

Facility Use Application and Agreement

**APPLICATION AND AGREEMENT FOR USE OF SCHOOL PROPERTY
APPLICANT INFORMATION**

NAME: _____

ORGANIZATION REQUESTING FACILITY: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

POSITION: _____ PHONE: _____

DATE OF APPLICATION: _____

OWNER, PRODUCER OR CONTROLLING AGENCY IF DIFFERENT FROM APPLICANT: _____

INFORMATION ON PROPOSED USE OF FACILITY

TYPE OF ACTIVITY _____ YES ___ NO ___ PRESENTERS WILL BE INCLUDED.

IF YES, GIVE NAME AND TOPIC _____

PURPOSE OF ACTIVITY _____

EXPECTED NUMBER OF PEOPLE TO ATTEND _____

YES ___ NO ___ MEETING IS OPEN TO THE PUBLIC. YES ___ NO ___ ENTERTAINMENT WILL BE INCLUDED.

ACTIVITY DATE INFORMATION

DAY	DATE	TIME	DAY	DATE	TIME
		AM			AM
		PM			PM
		AM			AM
		PM			PM

SCHOOL/FACILITY REQUESTED

- | | | | |
|----------------|---------------------|---------|-------|
| AUDITORIUM | CAFETERIA W/KITCHEN | GYM | TRACK |
| BASEBALL FIELD | CLASSROOM(S) | STADIUM | OTHER |

CAFETERIA

FOOTBALL FIELD

STADIUM W/LIGHTS

EQUIPMENT REQUEST (IF AVAILABLE)

LECTERN TABLES # _____ CHAIRS # _____ AUDIO/VISUAL _____ OTHER _____

FOOD SERVICE REQUEST

FOOD WILL NOT BE SERVED DURING THE ACTIVITY

FOOD WILL BE CATERED (KITCHEN NOT NEEDED)

FOOD WILL BE SERVED (KITCHEN NOT NEEDED)

FOOD WILL BE CATERED (KITCHEN NEEDED)

FOOD WILL BE SERVED (KITCHEN NEEDED)

OTHER _____

FACILITIES CHARGES				
SPACE	MIN. DUE	HOURS NEEDED	COST/HOUR (AFTER 3 HOURS)	TOTAL
AUDITORIUM	\$500		\$150	
BB FL /LIGHTS	\$350		\$60 / \$100	
CAFETERIA	\$125		\$60	
*KITCHEN	\$125		\$60	
CLASSROOM	\$125		\$60	
GYM	\$125		\$60	
STADIUM / LIGHTS	\$350		\$60 / \$100	
TRACK	\$350		\$60	

PERSONNEL/FEE CHARGES				
STAFF/SERVICE	MIN. DUE	HOURS/ # NEEDED	COST/HOUR	TOTAL
CUSTODIAN	-		\$30	
SECURITY	\$105		\$35 (AFTER 3 HOURS)	
CAFETERIA STAFF	-		\$30	
SOUND TECHNICIAN	\$135		\$45 (AFTER 3 HOURS)	
SOUND SYSTEM	\$150		-	
CHAIRS	\$3 PER CHAIR		-	
TABLES	\$8 PER TABLE		-	
LOCKING/ UNLOCKING	\$50		-	

FACILITIES SUBTOTAL:

PERSONNEL/ FEE SUBTOTAL:

TOTAL:

Kitchen - Not A Separate Charge. All school cafeteria use requires that a member of the kitchen staff from that school be present.

CERTIFICATION OF RESPONSIBILITY

I HEREBY CERTIFY THAT I WILL BE PERSONALLY RESPONSIBLE, ON BEHALF OF OUR ORGANIZATION, FOR ANY DAMAGE OR UNNECESSARY ABUSE OF SCHOOL BUILDING, GROUNDS

OR EQUIPMENT GROWING OUT OF THE OCCUPANCY OF SAID PREMISES BY THIS ORGANIZATION. I AGREE TO ABIDE BY AND ENFORCE THE RULES AND REGULATIONS OF THE EDGEFIELD COUNTY SCHOOL DISTRICT GOVERNING THE NON-SCHOOL USE OF BUILDINGS, GROUNDS AND EQUIPMENT AND ACKNOWLEDGE RECEIPT OF SAID RULES AND REGULATIONS LISTED HEREWITH.

