Use of Facilities Application

Date: _____

Please complete the application and forward it to the Operations & Maintenance Department **at least 3 weeks prior to the requested date.** Rules and Regulations pertaining to the requested facility should be discussed prior to completing the application. The application is NOT approved until written confirmation is received from the Darlington County School District.

Facility Requested:		
Date:	Time:	Number of Participants:
Name of Organization:		
Contact:	Phone Number:	
Billing Address:		
Email Address:		
Type of Program:		
Admission __Charged __Not Charged	Proceeds For:	
Special Arrangements:		

***NO ACCESS to the kitchen area. NO USE of Kitchen Equipment, Serving Lines, Carts, Utensils, etc. NO TABLES OR CHAIRS will be provided for any event.

I agree to personally assume the responsibility for all charges, liability, and ensure enforcement of all regulations governing the care of school facilities (see attached). I understand that I will be billed for my organization's use of the facility.

_____ _____

Applicant Signature Date

FOR DISTRICT USE ONLY

	Approved		Disapproved		Certificate of Insurance Requested		Certificate Received
Building Principal:						Date:	
District Authorization:						Date	
Rental Fee: $		Per Hour: $			Other Fee(s): $		
Total Billed:$				Dated Billed:			

DARLINGTON COUNTY SCHOOL DISTRICT

Use of Facilities Rules / Regulations

1. The Use of Facilities form will be completed, submitted, and approved a minimum of three weeks prior to the requested date of services or use.
2. School Functions have priority over outside requests.
3. Facilities cannot be used for profit. Any rental determined to be charging admission will be asked to leave immediately and a refund will not be issued.
4. Absolutely NO alcohol may be served, sold, or consumed on the premises.
5. No concessions or other items may be sold on district property.
6. Children must be supervised while on the premises.
7. Events exceeding 250 participants are required to have 1 uniformed police officer on site for the duration of the even and for crow control. The number of officers should be increased to 2 for 500 participants, etc. It is the applicant's responsibility to schedule and compensate all officers required.
8. An advance notice of two weeks is required for meals for all community/civic/adult food program requests. Guarantees for the meal number can be changed within 48 hours prior to approved function. A minimum guarantee of $100 will be billed. ***Meal banquets for non-school activities will not be scheduled on weeknights during the school year.***
9. Prices for meals are based on the following: $10.00 plus sales tax (see menu choices for specific information) School facility charges are for **4** hours. Each additional hour is at the rate of $**120/hr**. Total hours charged will include the custodian's time before and after the event for set-up and clean-up. *A custodian shall always remain on the premises*.

Banquet Cafeteria (Without Kitchen Use)	$250	Auditorium	$325
Banquet Cafeteria (With Kitchen Use)	$350	Media Center	$300
Gym	$300	Classroom (Per Room)	$50
Stadium	$400		

(Educational Service Provider one-time set up charge of $75.)

10. All community/civic/adult food program bills shall be reconciled within 30 days of the invoice date. Charges are due upon receipt of invoice.
11. All food requested through the community/civic/adult food program must be consumed on the premises of the preparation site. No food can be taken from the premises. A school food service employee must be present to supervise the kitchen operation of all community/civic/adult food program functions. If the kitchen is unlocked, a food services employee must be on duty.
12. The school district reserves the right to refuse requests for Saturdays, Sundays, school holidays or any day that school lunch is not served. The school district also reserves the right to refuse service to any organization or group with outstanding bills.
13. No requests for organizational lunches or school catering will be honored during school hours.
14. All finalized menus will be approved through the School Food Services District Director or the Manager where the event is held either by writing or by phone.

