

*Columbus County Schools*

**REQUEST FOR USE OF SCHOOL FACILITIES**

Athletic Field/  
Grounds     Auditorium     Classroom(s)     Gymnasium     Cafeteria

Name of School \_\_\_\_\_

Group Requesting Use \_\_\_\_\_

Individual Responsible: Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Requested Date \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

Special Conditions \_\_\_\_\_

***Conditions***

I agree to be responsible for all damage to school facilities, property or equipment that occurs while the facility is being used by the group, regardless of who caused the damage. As user, I also acknowledge responsibility for the conduct of all persons involved in the users' activities while on school property. I agree to assume all responsibility for the payment of admission taxes to the federal government. I understand that rules governing the use of school facilities in regard to the American with Disabilities Act, Smoking and Tobacco Products, Prohibition of Alcoholic Beverages, and Weapons and Explosives Prohibition must be followed. I assume all liability during the time specified on this request. The right to cancel permit is reserved by the Columbus County Board of Education.

**As user, I understand that I must furnish a certificate of insurance for general liability coverage with the total limit coverage of \$1,000,000.** Furthermore, I understand I must provide a copy of the certificate of insurance at the time I receive the principal's signature and appropriate payment of the fees as indicated on this request and I am responsible that all "Rules Governing Use of School Facilities" are followed as established in the Columbus County Board of Education Policy Code: 5030 - Community Use of Facilities.

Alternatively, the superintendent or designee may require the user group to execute a waiver of liability that states that no liability will attach to the board of education, individually or collectively, for personal injury or personal property damage by reason of use of the school property.

Signature of User \_\_\_\_\_

To be completed by school principal.

**Fees**

Only **one** cashier check(s) or money order **for payment of the use of the facility and all applicable services (such as supervisory, janitorial services, cafeteria manager/worker, and trained technical personnel) must accompany this form.** Cashier checks/Money Orders must be made payable to the Columbus County Board of Education and sent to the associate superintendent for final approval. The school cafeteria manager will approve the use of the kitchen along with the principal.

a. Individual or group for profit and Nonprofit Fees

<u>Facility</u>	<u>Elementary/Middle School Nonprofit</u>	<u>High School Nonprofit</u>	<u>All Sites For Profit</u>
Athletic Fields/Grounds	\$100/per day	\$200/per day	\$150/per hour
Auditorium	\$40/per hour	\$60/per hour	\$150/per hour
Gymnasium	\$40/per hour	\$60/per hour	\$150/per hour
Cafeteria	\$25/per hour	\$25/per hour	\$150/per hour
Classroom	\$25/per hour	\$25/per hour	\$75/per hour
Piano	\$25/per event	\$25/per event	\$75/per event

- b. Supervisory services \$40.00 per hour per person
- c. Janitorial services \$30.00 per hour per person
- d. Cafeteria manager/worker \$30.00 per hour per person

Cafeteria manager or designee must supervise the use of the cafeteria, including the preparation and serving of food, use of equipment, dishwashing and cleaning of kitchen and dining area.

**Non-cafeteria workers assisting with the preparation and serving of food and the washing of dishes must have a food handler's health card. Proof must be given the person on site serving as the supervisor for the event.**

- e. Trained technical personnel \$30.00 per hour per person
- f. Other services \$30.00 per hour per person
- g. Police protection

Coordinate through the Sheriff's Office. Time and one half of the officers base salary (with a minimum of two hours for elementary and middle schools and a minimum of three hours at high schools). Police officers will provide a time sheet that will be signed by the users, principal, and the officer(s). Users will be billed for payment by the Columbus County Sheriff's Department.

In addition, the following fees are charged for use of facilities for **nonprofits**. **Only one cashier check(s) or money order for payment of the use of the facility and all applicable services (such as supervisory, janitorial services, cafeteria manager/worker, and trained technical personnel) must accompany this form.** Cashier checks/Money Orders must be made payable to the Columbus County Board of Education and sent to the **associate superintendent** for final approval. The school cafeteria manager will approve the use of the kitchen along with the principal.

