King George County Schools
Community Use of Schools Request and Rental Form

Please submit this application to the school or location requested.

School/Location Requested:			
Name of Organization/Group:			
Type of Activity: Please provide as much detail as possible. Reverse side of the paper may be used if needed.			
Are you a non-profit 501(c)(3) organization or KGCS Partner in Education? ☐ Yes ☐ No	Do you have general liability insurance coverage? ☐ Yes ☐ No	Will admission be charged for this activity? ☐ Yes ☐ No	
Event Begin Date:	Event End Date:		
Event Begin Time:	Event End Time:		
Will this be a recurring event? ☐ Yes ☐ No			
# of Attendees:	# of Adults:	# of Children:	
Is this event open to the public? ☐ Yes ☐ No			
Contact Name:	Day-time Phone:		
Cell/Other Phone:			
E-mail:			
Billing Address	Individual or Organization Name:		
	Street Address:		
	City:	State:	Zip:

Rules Governing Usage of School Facilities

- Hours of use shall generally be from the end of the instructional day until 10:00 p.m. on weekdays and from 8:00 a.m. to 11:00 p.m. on Saturdays and Sundays.
- Cancellations – use of schools by organizations shall be canceled when schools are closed by the Superintendent. Unless the Superintendent declares all division schools closed for weekend use, the principal may determine whether a school can be safely used as scheduled.
- Acceptable Conduct – individuals, groups, or organizations using a school facility shall conduct activities that are orderly and lawful, not of a nature to incite others to disorder, and not restricted by reason of race, religion, sex, creed or national origin.
- Supervision – No program shall be in operation unless a building supervisor (contracted or appointed at the discretion and approval of the principal) is present.
- Parking – Vehicles parked on school grounds shall be confined to approved parking areas.
- Damages to Facility/Equipment – Before and after facility use, the facility must be inspected by the user and the on-duty designated building supervisors. Damages found to have occurred during use must be noted in writing with the user acknowledging said damages by signature. Users are responsible for any damages to KGCS property.
- Equipment – School or non-school equipment may not be used unless authorization is given to do so.
- Alcohol, Tobacco, Controlled Substances – No alcoholic beverages or controlled substances may be served, consumed, or brought onto the grounds of KGCS facilities. Smoking is not permitted on KGCS owned or leased property in accordance with KGCS Policy GBEC/JFCH.
- Food and beverages are restricted to areas designated for that purpose.
- Payment for all activities is due to the school location prior to the event date.
- Insurance – with the exception of King George County Schools organizations, each applicant is required to carry a minimum of $1,000,000 in liability insurance coverage for all activities. A certificate of liability insurance shall be required naming the King George County School Board as an additional insured to the policy prior to approval of the community use request.

Name of User/Organization:

_____

The above user agrees to assume full responsibility for and hold the King George County School Board, its agents, and employees harmless from any legal liability, injury, or damage to the person or property of the applicant or others and to assume full responsibility for any damage to any school property or person in connection with the use of the school facilities, and the agent below signing is duly authorized to execute this instrument for the above-named user.

I have read and will abide by all direction and regulation contained in King George County School Board Policy KA and KA-R concerning community use of school facilities.

Signature of Agent Position Date

OFFICE USE ONLY

_____ Approved _____ Declined, for the following reason: Non-Profit Status Confirmed _____ Insurance Coverage Confirmed _____	
Approved By	Date

Estimated Fees:

Invoice #:	Estimated Fees:
Rental	
Custodial	
Food Service	
Supervisory	
Other Fees	
Estimate Total	

King George County Schools Receipt for Payment for Community Use	Invoice # _____ Payment by: Check # _____ Money Order # _____ Other _____
School/Facility Name:	Payer Name _____ Address _____ State _____ Zip _____

Date	Description of Charge(s)	Amount
	Total:	

King George County School
Community Use Schedule of Fees

King George High School	Non-Profit/Partners in Ed Per Hour	Commercial Per Hour
Gymnasium	$75	$225
Auditorium	$75	$225
Cafeteria/Commons/Kitchen	$40	$120
Library	$35	$105
Typical Classroom	$10	$30

King George Middle School	Non-Profit/Partners in Ed Per Hour	Commercial Per Hour
Gymnasium	$50	$150
Auditorium	$50	$150
Cafeteria/Kitchen	$40	$120
Library	$35	$105
Typical Classroom	$10	$30

Elementary Schools	Non-Profit/Partners in Ed Per Hour	Commercial Per Hour
Gymnasium	$50	$150
Auditorium	NA	NA
Cafeteria/Commons/Kitchen	$35	$105
Library	$30	$90
Typical Classroom	$10	$30
PES Music Room	$10	$30

School Board Office	Non-Profit/Partners in Ed Per Hour	Commercial Per Hour
Cafeteria	$35	$105
Typical Classroom	$10	$30

Personnel	Per Hour
Supervisory	$30
Custodial	$30
Food Service	$30
Specialist (Sound, Lighting, Etc.)	$30
Student Technician	$20

King George High School Stadium Rates	Local	Outside
Field	$100 per hour	$200 per hour
Custodial	Included in rental fee	Included in rental fee
Support Staff (clock operator, ticket taker, announcer, etc.)	$50 per staff member per event	$50 per staff member per event
Supervisor	$30 per hour	$30 per hour
Concession Support	$100 per event	$100 per event
Security Personnel	Actual Cost	Actual Cost