

School Facility Use Application

Please Type or Print in Blue Ink

Office Use Only

The application must be submitted at least 30 business days in advance.

Our organization is designated as:

- ☐ Non-profit making ☐ Profit making
(must provide Form 501(c)(3) with application)

We are a:

- ☐ Government agency ☐ Civic group
☐ Church/Religious group ☐ Private business
☐ An individual (not a business) ☐ Other: _____

**All users must provide proof of insurance
(\$1,000,000 liability limit) with the application.)**

Admission to the function for which the facility will be used will be by (select all that apply):

- ☐ Free Admission ☐ Paid Admission
☐ Open to the Public ☐ Not Open to the Public

Estimated Attendance Will Be: _____

Requesting Organization's Name & Address (include city/zip):

Contact Person: _____

Name of Organization: _____

Address: _____

City/Zip: _____

Phone for Contact: _____

Email for Contact: _____

The purpose for which we will use the facility is:

Building Requested:

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

Additional Information:

Does your function provide a direct benefit to RCPS?

_____ If so, how? _____

Will food be served? _____ If so, what? _____

Request catering below

Will you have any vendors? _____ If so, what type?

Facilities Requested:

- ☐ Auditorium (MS) /Theater (HS) Form KG-F2, Security deposit needed
☐ Cafeteria without Kitchen
☐ Classrooms # needed _____
☐ Commons Area
☐ ES Cafeteria with Stage Form KG-F2 needed
☐ ES Playground/Open Field
☐ Gymnasium Only No access to the locker room
☐ Media Center
☐ MS Field/ HS Practice Field
☐ Parking Lot If restrooms are needed, include the commons area
☐ Other (specify): _____

*Custodians may provide access only to areas requested and approved.

*Reid, Evans, and Seminole Stadium fields and tracks are for RCPS use only.

Services Requested:

- ☐ Technology needed _____

**RCPS staff required for this service - \$41.50 per hour

- ☐ Tables: # needed _____

- ☐ Chairs: # needed _____

**Furniture & equipment needs must be submitted and confirmed 10 working days before the event to ensure availability.

- ☐ Catering _____

** Food served at RCA must request a quote from RCA Catering at www.rcacatering.com at the time of application.

**All other locations must request a quote from RCPS Food Services.

Additional Requests: _____

Custodial staff must be present to open and to secure the building and to supervise the non-school use of the building during the entire time the building is in use.

If the requested use is for anything other than a one-time use, please provide the dates, hours, and the expected length of your use. Be very specific in your details and use additional sheets if necessary. Note that permission will not be granted on a continuing basis for longer than one year.

Date(s) of Use: Rehearsal 	Arrival time: 	Departure time:
Date(s) of Use: Function Set-up 	Arrival time: 	Departure time:
Date(s) of Use: Function Dates 	Arrival time: 	Departure time:
<ul style="list-style-type: none"> • All areas approved for use must be restored to their original order. • Teachers' desks and students' work are off-limits and should not be moved or items removed from them. • All technology must remain connected and in its original location. • Food, drink, and snacks are not permitted outside of the designated area. This includes water and candy. • Catering must be done by one of the RCPS catering departments. • According to the Rockdale Environmental Public Health Department, all food trucks must submit the following to operate on any campus: <ul style="list-style-type: none"> ◦ Updated permit ◦ \$1,000,000 Liability Insurance ◦ Recent Health Inspection • A security deposit of \$250 for middle school auditoriums or \$500 for high school theaters is required. 	<ul style="list-style-type: none"> • Security may be required for your event. The level of security will be at the discretion of the Office of School Safety and Student Affairs. • The equipment operator's time is based on a minimum charge of three hours at the rate specified on the rate table and will be included in your total use of facility fee. • If lights are needed for a practice field, you will be responsible for the stadium manager's fee for the duration of your event. • No refund will be made once payment is rendered for facility use or personnel time. • No activity that violates federal, state, or local law will be allowed. • No guns, alcoholic beverages, tobacco, or tobacco products will be permitted on school premises. • The Board reserves the right to cancel scheduled events if necessary. • Approval of facility use by the school does not constitute endorsement of the activity, sponsoring group, or the purposes the event represents. 	

FAILURE TO ADHERE TO THESE RULES COULD RESULT IN FUTURE REQUESTS BEING DENIED.

Rates for Custodian Services

Custodial staff must be present to open, secure, and supervise the building during non-school use for the entire duration of your event. If your application is approved, there will be an additional hourly custodian rate of **\$27.00 per person**, with a **minimum charge of \$81.00 for three hours**. The number of custodians required is based on the estimated attendance at your event, with one custodian needed for every 100 people. This requirement may change depending on the number of areas you are requesting. The quoted amount will be communicated before your event is approved.

This service will be invoiced and included in your total facility rental bill, which will be payable to Rockdale County Public Schools.

