please provide a detailed description of activities or event for which facilities will be utilized:

Program – Estimated number of persons _____ Audience – Estimated number of persons _____
Age range _____ Age range _____

Is the activity/program intended solely for school-age students? Yes No

Is a fee charged to participate in the event? Yes No

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

Estimated charges: (To be completed by school/HCS)

Use	Custodial	Administrative	Security	Other:	TOTAL:
\$	\$	\$	\$	\$	\$

This portion should be completed by the Office of Procurement Services – and adhered to by the user prior to the execution of this contract.

Certificate of general liability insurance is not required.

Prior to use, the certificate with general liability insurance in the amount of \$ _____ per occurrence and naming Horry County Schools as an additional insured must be presented to the principal by the user.

Authorized Representative of the Office of Procurement Services

Date

By signing below, the user agrees to abide by all School board policies and rules and regulations governing the use of school facilities. User agrees to pay the rental fee prior to the date of use, which will include a site supervisor, custodial services, and security (if deemed necessary by the principal/designee and is in accordance with District policy). In addition, user agrees to assume and pay to the District the cost of replacing or repairing any damage to school property or equipment occasioned by use of the building. The user agrees to exonerate, indemnify, and hold harmless Horry County Schools, it's governing body, the individual members thereof, and all school district officers, agents, and employees from and against any and all claims, loss, damage, for any reason while the above premises are used and occupied by user. The school district does not assume responsibility for loss of, or damage to personal property of the user, the organization, the participants or guests. The execution of this application by any officer of the organization, if applicable, shall be effective to bind in the organization to all terms and conditions thereof. Consumption of alcoholic beverages and the use of tobacco on school district property is prohibited. The user shall not pay school district employees directly for services provided.

The contracting parties certified that they have read and understand this contract and agree to its terms.

User/Authorized Agent, Name of Organization (if applicable)

Date

Principal/Designee

Date