



JASPER COUNTY BOARD OF EDUCATION FACILITIES USE REQUEST

This form should be completed in full and submitted to the Superintendent at least one week prior to the upcoming Board of Education meeting for consideration.

PART 1:

To be completed by the designated representative of the organization requesting use of school facilities.

Name of Organization	
Name of Contact Person	
Address of Contact Person	
Contact Phone Number	
Name of School (Facility Requested)	
Specific Sections or Parts of Facility to be Used	
Date or Dates to be Used	
Time(s) to Be Used	

PART 2:

It is understood that the following terms apply to this contract according to Jasper County Board of Education Policy

- Long term use (more than 90 days from the first day of use) of any district facility is prohibited.
- An additional approval process will be implemented for events that are intended for profit or require an admission fee.
- School cafeterias are available upon request/approval, this **does not** include kitchen access.
- A current Certificate of Insurance, naming Jasper County Board of Education as additional insured, will be submitted with this application AND/OR Governmental agencies (or groups affiliated with such agencies) shall submit a current letter of approval from the City Manager or County Manager indicating that the organization using the facility is covered under the governmental agency's insurance plan.

PART 3:

When making an application for use of the above facility, I understand that I am responsible for making the following assurances:

- All in attendance will be supervised adequately by an appointed person charged with authority to control behavior.
- Running wildly, horseplay, loitering outside the facility, acts of aggression, vandalism, and disrespectful behavior must not be allowed.
- Some events may require security personnel (at an additional cost) and/or require a non-refundable security deposit.
- The agency/organization that uses the facility is fully responsible for any and all damages/loss that may occur to equipment and/or the facility during the time of use.
- The school principal will be provided with a schedule to include the date (s) and time(s) of events.
- Sound or lighting equipment must be checked by school personnel prior to use and checked again after use. Any damages/loss must be repaired at the renter's cost and subject to the school's service agreement and vendors.
 - The facility will be cleaned after the event and furniture left in its original location unless other arrangements are made with the school principal. Students may not be used at any time to do custodial type duties connected with these events.
- Expenses for utilities, custodial, supervisory, any other associated costs will be collected in advance of the use of the facility.
- Alcohol, illegal drugs, smoking and/or any other use of tobacco products will not be allowed in any school buildings or on school grounds.

The maintenance and/or modification of facilities and/or athletic fields is the responsibility of the Board of Education. Leasing organizations **may not** provide maintenance and/or modification to facilities and/or athletic fields without the approval and supervision of the Board of Education/designee.
- Any decorations or special equipment used must be approved by the principal/designee. Of prime consideration are the exact places that decorations will be attached and how they will be affixed.
- School system personnel will determine if playing field conditions are unsuitable to begin or continue play.
- Use of any concession stand areas must be expressly approved in writing by the school principal.
- Access to the school facility during school hours is subject to availability as determined by the school administration.
- All preparations must be concluded no later than 10:00 p.m. School custodial personnel are responsible for cleanup in preparation for the next day's school use.
- No facilities will be approved for use on Sundays without a written exception from the Superintendent.
- All custodial services will be calculated at a rate of \$35.00 per hour.
- Custodial service and charges will commence one hour prior to use and run concurrently through the event/practice. In addition, custodial service and charges will continue for an hour after the scheduled conclusion of the event to prepare the facility for the next school day.
- The needs of the school and the school system have priority in the use of the facility. Therefore, a signed contract is void when the school or school system needs the facility on a contracted date.
- The renting organization is fully responsible and liable for any accidents, injuries, or damages incurred during this event. Future use of this facility by the renting organization can be prohibited at the discretion of the principal or superintendent.

Part 4:
Fee Structure for Facility Rental

Location	Cost	Dates	Times	Total Hours
Gymnasium	\$25 per hour			
Field	\$25 per hour			
Boardroom	\$50 per hour			
Auditorium	\$100 per hour			
Classroom(s)	\$25 per hour per room			
Cafeteria	\$50 per hour			
Custodial	\$35 per hour			
School Nutrition Staff	\$35 per hour			
Technical Support Staff	\$50 per hour			
Facilities Administrator	\$35 per hour			
Total Cost				

Support Services needed (check all that apply):

- Use of audio, video, lighting, or technology equipment **(REQUIRES TECHNICAL SUPPORT STAFF)**
Field Lights (FEE MAY APPLY)
- Police Officers or Security **(may be required at certain events-and secured by the requested party)**
- School Custodial Services **(may be required at certain events)**
- Other **(explain):**

****Custodial service and charges** will commence one hour prior to use and run concurrently through the event/practice. In addition, custodial service and charges will continue for an hour after the scheduled conclusion of the event to prepare the facility for the next school day.

Part 5:

We, the undersigned representatives of the organization, have read this contract, agree to the provisions contained herein, and certify by our signature affixed below that we agree to the above and that the above conditions constitute a legal and binding contract between the school and the agency.

Organization Representative _____ Date Submitted _____
(must be submitted at least a week prior to the next BOE meeting for approval)

School / Facility Representative: _____ Date Submitted _____

School Use ONLY

Proof (or official quote) of Insurance Attached (or letter of approval from governmental agency) _____

Person Supervising: _____

Number of Hours: _____

Principal's Initials/Date: _____

Central Office Use ONLY

Date Form Received _____

Amount Due: _____

Amount Paid: _____

Date _____

*Proof of Insurance OR /Letter from Governmental Agency Attached: Y / N

Signature of School Official: _____ Date: _____

Signature of Superintendent: _____ Date: _____

Approval by Board (if applicable): _____ Date: _____

Comment(s):

CC:

___ Business Office ___ Maintenance ___ Custodial ___ Athletic Director ___ Principal