

Application for Community Use of School / Facility



Applicant should provide completed form to school principal.

Applicant Information *(please print legibly)*

Applicant: _____ Organization: _____
Address: _____ City, State, Zip: _____
Phones: Home: _____ Cell: _____ Work: _____
Email: _____

Activity Information

School / Facility Requested: _____ Start Date: _____ End Date: _____
Days Requested: M ___ T ___ W ___ Th ___ F ___ S ___ S ___ Times: M-F _____ S _____ S _____
Number of Participants: _____ Admission Fee: Yes No Amount \$ _____
Detailed Description of Activity: _____

Please check the appropriate box (select one). See attached Fee Schedule for applicable fees. Rental of school / facility requires a three-hour (3) minimum charge. Use beyond this initial three (3) hours will be charged on an hourly basis. Fractional portions of an hour are counted as full hours.

School-Related Event

- Rental fees shall be waived when the sole purpose in using the school / facility is to provide a service or benefit to Henry County School District and where all proceeds, if any, are used to support school programs. However, custodial fees may apply.
- Documentation of the allocation of proceeds may be required.
- Approval by the principal is required.
- Approval by the superintendent or designee is required.
- Submit completed application and check (if applicable) to Facilities & Maintenance Department. Make check payable as indicated in attached fee schedule.

Henry County local government or municipality, and/or State Government Event

- Rental fees shall be waived when the sole purpose in using the school / facility is to conduct public meetings or events. However, custodial fees may apply.
- Approval by the principal is required.
- Approval by the superintendent or designee is required.
- Submit completed application and check (if applicable) to Facilities & Maintenance Department. Make check payable as indicated in attached fee schedule.

Civic / Non-Profit / Non-Henry County Government Event

- Rental fees shall be waived when the sole purpose in using the school facility is to provide a service or benefit to school-aged children/youth residing in Henry County and where the event is a non-profit activity. However, custodial fees may apply. Documentation of the contracting organization's non-profit status may be required.
- Approval by the principal is required.
- Approval by the superintendent or designee is required.
- Submit completed application and check (if applicable) to Facilities & Maintenance Department. Make check payable as indicated in attached fee schedule.

Commercial / For-Profit Event

- The fee schedule shall apply, and custodial fees may apply, when such areas are used to conduct organized events.
- Approval by the principal is required.
- Approval by the superintendent or designee is required.
- Submit completed application and check (if applicable) to Facilities & Maintenance Department. Make check payable as indicated in attached fee schedule.

No application is required, and no rental fee is charged for the occasional and general use of school parking lots, elementary school playgrounds, and middle/high school tracks and tennis courts by individuals and families at certain times as designated by the principal.

Fee Schedule

Applicant: Identify the specific areas of the school facility to be used - check all that apply.

Check All That Apply	Areas of the School / Facility to be Used and Custodial Service	School Related Event	HC / State Government Event	Civic / non-profit / non-HC govt. Event	Commercial / For-Profit Event	Total Fees
	School Parking Lot	FREE	FREE	\$25 / hour	\$35 / hour	
	Classroom (fee per classroom)	FREE	FREE	\$30 / hour	\$40 / hour	
	School Media Center	FREE	FREE	\$40 / hour	\$50 / hour	
	Commons/Cafeteria – No Kitchen	FREE	FREE	\$40 / hour	\$50 / hour	
	Elementary Ball Field/Playground	FREE	FREE	\$40 / hour	\$50 / hour	
	Elementary Gym	FREE	FREE	\$40 / hour	\$50 / hour	
	Middle & High Ball Fields/Courts	FREE	FREE	\$50 / hour	\$60 / hour	
	Middle School Gym	FREE	FREE	\$50 / hour	\$60 / hour	
	High School Gym	FREE	FREE	\$60 / hour	\$70 / hour	
	Middle & High Stadium/Track/Field	FREE	FREE	\$70 / hour	\$80 / hour	
*Principal Use Only	Custodial Services	\$25 / hour	\$25 / hour	\$25 / hour	\$25 / hour	
NOTE: Host school is responsible for any excessive trash resulting from event.						
Facility Fee: Please make check payable to Henry County Board of Education					Total:	

In addition, the principal may require the presence of law enforcement officers/security, or other supervising personnel during the time that school facilities are used. Fees will be charged for such services as follows:

Check All That Apply	Required Services	Fee Rate	Total Hours	Total Fees
	Other School Supervising Personnel	A minimum of \$20.00 per hour		
	Law Enforcement / Security	Fee to be determined by agency		
Service Fee(s): Please make payment to each individual			Total	

If Henry County School District is closed as the result of inclement weather or other emergency, any event scheduled at the school / facility for the day will be canceled. The event may be rescheduled, or fees may be prorated and/or refunded.

Applicant Agreement

The approval to use school/facility is limited to the dates, times, and areas specified in this application. The Superintendent, or designee reserves the right to cancel any permission granted. The applicant agrees to pay for the use of school/facility and any required services according to the fee schedule or the rate set by the Superintendent or designee. The applicant shall notify the principal/administrator of any changes to the request to use school/facility. The applicant must obtain written approval from the principal/administrator for use of any school/facility equipment. The applicant shall ensure that tobacco and alcohol products are not used while on the property, and that the facility is left in a clean and orderly condition.

Indemnification Agreement

All users of school facilities shall agree to indemnify and hold harmless the Henry County School District and Henry County Board of Education and its members, agents, representatives, attorneys, employees, contractors, predecessors and successors in interest, and all other persons or entities who may be liable from any and all liability, claims, damages or expenses of any kind, including attorney fees, which they may sustain or incur as a result of the lease, use or non-use, occupancy, injury, damage to person or property, or other claim arising from use of the facility. Henry County School District and Henry County Board of Education shall not be liable to renter/licensee for any theft of or damage to any personal property or other property brought into the school facilities or its premises or onto any Henry County Board of Education property by renter/licensee, renter/licensee's employees, agents, contractors, program participants, licensees or invitees. Neither Henry County School District nor Henry County Board of Education makes any guarantee or warranty concerning the possibility of criminal acts committed by members of the public, non-employees, or invitees, against renter/licensee or renter/licensee's guests, visitors, invitees, licensees or agents. Users shall be required to provide a Certificate of Insurance for coverage and amounts satisfactory for indemnification and defense to the School District and Board of Education.

Liability Insurance Coverage

All users of school facilities shall agree to maintain and provide proof of a minimum of one million dollars (\$1,000,000.00) in liability insurance coverage applicable to the use of the facility and said liability insurance coverage must be effective for the duration of the licensees' use of the facility and for the duration of the agreement between the licensee and Henry County School District and Henry County Board of Education. **Henry County Board of Education must be listed as the certificate holder.**

Signature of Applicant

Date

To be Completed by the Principal

Approved

Denied

Signature of Principal

Date

Principals, please approve or deny application, and provide signed copy to Henry County Schools Facilities and Maintenance Department.

To be Completed by Henry County Schools Facilities and Maintenance Department

Notes: _____

Approved

Denied

Signature of Superintendent or Designee

Date