

# Facility Rental Request Application (KG-E2)



\*APPLICANT SHOULD START THE FACILITY USAGE AT THE SPECIFIC SCHOOL AND TURN FORM INTO SCHOOL PRINCIPAL.

Application Date: \_\_\_\_\_ Name of Group / Organization: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address (Street, City, State, & Zip):  
\_\_\_\_\_  
\_\_\_\_\_

Best Phone Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date(s) of Rental Requested: \_\_\_\_\_

Time of Rental Request: \_\_\_\_\_  
*(include AM and PM and Dates if multiple dates)*

Describe the type of Activity to be held: \_\_\_\_\_  
\_\_\_\_\_

Is there a fee for admission to the event? Yes  No  If so, how much? \_\_\_\_\_

Are there any technology needs (internet, audio/visual equipment, etc)? Yes  No

List the specific technology requests\*\*.

\*\*Technology request must be approved by the CCS Director of Technology.

Facility/School Requested: \_\_\_\_\_

## Rental Groups / Categories

### **Group A (CCS Connected – DOES NOT NEED BOARD APPROVAL; APPROVED @ SCHOOL)**

This group includes any School Events, School-Based Camps, PTC, Booster Club, City of Cartersville (including Parks/Rec and Feeder Programs), City of Cartersville-Bartow County Chamber, and/or Cartersville-Bartow County Economic Development

- Rental fees shall be waived when the sole purpose in using the school/facility is to provide a service or benefit to Cartersville City Schools and where all proceeds, if any, are used to support school programs.
- Rental fees shall be waived when the sole purpose in using the school/facility is to conduct public meetings or events at no charge. *(SPECIFIC to City Government, Chamber, Economic Development, or Local/State/Federal Government)*
- Facility Rental Request must be filled out in its entirety.
- Approval by the principal is required.
- Superintendent or designee is notified of request.

### **Group B (Non-Profit Organizations – SUPERINTENDENT OR DESIGNEE APPROVAL NEEDED & BOARD NOTIFICATION)**

This group includes any local churches, local non-profit community groups, and any non-profit events offering academic/extracurricular value to CCS Students (Civic and Charitable Groups, 4-H, Scouts, etc.)

- Rental fees shall be waived when the sole purpose in using the school/facility is to provide a service or benefit to school-aged children residing in the City of Cartersville and where the event is a non-profit activity.
- Facility Rental Request must be filled out in its entirety.
- Approval by the principal is required.
- Approval by the Superintendent or designee is required.
- CCS Board of Education is notified.
- Custodial fees may apply.
- Documentation of the organization's non-profit status may be required.

### **Group C (For Profit – SUPERINTENDENT OR DESIGNEE APPROVAL NEEDED & BOARD NOTIFICATION)**

This group includes any for profit groups, not covered by Group D.

- Rental fees are **not** waived.
  - Facility rental request must be filled out in its entirety.
  - Approval by the principal is required.
  - Approval by the Superintendent or designee is required.
  - CCS Board of Education is notified.
- \*See Fee Schedule for details. \*See GHSA Constitution & By Laws.

### **Group D (Entertainment or Business – NEED BOARD APPROVAL)**

This group includes movies, tv shows, commercials, and/or social media, companies, and/or corporations.

- Rental fees are **not** waived.
  - Facility Rental Request must be filled out in its entirety.
  - Approval by the principal is required.
  - Approval by the Superintendent or designee is required.
  - Approval by CCS Board of Education is required.
- \*See Fee Schedule for details.

**Applicant Agreement**

The approval to use the school or facility is limited to the dates, times, and areas specified in this application. The Superintendent or designee reserves the right to cancel any granted permission. The applicant agrees to pay for the use of the school or facility and any required services according to the fee schedule or the rate set by the Superintendent or designee. The applicant shall notify the principal or administrator of any charges related to the request to use the school or facility. Written approval from the principal or administrator is required for the use of any school or facility equipment. The applicant must ensure that tobacco and alcohol products are not used on the property and that the facility is left clean and in good order.

