

General Room Use - School Facility Use Application

<i>Please Type or Print in Blue Ink</i>	Office Use Only
<p>Our organization is designated as:</p> <p><input type="checkbox"/> Non-profit making <input type="checkbox"/> Profit making (must provide Form 501(c)(3) with application)</p> <p>We are a:</p> <p><input type="checkbox"/> Government agency <input type="checkbox"/> Church group <input type="checkbox"/> Private business <input type="checkbox"/> Religious group <input type="checkbox"/> An individual (not a business) <input type="checkbox"/> Civic group</p> <p style="text-align: center;">All users must provide proof of insurance (\$1,000,000 liability limit) with application.</p>	<p>Requesting Organization's Name & Address (include city/zip):</p> <p>Contact Person: _____</p> <p>Name of Organization: _____</p> <p>Address: _____</p> <p>City/Zip: _____</p> <p>Phone for Contact: _____</p> <p>Email for Contact: _____</p>
<p>Admission to the function for which the facility will be used will be by (check one):</p> <p><input type="checkbox"/> Free Admission <input type="checkbox"/> Paid Admission (open to public) <input type="checkbox"/> Invitation Only (not open to public)</p> <p>Estimated Attendance Will Be: _____</p>	<p>The purpose for which we will use the facility is:</p> <p>_____</p> <p>_____</p> <p>Will RCPS students and/or staff be participating? _____</p> <p>Will food be served? _____</p>
<p>School Requested:</p> <p>1st Choice _____ 2nd Choice _____</p> <p>3rd Choice _____</p> <p>If the requested use is for other than a one-time use, give dates, hours, and expected length of your use. Please be specific in detailing set-up dates from function dates. Attach additional sheets if necessary.</p>	<p>Facilities Requested:</p> <p><input type="checkbox"/> Classrooms # needed _____</p> <p><input type="checkbox"/> Elementary Gymnasium</p> <p><input type="checkbox"/> Cafeteria without kitchen</p> <p><input type="checkbox"/> Cafeteria with kitchen (excludes RCA)</p> <p><input type="checkbox"/> Cafeteria with stage (lights & 1 wired mic included)</p> <p><input type="checkbox"/> Media Center</p> <p><input type="checkbox"/> Parking lot</p> <p><input type="checkbox"/> Technology needed _____</p> <p><input type="checkbox"/> Other _____</p>
<p>Date(s) of Use: Function Set-up</p> <p>_____</p>	<p>Arrival time: _____ Departure time: _____</p>
<p>Date(s) of Use: Function Dates</p> <p>_____</p>	<p>Arrival time: _____ Departure time: _____</p>
<p>Date(s) of Use: Function Dates/Other</p> <p>_____</p>	<p>Arrival time: _____ Departure time: _____</p>

Rate Table for Use of School Facilities

A fee will be charged for the use of any school facility when school is not regularly open. The minimum fee entitles the user to a maximum of three (3) hours use for the base rate amount. Use beyond the initial three (3) hours will be charged on an hourly basis. Fractional portions of an hour are counted as full hours. Checks for the use of the facility should be made **payable to the Rockdale County Board of Education; checks for the auditorium/theater manager, lighting operator, sound/rigging operator, and food service manager should be made payable to the individual. A check should be presented to the individual providing the services by the user prior to the event. A check made payable to GCA Services Group will be collected along with the use of facilities lease fee to be distributed to the appropriate GCA Account Manager .**

ELEMENTARY SCHOOLS			MIDDLE SCHOOLS AND HIGH SCHOOLS		
CLASSROOMS	MINIMUM	\$120.00	CLASSROOMS	MINIMUM	\$150.00
	HOURLY	\$40.00		HOURLY	\$50.00
CAFETERIA without Kitchen	MINIMUM	\$120.00	CAFETERIA without Kitchen	MINIMUM	\$150.00
	HOURLY	\$40.00		HOURLY	\$50.00
CAFETERIA with Kitchen	MINIMUM	\$150.00	CAFETERIA with Kitchen	MINIMUM	\$240.00
Food Service Manager	HOURLY	\$50.00	Food Service Manager	HOURLY	\$80.00
		\$35.00 @ hour*			\$35.00 @ hour*
CAFETERIA with Stage	MINIMUM	\$120.00			
		\$40.00			
Media Specialist/Intel	HOURLY	\$30 per hour			
GYMNASIUM	MINIMUM	\$120.00			
	HOURLY	\$40.00			

* MANDATORY FEE | FOOD SERVICE MANAGER MUST BE PRESENT IF KITCHEN AREA IS USED.

