STAFFORD COUNTY PUBLIC SCHOOLS – APPLICATION FOR COMMUNITY USE OF BUILDINGS, EQUIPMENT AND GROUNDS

INSTRUCTIONS:

1. All information must be furnished before application can be processed.
2. Fees for all known services and/or rental must be paid when filing the application.
3. Make check payable to the school.
4. Application must be filed with the school principal not less than ten (10) working days before intended use.

Organization_____ School Requested_____

Address_____ Date Application Filed_____

Contact Person_____ Office Phone_____

Address_____ Cell Phone_____

Date(s)/Times(s) of Activity_____

Type of Activity_____

Spaces Requested $ per hour: Auditorium (MS $120, HS $125, Hartwood HS $175) ____ Cafeteria/Multipurpose (ES $95, MS $120, HS $125) ____
Gymnasium (ES $95, MS $120, HS $125) _____ Kitchen ____ (only w cafeteria staff) Classroom ($25) ____ Parking Lot ($50) ____

Special Equipment Desired _____

Names of Performing Groups _____

Admission Charges (if none, so indicate) Adult $_____ Couple $_____ Children $_____ Estimated Attendees _____

The undersigned and the above named organization, jointly and severally, agree to be responsible for the terms of this agreement, including payment of all fees, expenses, damages to premises and further agree to hold the Stafford County School Board, its agents, servants and employees harmless from any legal liability, injury or damage to any person or property in connection with the use of the school facility. The undersigned certifies that he/she is familiar with the rules and regulations of the Stafford County School Board for Community Use of School Facilities and that such rules and regulations will be enforced. The undersigned further acknowledges that the fees shown are estimated fees and that they are responsible for any changes that may be assessed due to the actual use of facilities, equipment, and personnel.

_____

Name of Group/Organization Signature of Contact Person Position Dated

Facility Rental Fee ____x ____hours = Total _____

Certificate of Insurance Attached _____

Expiration Date_____

The renter is fully liable for any damage or vandalism that occurs during the event, as determined by a post-activity inspection of the facility and grounds.

*ALL PERSONNEL COMPENSATION x 7.65%

Personnel Fee(s):

	Total Hours		Hourly Rate	Total Hours		Overtime Rate	Total
Supervision		x			x		
Custodial		x			x		
Security		x			x		
Technician		x			x		
School Nutrition		x			x		
Other(Specify)		x			x		
*FICA Taxes		x			x		
Estimate TOTAL		x			x		
Payment Rec'd		x			x		
BALANCE		x			x		

APPROVED BY: _____, Principal

APPROVED BY: _____, Chief Facilities Officer

REVISED August 2026