

Gainesville City Board of Education
Request of Use of School Facilities

<u>Office Use Only:</u>	Required Signature
1. _____ (Principal or Designees)	2. _____ (Asst. Superintendent)
3. _____ (M&O Director or Designee)	4. _____ (Board Member)

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 51-1-52. 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 other 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.

*** All continuing contracts must be renewed annually.**

Will admission or participant fee be charged, or will items be sold on school property? If "Yes", answer the following:

Yes _____ No _____

If "Yes", answer the following:

Amount of admission _____

List items to be sold and the sale price.

<u>Items(s)</u>	<u>Price</u>
_____	_____

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 the facility is cancelled with less than forty-eight hours notice.

1. Custodial Fee:

Hourly Rate = \$13.40 per hour X No. of hours - _____ = \$ _____
 Minimum 2 Hrs.

2. Facilities:

Location	Cost/Hour					
	Annex	Gym	Athletic Field	Media Center	Cafeteria w/Kitchen	Cafeteria w/o Kitchen
Gainesville High School	\$80.00/hour	\$105.00/hour	\$70.00/hour	\$80.00/hour	\$85.00/hour	\$70.00/hour
Gainesville Middle School		\$84.00/hour	\$70.00/hour	\$80.00/hour	\$85.00/hour	\$70.00/hour
Centennial Elementary School		\$70.00/hour	\$70.00/hour	\$80.00/hour	\$85.00/hour	\$70.00/hour
Enota Elementary School		\$70.00/hour	\$70.00/hour	\$80.00/hour	\$85.00/hour	\$70.00/hour
Fair Street Elementary School		\$82.00/hour	\$70.00/hour	\$80.00/hour	\$85.00/hour	\$70.00/hour
New Holland Elem School		\$80.00/hour	\$70.00/hour	\$80.00/hour	\$85.00/hour	\$70.00/hour
Gainesville Elementary School		\$80.00/hour	\$70.00/hour	\$80.00/hour	\$85.00/hour	\$70.00/hour

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

3. 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.

Signatures: _____
 (Signature of person responsible for the event or facility)

Principal's Comments:

 Signature: _____
 (Principal or Designee)

Approved _____ **Disapproved** _____

Signature: _____
 (System Designee/Director of Development)