All applicants must carefully read and sign the statement below before any application can be considered.

I certify that I am an Officer in the organization making application for use of school facilities, and that I am authorized by the organization to execute this agreement. I further certify that I have read the regulations dealing with the use of school facilities, and that I hereby bind the organization to these regulations as a term of our use of the facility. Also, I certify that the organization agrees to pay for the use of the facility according to the rate table shown therein and to pay for any custodial or other personnel that the Board of Education may require as a result of our use of the facility. I further agree to notify the Chief Financial Officer (or his/her designee) of any changes to the requested school facilities. I shall also ensure that tobacco and alcohol products are not used while on school property and that the facility is left in a clean and orderly condition.

Indemnification Agreement: The organization making the application for the use of Rockdale County Board of Education facilities shall agree to indemnify and hold harmless Rockdale County Public School District and the Rockdale County Board of Education, and its individual Board members, agents, servants, representatives, employees, contractors, predecessors and successors in interest, and all other persons or entities of the Board who may be liable from all liability claims, damages or expenses of any kind, injury or damage to the person or property of any person, including attorney fees, which they may sustain or incur as a result of the lease, use or non-use, occupancy, injury, damage to person or property, or other claim arising in connection with the organization's use of the facility even if said injuries or damages are alleged to be the result of the negligent acts and/or omissions of Rockdale County Public Schools and the Rockdale County Board of Education and its individual Board members, agents, servants, representatives, employees, contractors, or predecessors and successors in interest, and all other persons or entities of the Board. The organization further agrees to defend, at the organization's sole expense, any legal action which may be brought against Rockdale County Public Schools, the Rockdale County Board of Education and its individual Board members, agents, servants, representatives, employees, contractors, predecessors and successors in interest, and all other persons or entities of the Board for personal injury property damage, or other claim of harm resulting from the organization's use of the facility even if such injuries and/or property damage is alleged to have resulted from the negligent acts and/or omissions of Rockdale County Public Schools, Rockdale County Board of Education and its individual Board members, agents, servants, representatives, employees, and all other persons or entities of the Board. Users shall be required to provide a Certificate of Insurance for coverage and amounts satisfactory for indemnification and defense of Rockdale County Public Schools and Rockdale County Board of Education.

Liability Insurance Coverage: The organization making the application for the use of Rockdale County Board of Education facilities shall agree to maintain and provide proof of a minimum of \$1 million in liability insurance coverage applicable to the use of the facility and said liability insurance coverage must be effective for the duration of the users use of the facility and for the duration of the agreement between the user and Rockdale County Public Schools and Rockdale County Board of Education as required by O.C.G.A. § 51-1-53.

I understand no refunds will be made once I render payment for facility use or personnel time.

Printed Name & Title of Officer

Signature of Officer

Date

Name of Organization & Responsible Party: _____

Date: _____

To Be Completed by Chief Financial Officer:

I approve the application.

Fee and Payment Schedule

Elementary Fee

Middle/High Fee

Payment Date

Security Deposit (if applicable)

Event Fee (# days x cost per day)

Event Total

1/3 Payment as deposit

Balance Due

Food Service Manager Fee (# hours x \$35)

Custodial Fee* (# hours x \$18)

Security deposit will be shredded after final date unless otherwise instructed.

I understand no refunds will be made once I render payment for facility use or personnel time.

Security personnel will be coordinated by Vernon Sands (vsands@rockdale.k12.ga.us). Level of security will be at the discretion of the Office of School Safety and Student Affairs.

*Custodial fees applicable during non-working hours. All payments for custodial fees should be made payable to GCA Services Group and submitted to the Chief Financial Officer

I do not approve the application for the following reason:

Time conflict with school schedule

Unsatisfactory previous experience with requester group

Proposed use incompatible with building design

Other (specify) _____

Signature of Responsible Party

Date

Signature Chief Financial Officer

Date