Pitt County Schools
Application for Use of School Facilities

Date Paid:_____ Receipt #:_____ PCCSR USE ONLY

9/17

DATE OF APPLICATION:_____

A Non-Refundable $10.00 Application Fee must be paid directly to the school

INSTRUCTIONS: Form should be filled out in triplicate & presented to Principal/Director of facility being requested

ALL BLANKS MUST BE COMPLETED

INDIVIDUAL AND ORGANIZATION making applications for facility: This should be the person responsible to the Pitt County Schools for proper care/use of the facility and paying use cost.

Individual: _____

Organization: _____

Phone: _____ **Phone:** _____

Please list two (2) contact numbers

Address: _____

City: _____ **State:** _____ **Zip:** _____

Email: _____

SCHOOL REQUESTED: _____

Exact Area(s) Requested: _____

(i.e. Gymnasium, Cafeteria, Campus Grounds)

INTENDED USE OF FACILITY: _____

ANTICIPATED NO. ATTENDING: _____

DATE(S) REQUESTED: _____

DAY(S) OF WEEK REQUESTED: _____

START TIME (include set up time): _____ ENDING TIME: _____

TOTAL NO. OF HOURS: _____

EQUIPMENT/SERVICES NEEDED: _____

_____ / _____

Authorized Agent of User (I have read & understand the agreement below) Date

SCHOOL APPROVAL

Facility/equipment use at the time & date requested will not interfere with any school program/commitment. Application is hereby: **APPROVED** **DISAPPROVED**

_____ / _____

Principal's Signature Date

COMMENTS: _____

FEES (PCCSR USE ONLY)

Supervision Fee: $_____

Utility/Facility Fee: $_____

Auditorium Fee: $_____

Technician Fee: $_____

Field Lights: $_____

Other Fees: $_____

TOTAL DUE: $_____

DUE DATE: _____

Fees will be assigned by Community Schools & Recreation.

Any Fees not paid by due date will result in a cancellation.

Please contact our office at 902-1975 if you wish to cancel.

Send payment by the date indicated to Community Schools & Recreation at 4561 County Home Road, Greenville, NC 27858

ALL FEES MUST BE PAID BEFORE APPLICATION IS APPROVED. FACILITIES WILL NOT BE AVAILABLE IF FEES ARE NOT PAID BY THE DATE INDICATED ABOVE.

Approval is not final until the Principal and the Community Schools Office have signed and ALL fees are paid in full. A school employee assigned by the Principal must open facility, maintain custody of facility and secure the facility after use.

COMMUNITY SCHOOLS & RECREATION OFFICE

This application is **APPROVED** **DISAPPROVED** as presented.

_____ _____

Coordinator's Signature Date

Comments _____

PLEASE READ AGREEMENT BELOW REGARDING SCHOOL FACILITIES LIABILITIES

Section 115-133 of the General Statutes of North Carolina, provides, in pertinent part, that no liability shall attach to any Board of Education individually or collectively for personal injury suffered by reason of the use of school property. It is understood & agreed by & between the parties of this contract that under this Statute & under the doctrine of governmental immunity the Pitt County Board of Education (BOE) is exempt from any & all liability for any damage or injury to person or property caused by or resulting from any cause of happening whatsoever. It is further understood & agreed by & between the parties to this contract that the use of school facilities shall have full & complete responsibility for the proper care & use of such facilities & shall be liable to the Pitt County BOE for any damages to such school facilities resulting from any action of the user or the user 's agent, employees, members of invitees during the period of use of such facilities by users as approved by the Pitt County BOE. The user of school facilities under & pursuant to the terms of this contract hereby agree to indemnify & hold the Pitt County BOE harmless on account of any property damage or personal injury resulting from the use of said school facilities by user except to the extent otherwise provided by law. It is understood that upon the signing of the contract all parties involved in stated organization have read & understand the policy entitled "Rules & Regulations for Use of Facilities". It is further understood that the organization or individual agree to fees & charges as stated and will be responsible to pay for any damages during the use of facility. **It is also understood that no alcoholic beverages or smoking is allowed on the school premises.**