Rate Table for Use of School Facilities

A minimum fee will be charged for the use of any school facility when the school is not regularly open. This minimum fee entitles the user to a maximum of three (3) hours of use for the base rate amount. Use beyond the initial three (3) hours will be charged on an hourly basis. Fractional portions of an hour are counted as full hours.

- Checks for the use of the facility should be made **payable to the Rockdale County Board of Education**.
- All services will be combined on one invoice, except for catering services.

Classroom, Kitchen, and Gymnasium					
Elementary Schools			Middle Schools and High Schools		
Classrooms <i>Includes Media Center & Common Areas</i>	Minimum	\$225.00	Classrooms <i>Includes Media Center & Common Areas</i>	Minimum	\$225.00
	Hourly	\$ 75.00		Hourly	\$ 75.00
Cafeteria without Kitchen (with Stage)	Minimum	\$225.00	Cafeteria without Kitchen	Minimum	\$225.00
Technology Staff**	Hourly	\$ 75.00		Hourly	\$ 75.00
	Hourly	\$ 41.50			
P.E. Buildings and Playgrounds	Minimum	\$225.00	Gymnasiums	Minimum	\$360.00
	Hourly	\$ 75.00		Hourly	\$120.00

Auditorium, Theater, & Fields					
Middle Schools			High Schools		
Base Fee	Minimum	\$225.00	Base Fee	Minimum	\$450.00
	Hourly	\$ 75.00		Hourly	\$150.00
Auditorium Manager**	Hourly	\$ 41.50	Auditorium Manager**	Hourly	\$ 41.50
Open Field (<i>Track @t EMS</i>)	Minimum	\$120.00	Practice Field/ Baseball Fields	Minimum	\$120.00
	Hourly	\$ 40.00		Hourly	\$ 40.00
			Stadium Manager*	Hourly	\$ 41.50

*Mandatory Fee | Stadium Manager must be present at events using lights/equipment at the fields. Minimum rate is \$124.50.

**Mandatory Fee | Intel, Auditorium, or Theater Manager must be present at events using any technology or equipment. If you are using the space without any equipment, this fee isn't required. Minimum rate is \$124.50.

Custodian staff may not provide access to areas not approved by financial services and school administration.

All applicants must carefully read and sign the statement below before any application can be considered.

I certify that I am an Officer in the organization applying for use of school facilities, and that I am authorized by the organization to execute this agreement. I further certify that I have read the regulations dealing with the use of school facilities, and that I hereby bind the organization to these regulations as a term of our use of the facility. Also, I certify that the organization agrees to pay for the use of the facility according to the rate table shown therein and to pay for any custodial or other personnel that the Board of Education may require as a result of our use of the facility. I further agree to notify the Chief Financial Officer (or his/her designee) of any changes to the requested school facilities. I understand that approval of facility use by the school system does not constitute endorsement of the activity, the sponsoring group, or the purposes the event represents. I shall also ensure that tobacco and alcohol products are not used while on school property and that the facility is left in a clean and orderly condition.

Indemnification Agreement: The organization making the application for the use of Rockdale County Board of Education facilities shall agree to indemnify and hold harmless Rockdale County Public School District and the Rockdale County Board of Education, and its individual Board members, agents, servants, representatives, employees, contractors, predecessors and successors in interest, and all other persons or entities of the Board who may be liable from all liability claims, damages or expenses of any kind, injury or damage to the person or property of any person, 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 in connection with the organization's use of the facility even if said injuries or damages are alleged to be the result of the negligent acts and/or omissions of Rockdale County Public Schools and the Rockdale County Board of Education and its individual Board members, agents, servants, representatives, employees, contractors, or predecessors and successors in interest, and all other persons or entities of the Board. The organization further agrees to defend, at the organization's sole expense, any legal action which may be brought against Rockdale County Public Schools, the Rockdale County Board of Education and its individual Board members, agents, servants, representatives, employees, contractors, predecessors and successors in interest, and all other persons or entities of the Board for personal injury property damage, or other claim of harm resulting from the organization's use of the facility even if such injuries and/or property damage is alleged to have resulted from the negligent acts and/or omissions of Rockdale County Public Schools, Rockdale County Board of Education and its individual Board members, agents, servants, representatives, employees, and all other persons or entities of the Board. Users shall be required to provide a Certificate of Insurance for coverage and amounts satisfactory for indemnification and defense of Rockdale County Public Schools and the Rockdale County Board of Education.

Liability Insurance Coverage: The organization making the application for the use of Rockdale County Board of Education facilities shall agree to maintain and provide proof of a minimum of \$1 million in liability insurance coverage applicable to the use of the facility and said liability insurance coverage must be effective for the duration of the users use of the facility and for the duration of the agreement between the user and Rockdale County Public Schools and Rockdale County Board of Education as required by O.C.G.A. § 51-1-53.

I understand no refunds will be made once I render payment for facility use or personnel time.

Printed Name & Title of Officer

Signature of Officer

Date