SIGNATURE OF APPLICANT: _____ DATE: _____

APPROVAL

YES NO FACILITIES ARE/ARE NOT AVAILABLE

PRINCIPAL'S SIGNATURE: _____ DATE: _____

YES NO FACILITIES USE REQUEST APPROVED

DIRECTOR'S SIGNATURE: _____ DATE: _____

The School District of Edgefield County

Community Use of School Facilities Schedule Of Charges

Issued 4/22

SCHEDULE OF CHARGES

Indoor Rental fee*	\$125.00 for three hours (not to be waived), is the minimum amount to be paid and the time starts when the renter arrives to use the facility.
Outdoor Rental fee*	\$350.00 for three hours (not to be waived), is the minimum amount to be paid and the time starts when the renter arrives to use the facility.
Auditorium Rental fee*	\$500.00 for three hours (not to be waived), is the minimum amount to be paid and the time starts when the renter arrives to use the facility.
Additional fee per hour	See KF-E (2) Facility Use Application and Agreement
Locking/unlocking fee*	\$50.00 (not to be waived)
Custodial personnel fee*	\$30.00 per hour
Security personnel fee (if needed)*	\$105.00, plus \$35 per hour beyond three hours
Cafeteria personnel fee (if needed)*	\$30.00 per hour
Sound and Lighting Technician fee (if needed)*	\$135.00, plus \$45 per hour beyond three hours

Equipment

Sound systems (available all schools)	\$150.00
Chairs	\$3 per chair
Tables	\$8 per table

*Make checks payable to the Edgefield County School District. Make sure that the date and facility used is addressed.

If there are questions, do not hesitate to call the district maintenance department.

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The School District of Edgefield County

**RULES AND REGULATIONS
FOR USE OF SCHOOL PROPERTIES**

The use of all school facilities and grounds must be confirmed by the _____ at least seven days in advance of the event.

1. **APPLICATION FORMS** are available at the administration building or school offices. Before completing forms, please check available dates by calling facility desired. The "Agreement For School Property" forms must be completed and signed before the booking is confirmed. **Please reference Board Policy KF for dates our facilities may/will not be available for use under Board Policies.**
2. **PAYMENTS:** *Checks are to be made payable to Edgefield County School District.* Bills will be rendered within 30 days of the activity and payment must follow within **15 days** of the billing date.
3. **CANCELLATIONS:** The public school program has first priority in the use of facilities. In the event that a conflict should develop, the right is reserved to cancel the reservation at least seven (7) days in advance of the scheduled date. Renting organizations may cancel confirmed reservations without penalty up to twenty-four (24) hours in advance of beginning time. All costs incurred through tardy cancellation notification must be paid by the rentee.
4. **EQUIPMENT REQUEST:** Lectern, sound system, chairs, tables, etc. may be available within the school. Additional items are not transported from other schools.
5. **STAGE SCENERY** may be left overnight by notifying and receiving approval from the principal. Full responsibility must be assumed by the rentee. All of the scenery must be stored at rear of backdrop or wings. School scenery cannot be used.
6. **PROPERTIES:** Schools will not be responsible for damage or theft of rentee's properties left unsupervised on the premises.
7. **AUDIOVISUAL EQUIPMENT:** Will may be available.
8. **SMOKING** is prohibited in all school facilities.
9. **ALCOHOLIC BEVERAGES** are prohibited.
10. **ADULT SUPERVISION** is required throughout all youth programs.
11. **DAMAGES:** Rentees of school properties must assume full responsibility for any damages to the property or loss of equipment.
12. **PROHIBITIONS:** Activities causing undue wear and tear to school properties. This may include such things as vehicular activities, fastening of apparatus, marching units in some areas, potentially disorderly occupancy. Food and beverages are excluded from carpeted spaces.
13. **INSURANCE:** Some events may, at the discretion of the superintendent, require the rentee to provide insurance. The rentee shall be legally responsible for all claims by a person or persons filing claims for any personal injury,

property damage or loss on school grounds or in the school building during the period the school properties were being rented.