Gainesville City Board of Education
Request of Use of School Facilities

Office Use Only: **Required Signature**

1._____ 2._____
(Principal or Designees) (Assistant Superintendent for Business & Operations)

3. _____
(Board Designee/Superintendent)

All requests must be submitted 10 business days prior to the Board Meeting which is usually scheduled the 3rd Monday of each month.

School property to be used:_____

Date(s) of use:_____ Time of use:_____ to_____

Using Organization:_____

Address:_____

Organization Contact Person: _____

Telephone: _____

School Contact Person:_____

Brief description with details for the use of school facility: _____

_____

Check if facility use involves recreational, physical or fine arts activity.

If this box is checked, this agreement will be in accordance with O.C.G.A. 51-52. In compliance with that code section, the organization seeking to use the facilities will be required to provide an insurance policy covering the event described in this request in the amount of $1,000,000 including Gainesville City School District as an additional insured. The School District may terminate this agreement at any time and all other provisions of the cited code section apply.

Any organization seeking to use the facilities will be required to furnish evidence of sufficient insurance in an amount to be determined by the School District and designed to protect the School District from suit or liability for any bodily injury or damage to property which may occur during the use of the facilities by such organization. This requirement may be waived by the Superintendent where she determines, in her sole discretion, that sufficient protection is available in the absence of such insurance.

Will admission or participant fee be charged, or will items be sold on school property? Yes_____ No_____

If "Yes", answer the following: Amount of admission: _____

List items to be sold and the sale price: Price:

_____ _____

List of Charges/Fees

All charges/fees must be paid 5 days in advance of the event. A cancellation fee of _____ will be charged if the requested use of facility is cancelled with less than forty-eight hour notice.

1. Custodial Fee is a minimum of 2 hours: $_____
2. Hourly Rate = $30.00 per hour X No. of hours = _____=$_____

Facilities:

	Cost Per Hour				
Locations	**Gym**	**Athletic Field***	**Media Center**	**Cafeteria (w/ Kitchen)**	**Cafeteria w/o Kitchen**
Elementary School Facilities	$150.00/hr.	$100.00/hr.	$100.00/hr.	$125.00/hr.	$100.00/hr.
Middle & High School Facilities	$200.00/hr.	$150.00/hr.	$100.00/hr.	$125.00/hr.	$100.00/hr.
Specialty Venues (The Hub / SAC)	$200.00/hr. (SAC)	N/A	$100.00/hr. (The Hub)	$100.00/hr. (SAC)	N/A

**The Pavilion and Bruce Miller Field are covered under Athletic Fields.*

Total number of hours: _____ X _____ (hourly rate) = **TOTAL DUE (FACILITY RENTAL)**

Supervision Fee: Cost per Event $_____

Total Costs:

#1 Custodial $_____ + #2 Facility $_____+ #3 Supervision $_____ = Total Due **$**_____

By signing this application, the undersigned agrees, individually and on behalf of the group represented, to indemnify and hold harmless the Gainesville City School District from any and all damages arising out of the use of the facility as reflected in the application and from any and all claims arising out of the use of the facility as reflected in the application. Gainesville City School System has the authority to revoke the agreement at any time.

Signature _____
(person responsible for event/facility):

Principal's Comments: _____

Signature (Principal or Designee): _____

Signature (System Designee/Director of Development): _____