Trousdale County Board of Education
School Use Contract 2026-27

Must submit completed CONTRACT with deposit and fees to the Board of Education two weeks prior to the event.

NAME of EVENT: _____ SPONSOR NAME: _____

ADDRESS:_____ CITY:_____ ZIP:_____

SCHOOL: _____AREA: _____DATE(S): _____

FEES: (if applicable): _____ START TIME_____END TIME_____
$100 deposit is required for all activities.

Supervising Employee: _____ Janitor: (if applicable) _____

Approving Principal: (signature) _____ Date: _____

Director's Approval: (signature) _____ Date: _____

CONDITIONS: Per School Board Policy 3.206 Community Use of School Facilities.

- The facility shall be reserved with a $100 security deposit to be paid at least two (2) weeks prior to the scheduled event.
- A $75 per hour rate will be charged to non-school related organizations.
- A custodian rate of $24.72 per hour will be charged to non-school related organizations and to school organizations when custodian is not on duty.
- Proof of insurance for non-related school events involving students must be documented by either 1) a blanket coverage 2) disclaimer forms or 3) copy of parental insurance carriers.
- Activities involving (10) or more persons shall have a janitor on duty at all times during the event.
- All activities shall be under supervision of a school employee (approved by the building principal) at all times during the event.
- Groups receiving permission are financially responsible for any damages to the building or its contents.
- Groups receiving permission are restricted to the dates and times specified in this contract.
- Groups receiving permission are responsible for the observance of all fire and safety regulations at all times.
- The use of alcoholic beverages, drugs, tobacco, profaned language or gambling in any form is prohibited.
- If kitchens are used, at least one member of the cafeteria staff or a staff member appointed by the building principal must be present to supervise the use of cafeteria equipment. Cafeteria staff are paid at the same $22.41 hourly rate.
- All areas must be cleaned and in the condition they were originally provided.
- All trash must be disposed in the dumpster outside the school.
- The building must be locked and secured at the end of the event.
- Upon satisfactory facility inspection by the Principal, deposits will be applied to total cost of event. A refund will be issued if deposit exceeds cost of event.

I hereby agree to abide by the above conditions of this CONTRACT.

Sponsor (Signature)_____ Date _____