

**Jackson County Public Schools
Facility Use Application**

School _____ Date of Application _____ Date request received by school designee _____
 Areas of school facility requested _____ Equipment requested _____
 Type of activity _____
 Organization responsible _____ Profit _____ Non-Profit _____
 Address _____ Phone _____
 Person responsible _____ Address _____ Phone _____

Dates(s) of use _____ Hours of use _____

Estimated number of participants _____ Adults _____ Minors _____

Fees to be charged for use of facility	Cost _____	Yes _____	No _____
Custodial school personnel required	Cost _____	Yes _____	No _____
Cafeteria school personnel required	Cost _____	Yes _____	No _____
Security (cost configured by the Sheriffs' Department)	Cost _____	Yes _____	No _____
Key deposit required	Cost _____	Yes _____	No _____
Special agreements	_____		

With the signing of this application the user will adhere to the policy guidelines and procedures for community use of school facilities and understand:

- The school system and/or Principal reserves the right to determine availability of facilities for community use.
- The user will be responsible for and agree to pay for damages done to the property of the Jackson County Board of Education exclusive of ordinary wear and tear. This is the actual cost of the total repair and/or replacement.
- The user hereby agrees and undertakes to save and hold harmless the Jackson County Board of Education from and all claims for damages to person or property that may arise out of the use of the facility and equipment, without regard to whether the damage, personal or otherwise is brought about or caused by the negligence of the applicant, the Jackson County Board of Education, or any other person, organization, firm, or corporation.
- Attach copy of liability insurance declaration page or certificate if insurance showing the following: the name of the insurance company, name of insured, policy number, effective date and expiration date, liability limits-minimum \$1,000,000.00.
- This form must be renewed annually (July 1 – June 30) with updated insurance.
- The applicant and outside organization are responsible for conducting background checks on its employees, independent contractors, and volunteers when the organization is using a JCPS facility for an activity that includes minors.
- Visitors using tobacco products will be asked to refrain while on school property or leave the premises. (Policy 5026/7250; Legal References: G.S. 14-313;115C-47(18),-407)

It is your organization's responsibility to determine whether or not the organization is exempt from collecting and remitting to the North Carolina Department of Revenue sales tax on admissions charges to entertainment events pursuant to N.C.G.S. § 105-164.4(a)(10). In the event that your organization is not exempt, your organization is required to charge and remit the collected sales tax directly to the North Carolina Department of Revenue in accordance with the applicable sales tax rate. Your organization hereby agrees to indemnify and hold harmless the Jackson County Board of Education and its members, officers, employees, agents and attorneys from any fines, damages, causes of actions, suits, claims and fees (including attorneys' fees) associated with the collection and remittance of sales tax on admission charges associated with your event, rental and/or activity.

_____/_____
 Applicant (Signature) Date Signed Date received in Central Office

Approved by Principal _____ Not approved by Principal _____

 School Principal (Signature) Date Approved Deputy Superintendent Date Approved



Facilities Use Fees

Smoky Mountain High School

SMHS will not allow long-term facilities use (defined as consistent, multi-day occurrences).

Auditorium SMHS (w/lobby and restroom access)	\$1000
Carr Hooper Stadium* (w/restroom access)	\$750
Carr Hooper Stadium* (evening w/lights & restroom access)	\$1000
Gymnasium SMHS* (w/lobby and restroom access)	\$750
Auxiliary Gym SMHS* (w/lobby and restroom access)	\$500

*access to concession area, field house or locker rooms is not permitted

Auditorium Scotts Creek (w/restroom access)	\$500
Cafeteria - All Schools	\$150
Kitchen - All Schools	\$500
Baseball/Softball - All Schools	\$250
Athletic Field - Blue Ridge	\$250
Gymnasium JCS (w/restroom access)	\$500
Gymnasium SME, FV, CVS, SC, BR (w/restroom access)	\$500

**Any space that requires the use of audio/video or sound equipment will be charged an *additional fee of \$250* for maintenance and repair of equipment. User is also responsible to cover any damage incurred on the equipment as assessed by a JCPS Authorized Technician.

Custodial personnel and supplies	\$50 per hour
School nutrition personnel	\$50 per hour
Supervision	\$50 per hour

All fees are based on a single day occurrence.

No classroom space is available for facilities use rental.

There is no fee for physical space for Non-Profit and Parent/Student Youth Groups, however, additional fees do apply.