

Application for Use of School Facilities

Name of Organization Making Request _____

Name of Authorized Representative _____

Address _____

Telephone No. of Authorized Representative _____

Home Phone: _____

Work Phone: _____

Facility Requested _____

Date/s When Facility Would Be Used _____

Time's of Usage Beginning Time: _____ Ending Time: _____

Will Admission Be Charged? Yes No If Yes \$ _____ Per Person

Nature or Purpose of Use of Facility _____

The _____ agrees to abide by the Campbell County School Board
(Name of Organization)

policy governing the use of school buildings and grounds and shall be responsible for the conduct of persons using facility. (A copy of above named organization's liability policy shall be attached underlining the portion that applies to coverage when they use our facility and/or a letter attached from their insurance agent.)

The _____ shall be legally responsible for any and all damages to school facilities
(Name of Organization)

and grounds resulting from their use by this organization.

Indemnity Clause: The User(s) undertakes and agrees to indemnify and hold harmless the school, school board elected and appointed officials, administrators, Principals, teachers and all other school employees, volunteers or representatives, and all persons and bodies corporate acting for or on behalf of them, against all liability claims, demands, actions, suits, damages, proceedings, costs and expenses (including reasonable attorney fees) whatsoever (including injury to persons and damage to property) for which they may be or become liable directly or indirectly arising out of the use of School premises by the User(s) (or the servants, agents or invitees of the User(s)), and for such further sums in the excess of those contained in any insurance policy procured by the User(s) relating to the user of the School premises or for such amounts as may not be payable under an such insurance policy. The User/s acknowledge/s that approval of this request does not signify District sponsorship, endorsement or approval of their organization or the activity.

(Signature or Authorized Representative)

(DO NOT WRITE BELOW THIS LINE - TO BE COMPLETED BY PRINCIPAL)

Approved _____

Principal _____

Disapproved _____

Supt./Designee _____

Estimated Charges (if approved):

Facility \$ _____

Spec. Personnel (Custodians, etc.) \$ _____

Other Charges (Specify) \$ _____

TOTAL \$ _____

Regulations for Single Use of School Facilities

1. The request must be made through and approved by the Building Principal/administration prior to being sent to the Superintendent/designee for approval. In addition, athletic events must be approved by the Athletic Director prior to Principal approval when applicable.
2. Applications will be processed and charges assessed within 7-12 days. Applicants will be notified and advised via phone by Building Principal/administration when completed.
3. Groups living in an attendance area should use the facilities in their area. All non-school sponsored activities must pay both a facility fee and the custodial fee to be assessed by the Building Principal/administration according to the fee schedule.
4. User shall not represent, claim, or otherwise advertise that its use of the facility is in any way sponsored or controlled by the Campbell County School District.
5. The renting organization agrees to leave the facilities in as good a condition as before use and accepts responsibility for any damage or loss resulting from the rental and agrees to pay for such damages from use, whether caused by negligence, recklessness or the willfulness of the renting organization or the servants, agents or invitees of the renting organization.
6. The renting organization must provide an incident report to the Superintendent/designee for any accident resulting in bodily injury or damage to property of the school or others occurring on school premises or in any way connected with the use of school premises within twenty-four (24) hours of the accident.
7. The renting organization shall not sublease or reassign any portion of the building or item of equipment covered by the rental contract and they must confine themselves to the rooms and corridors assigned for their use, and to the approved times.
8. Any organization using school facilities and charging an admission fee must employ the school personnel necessary and provide adequate security police.
9. The Principal shall assign the use of the facilities with the following priorities - A. public school activities, B. public school related activities (PTA, Boosters, and Community Education, etc.) C. other community activities.
10. Upon the approval of the Superintendent, the Principal may reschedule any use of the facility.
11. Sponsors not requiring a- cafeteria employee or a custodian must obtain a key for opening the facility and return said key immediately after the activity is over. Sponsors are responsible for the keys at all times, and should not delegate their use to anyone other than themselves.
12. Sponsors will be responsible to see that all doors are closed and locked after their group has entered, and will be responsible for any unauthorized persons that do enter.
13. Sponsors will see that no persons will be on the premises before or after the hours requested.