**Individual or group for Nonprofit**

**Athletic field/Grounds**

Elementary/Middle School: \_\_\_\_\_ days @ \$100/per day \$ \_\_\_\_\_

High School: \_\_\_\_\_ days @ \$200/per day \$ \_\_\_\_\_

**Auditorium**

Elementary/Middle School: \_\_\_\_\_ hours @ \$40/per hour \$ \_\_\_\_\_

High School: \_\_\_\_\_ hours @ \$60/per hour \$ \_\_\_\_\_

Piano use: \$25/per event \$ \_\_\_\_\_

**Gymnasium**

Elementary/Middle School: \_\_\_\_\_ hours @ \$40/per hour \$ \_\_\_\_\_

High School: \_\_\_\_\_ hours @ \$60/per hour \$ \_\_\_\_\_

**Cafeteria**

Elementary/Middle School: \_\_\_\_\_ hours @ \$25/per hour \$ \_\_\_\_\_

High School: \_\_\_\_\_ hours @ \$60/per hour \$ \_\_\_\_\_

**Classrooms**

Elementary/Middle School: \_\_\_\_\_ hours @ \$25/per hour \$ \_\_\_\_\_

High School: \_\_\_\_\_ hours @ \$35/per hour \$ \_\_\_\_\_

**Supervisory services** \_\_\_\_\_ hours @ \$40/hour \$ \_\_\_\_\_

**Janitorial** \_\_\_\_\_ hours @ \$30/hour \$ \_\_\_\_\_

**Cafeteria manager/worker** \_\_\_\_\_ hours @ \$30/hour \$ \_\_\_\_\_

**Trained technical personnel** \_\_\_\_\_ hours @ \$30/hour \$ \_\_\_\_\_

**Other services** \_\_\_\_\_ hours @ \$30/hour \$ \_\_\_\_\_

**Total amount due:** \$ \_\_\_\_\_

***Approvals***

Principal \_\_\_\_\_ Date \_\_\_\_\_

Cafeteria Manager \_\_\_\_\_ Date \_\_\_\_\_

Superintendent or Designee \_\_\_\_\_ Date \_\_\_\_\_

In addition, the following fees are charged for use of facilities for **profit**. **Only one cashier check(s) or money order for payment of the use of the facility and all applicable services (such as supervisory, janitorial services, cafeteria manager/worker, and trained technical personnel) must accompany this form.** Cashier checks/Money Orders must be made payable to the Columbus County Board of Education and sent to the associate superintendent for final approval. The school cafeteria manager will approve the use of the kitchen along with the principal.

**Individual or group for Profit Fees**

**Athletic field/Grounds**

Elementary/Middle School: \_\_\_\_\_ hours @ \$150/per hour \$ \_\_\_\_\_

High School: \_\_\_\_\_ hours @ \$200/per hour \$ \_\_\_\_\_

**Auditorium**

Elementary/Middle School: \_\_\_\_\_ hours @ \$150/per hour \$ \_\_\_\_\_

High School: \_\_\_\_\_ hours @ \$200/per hour \$ \_\_\_\_\_

Piano use: \$75/per event \$ \_\_\_\_\_

**Gymnasium**

Elementary/Middle School: \_\_\_\_\_ hours @ \$150/per hour \$ \_\_\_\_\_

High School: \_\_\_\_\_ hours @ \$150/per hour \$ \_\_\_\_\_

**Cafeteria**

Elementary/Middle School: \_\_\_\_\_ hours @ \$150/per hour \$ \_\_\_\_\_

High School: \_\_\_\_\_ hours @ \$150/per hour \$ \_\_\_\_\_

**Classrooms**

Elementary/Middle School: \_\_\_\_\_ hours @ \$35/per hour \$ \_\_\_\_\_

High School: \_\_\_\_\_ hours @ \$75/per hour \$ \_\_\_\_\_

**Supervisory services** \_\_\_\_\_ hours @ \$40/per hour \$ \_\_\_\_\_

**Janitorial** \_\_\_\_\_ hours @ \$30/per hour \$ \_\_\_\_\_

**Cafeteria manager/worker** \_\_\_\_\_ hours @ \$30/per hour \$ \_\_\_\_\_

**Trained technical personnel** \_\_\_\_\_ hours @ \$30/per hour \$ \_\_\_\_\_

**Other services** \_\_\_\_\_ hours @ \$30/per hour \$ \_\_\_\_\_

**Total amount due** \$ \_\_\_\_\_

*Approvals*

Principal \_\_\_\_\_ Date \_\_\_\_\_

Cafeteria Manager \_\_\_\_\_ Date \_\_\_\_\_

Superintendent or Designee \_\_\_\_\_ Date \_\_\_\_\_