15. Any problems experienced utilizing banquet privileges should be reported to the School Food Services District Office (398-2315) or Operations & Maintenance (398-2311).
16. The school food service staff will cater all food functions. No outside caterers or carry-in meals will be allowed. Banquet facilities are available only at Darlington High School, Hartsville High School, and Spaulding Middle School.
17. In the event the request for use of facilities is cancelled, it is the responsibility of the party requesting the facility to notify the District Designee (398-2311) or (398-2315) a minimum of three (3) days prior.
18. Organizations are asked to exit the building on school evenings by **10:00 p.m.** and by **11:00 p.m**. on the weekend.
19. The User hereby agrees to indemnify and hold harmless Darlington County School District, its governing board, and all agents, servants or employees for all claims, lawsuits, or judgements that may come about because of the User's Group's negligence and use of the above-described facility by the User Group. This indemnification shall include, and not be limited to, any settlements, judgments, or awards by a court of competent authority, or a board of arbitration. Said indemnification should also include costs for unnecessary legal representation and out-of-pocket expenses incurred by the school in connection with any action or defense necessary to protect itself under the terms of this agreement.
20. In addition to the above, the User represents and warrants that it has a policy of general liability insurance in force and effect on the dates of the use of the premises, issued by a liability insurance company to do business in Darlington County and acceptable to the school district. Said insurance company will, without any cost or expense to the district, issue a certificate to the district naming them as an Additional insured. Said Certificate of Insurance shall be delivered to the Operations Department at least seven (7) days prior to use of the facility. In addition, said insurance company will agree to give notification to the district of any revocation and/or cancellation at least seventy-two hours before said revocation becomes effective.
21. It is further agreed that Darlington County School District has the Absolute Right of Cancellation without liability if the facility is unavailable for any reason.

Use of Facilities Frequently Asked Questions

- **Who do I contact with questions regarding Use of Facilities?**

Caroline McElveen (843) 398-2311 caroline.mcelveen@darlington.k12.sc.us

- **What are the rental rates?**

Banquet Cafeteria (without kitchen use) $250.00
Banquet Cafeteria (with kitchen use) $350.00
Gym $300.00
Stadium $400.00
Auditorium $325.00
Media Center $300.00
Classroom (Per Room) $50.00
Please note these rates include 4 hours of rental. For more hours of utilization additional charges will accrue.

- **Do I have to pay for Set-Up and Clean-Up Time?**

YES. The hours the requestor lists on the application are the hours your group has permission to utilize the requested facility and should include Set-Up, Rehearsal, Program, and Clean-Up Times.

- **Can I use the kitchen as part of my Cafeteria Rental?**

Use of the kitchen is not included as part of the rental. To have access to the kitchen requires a kitchen staff member to be on site. Their time is billed at $25 per hour.

- **What forms of payment are accepted and when is payment due?**

Darlington County School District accepts Cash, Money Order, or Cashier's Check. Payment is due 7 days before your event. Rental fees not paid in advance will be cancelled.

- **Who are checks made payable to and where do I go to make payment?**

All checks are to be made payable to Darlington County School District.
Payment is made at the Operations & Maintenance Building: 2308 N. Governor Williams Hwy. Darlington, SC 29540

- **Is Liability Insurance Required?**

YES. A standard "occurrence based" General Comprehensive Liability insurance policy issued by an insurer authorized to do business in South Carolina providing, without limitation, the following: (a) a combined single limit of not less than $1,000,000 for bodily injury liability and property damage liability; and (b) contractual liability insurance coverage for the defense, indemnification, and hold harmless promises made by USING PARTY to Indemnitees elsewhere in the Agreement.

- **Who compensates custodial personnel?**

Users are billed per hour for each rental. These billed hours cover the cost of a custodian. If the custodian must stay more than 4 hours, his/her services will be billed to the user at $120 per hour. Custodians must remain on premises the entire length of event.

- **Can the custodian volunteer their time for the event?**

NO. To comply with the Fair Labor Standards Act, custodians nor other school employees may not volunteer their time for an event.

- **How do I cancel the event/rental?**

Cancellation notice must be received in the Operations Department 72 hours prior to the event or rental fees will not be refunded. It is the responsibility of the user to contact the Operations Department for cancellation.