

ADMINISTRATIVE PROCEDURES

Use of School Facilities

FACILITY USE AUTHORIZATION

1. An application for facility use must be obtained from the principal of the school where the requested use of the facility is housed. It shall be the responsibility of the principal and the superintendent to approve the use of the school facility using the policy and procedures established by the Rabun County Board of Education.
2. The principal and superintendent may, as a condition of using the facility, require the organization to secure adequate police protection and or other security as deemed necessary.
3. Multi-day use of system facilities by any organization must be approved by the superintendent/designee as directed by the Board of Education and cannot exceed 5 school days.
4. The organization using the facility is responsible for ensuring that the facility is returned in a state of cleanliness and the same condition as when made available for use. The expense for cleaning and or repair will be the sole responsibility of the user of the facility.
5. Any and all activities conducted at school facilities shall be in compliance with all local, state and federal laws and shall conform to existing and relevant school board policies. Illegal drugs, alcoholic beverages, and all forms of tobacco are prohibited in school facilities and on school grounds.
6. Use of school equipment will be at the discretion of the superintendent/principal. Any sign advertising the activity or organization must first be approved and then can only be placed on school property just prior to the activity or meeting and must be removed as soon as the activity or meeting concludes.
7. The user of facilities is responsible for providing any such insurance deemed necessary and for indemnifying and holding harmless the Rabun County School District from the cost of defending any claims that may be filed against the district. The requirement for insurance may be set or waived by the superintendent where it is determined, in his/her sole discretion, that sufficient protection is available in the absence of such insurance.
8. Applicants must obtain at their own cost and expense any licenses or permits required by law or ordinance.
9. All deliveries of needed equipment, supplies, etc. must be made with the consent and guidance of the school principal/administrator. Within twenty-four hours following the use of the facility, all user equipment, supplies, etc. must be removed from the premises. Anything not removed from the premises after twenty-four hours may be subject to storage charges or additional clean-up fees.

Use of School Facilities

The User of the Facility shall abide by all rules and regulations applicable to the use of the facilities required by the Rabun County School Board and shall abide by the individual school rules. The User of the Facilities shall properly supervise and protect all individuals participating in the use of the facilities.

The User of Facilities hereby agrees to indemnify and hold harmless the Rabun County Board of Education, its officers, agents, employees, and the District from any damage or accidents or injury that may happen to the user or his agents, servants, employees, or property from any cause whatever, prior, during or subsequent to the period covered by this agreement, and the said user hereby releases the District from any and all claims for such occurrences.

By signing this agreement, the applicant for use of the facility agrees to comply with all of the assurances outlined in the Facilities Use Request Form and all policies and procedures of the Board of Education.

The User of Facilities shall pay the Rabun County School System in accordance with the attached "Fee Schedule" for the use of the facilities.

Facility Usage Fees:

- Fine Arts Facility (\$1,000 for 8 hours [minimum]; \$125 for each additional hour)
- High School Stadium (\$1,000 for 8 hours [minimum]; \$125 for each additional hour)
- Agriscience Center Multipurpose Space (\$150 per hour - minimum 3 hours)
- Agriscience Center Kitchen (\$100 per hour - minimum 3 hours)
- Softball/Baseball/Tennis Courts (\$100 per hour)
- RCHS Gym (\$1,000 for 8 hours [minimum]; \$125 for each additional hour)
- All Other Gyms (\$500 for 8 hours [minimum]; \$125 for each additional hour)
- Cafeteria (\$150 per hour)
- Kitchen (\$100 per hour - Staff Required - Cafeteria Rental Required)
- Media Center / Classrooms (\$100 per hour)

Personnel Costs:

- Custodial Supervisor (\$50/hour)*
- Custodial Personnel (\$36/hour per person)*
- Custodial Supplies (\$40/hour)*
- Sound Technician (\$65/hour)**
- Lighting Technician (\$65/hour)**
- Kitchen Staff (\$36/hour)***

* Required for all facilities.

**Required for FAB & may be required for gym based on needs.

*** Required for all kitchen rentals



Rabun County Schools Facility Usage Form

Today's Date	
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Facility Requested:	
Contact Name	
Organization	
Phone	
Email	
Event Title/Description	
Date(s)	
Set Up Time/Date	
Event Start Time	
Event End Time	
Take Down End Time	

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By signing this agreement, the applicant for use of the facility agrees to comply with all of the assurances outlined in the Facilities Use Request Form and all policies and procedures of the Board of Education. **All facility rental requests must be submitted a minimum of two weeks prior to the event.**

The user of facilities shall pay the Rabun County School System in accordance with the attached fee schedule for the use of the facilities.

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*** Required for all kitchen rentals

Facilities/Personnel Required			
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Requestor Signature		Date	
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Amount of Facility Fees			
Approved by Principal		Date	
Approved by Superintendent		Date	