Regulations for Single Use of School Facilities

14. No smoking will be allowed inside the buildings and no alcoholic beverages will be allowed on the school premises.
15. Sponsors will assume responsibility for any damage or disfiguration that may occur while they are using the facility.
16. Facilities must be left in the same condition as they were found. Examples: cleanliness, working order, security, etc.
17. Sponsors will assume responsibility for the conduct of all persons present at the activity, shall be the first to enter and the last to leave, assuming responsibility that all doors are locked and secure.
18. Persons or groups violating any of the above conditions will be denied further use of school facilities.
19. Athletic camps sponsored in whole or part by coaches employed by Campbell County Schools will be charged a rate of \$5.00 per paid participant and provide proof of insurance.
20. The Campbell County Board of Education reserves the right to cancel, relocate or limit use. The user agrees to immediately follow the directions of District supervisory personnel.
21. Rental groups must pay a fifty (50%) percent deposit with remaining balance due prior to the event. Any event cancellations on behalf of the renter must be received forty-eight (48) hours in advance or administrative charges will be assessed.
22. Any requests for bereavement type activities (visitation, etc.) must be arranged through the appointed funeral home who will in turn communicate the request to the District to assess appropriate charges.
23. Any concerns, complaints or questions must be in writing to the Superintendent and will be addressed by the facility committee comprised of the Facility Director, Central Office Designee, Athletic Director (when applicable) and a School Administrator. The School Administrator will be selected from the school where the request is made.

Regulations for Single Use of School Facilities

CCS Facility Usage Fees	Group 1 School District Organizations	Group 2 Non-District Youth Non-Profit Organizations	Group 3 Non-District Adult Non-Profit Organizations	Group 4 Commercial Organizations
Gyms, Wrestling				
Elementary/Ed Center/GLE/Cline/Reiley/ Middle School small gym	NC	\$25.00/hour	\$75.00/hour	\$255.00/hour
Elementary/CRE/CRX	NC	\$45.00/hour	\$125.00/hour	\$375.00/hour
Middle/High	NC	\$45.00/hour	\$125.00/hour	\$375.00/hour
Auditoriums				
CCHS	NC	\$75.00/hour	\$125.00/hour	\$375.00/hour
Cafeterias/Commons				
Elementary	NC	\$75.00 per hour	\$125.00/hour	\$375.00/hour
Middle/High	NC	\$75.00 per hour	\$125.00/hour	\$375.00/hour
Football Fields (*CCHS Stadium/Fieldhouse will not be rented)				
CCMS	NC	\$100.00 per event/game	\$1,500.00 per event/game	\$1,500.00 per event/game
XRDS Elementary	NC	\$100.00 per event/game	\$1,500.00 per event/game	\$1,500.00 per event/game
Soccer Fields				
CCHS	NC	\$100.00 per event/game	\$1,500.00 per event/game	\$1,500.00 per event/game
Tennis Courts (*CCHS will not be rented)				
CCMS	NC	NC	NC	\$1000.00 per event/game NC
Tracks (*CCHS Track/Stadium will not be rented)				
CCMS	NC	NC	NC	\$1000.00 per event/game

Regulations for Single Use of School Facilities

Baseball/Softball Fields <i>(*CCHS Baseball/Softball fields will not be rented)</i>				
CRE/Reiley/Cline/GLE	NC	\$50.00 per event/game	\$1,500.00 per event/game	\$1,500.00 per event/game
Parking Lots	NC	NC	NC	\$1000.00 per event/game
Equipment		\$125.00 hour/3 hour min.	\$125.00 hour/3 hour min.	\$125.00 hour/3 hour min.
Stage Lighting	NC			
Other AV Equipment	NC			
Staff/Employee Site Coverage	NC	\$35.00/hr	\$35.00/hr	\$35.00/hr
Custodial Coverage (As determined by owner)	NC	\$35.00/hr	\$35.00/hr	\$35.00/hr
Additional Security/Personnel (If Necessary)	NC	TBD at renter's expense	TBD at renter's expense	TBD at renter's expense
Camps sponsored by CCS coaches/sponsors	\$5.00 per participant	N/A	N/A	N/A

**Long-term or extended use of facility shall be approved by the Board. (Continuous use of facility for one year/season)*

**Superintendent/designee may waive charges for facility, as deemed appropriate or necessary.*

Review/Revised:3/19/2018