**Indemnification Agreement**

To the fullest extent permitted by law, any user/licensee agrees to indemnify, defend, and hold harmless Cartersville City Schools and the Cartersville City Schools Board of Education, and all of their respective officers, employees, board members, agents, contractors, and volunteers (collectively "CCS") from and against any and all claims, liabilities, losses, damages, injuries, costs, and expenses (including attorneys' fees) arising out of or related to:

- Use of the facilities
- Acts or omissions of User and/or its participants, guests, agents, vendors, or invitees
- Violations of this Agreement
- Any damage to property or personal injury caused during the event

THIS INDEMNIFICATION SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT AND SHALL BE CONSTRUED IN THE BROADEST MANNER IN FAVOR OF CCS.

Further, CCS will not be liable to the user/licensee for any theft of or damage to personal property or other property brought into the school facilities, premises, or onto any CCS property by the user/licensee, their employees, agents, contractors, program participants, licensees, or invitees. CCS makes no guarantee or warranty regarding the possibility of criminal acts committed by members of the public, non-employees, or invitees against the user/licensee or their guests, visitors, invitees, licensees, or agents. Users are required to provide a Certificate of Insurance showing coverage and amounts satisfactory for indemnification and defense of the School District and Board of Education.

**Liability Insurance Coverage**

All users of school facilities shall agree to maintain and provide proof of a minimum of one million dollars (\$1,000,000.00) in liability insurance coverage applicable to the use of the facility and said liability insurance coverage must be effective for the duration of licensee's use of the facility and for the duration of the agreement between the licensee and Cartersville City Schools Board of Education must be listed as the certificate holder.

**Terms of Use**

- All reservations are subject to approval.
- All Users must comply with all local, state, and federal laws, including fire codes, safety standards, and ADA requirements.
- Use of facilities must not promote, incite, or imply violence or unlawful activity. CCS permits facility access on a content-neutral basis and does not endorse the viewpoints of outside users. Users shall not discriminate against any person on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other protected class under applicable law.
- User activities may not interfere with or disrupt school operations. No access is permitted to any restricted areas without pre-approval.
- Users shall be responsible for providing adequate adult supervision for minors and ensuring the facility is returned in the same or better condition.
- Unless otherwise stated, Users shall be responsible for providing security at their sole expense.

\_\_\_\_\_  
Signature of Applicant

***To be completed by the School Principal***

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

\*Principals, please approve or deny the application and return it to the Assistant to the Superintendent.

***To be completed by the Superintendent or Designee (Notes and/or Additional Questions)***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent or Designee

# FACILITY REQUESTED FEE SCHEDULE (KG-E1)



(Mark ALL that apply)

(Use of school facilities requires a three-hour (3) minimum charge.)

Facility	Proposed Fee <i>(More than 3 hrs.)</i>	Employee Hourly Charge*	# of Hours	Hourly Rate <i>(if less than 3 hrs.)</i>	Total
CPS Gym	\$250	\$25		\$80	
CPS Cafeteria	\$350	\$25		\$110	
CES Gym	\$300	\$25		\$95	
CES Cafeteria	\$250	\$25		\$80	
CMS Gym	\$1000	\$25		\$325	
CMS Cafeteria	\$250	\$25		\$80	
CMS Football Field	\$600	\$25		\$190	
CMS Multipurpose	\$1,500	\$25		\$480	
CHS Auditorium	\$1,500	\$25		\$480	
CHS Cafeteria	\$500	\$25		\$150	
CHS Weinman Stadium	\$1,250	\$25		\$400	
CHS STEM Gym	\$750	\$25		\$240	
CHS Storm Center Gym	\$1,250	\$25		\$400	
Classrooms (up to 3)	\$150	\$25		\$50	
School Grounds/Parking Lot	N/C	N/C	N/C	N/C	N/C
Sound and/or AV	-	\$25			
Hitting Facility (Baseball @ Atco)	-	\$50			
Hitting Facility (Softball @ Dellinger)	-	\$50			
Internet	Varies	Varies			
Technical Assistance	Varies	Varies			
Custodial	-	\$25			
Security (CPD or BCSO)	-	\$50 or \$65			

\*The Employee Hourly Charge includes a school or system representative to be on site to open, close, supervise, and clean the facility/area being occupied.

\*If the contract requires security, it will ONLY be an officer with the Cartersville Police Department or a deputy with the Bartow County Sheriff's Office.

**TOTAL RENTAL CHARGES \$ \_\_\_\_\_**

\*Check for the total rental amount should be given to the school once the rental request is approved by the school.

\*Check should be made out to Cartersville City Schools.