

GREENEVILLE CITY SCHOOLS

LEARNING WITHOUT LIMITS



Professional Development Center Facility Usage Form

Organization Information

Organization: _____
Address: _____
City/State/Zip: _____
Contact: _____
Contact email: _____
Contact phone: _____

Event Information

Event Name: _____
Event Date(s): _____
Event Time: _____
Load In Time(s): _____
Load Out Time(s): _____

Expected Attendance: _____ **Food/Custodians?** Yes / No

PDC Equipment Requested:

- Video Projector
- Podium
- Sound System
(Prior approval is required)

Room Set-Up:

- Round Tables _____
(9 Available; seats 6)
- Square Tables _____
(7 Available; seats 6)
- Custom – Please Specify:

- Proof of insurance attached
- Signed Indemnification and Hold Harmless Agreement attached
- Signed Guidelines for PDC Facility Use attached

(Organization Name)

(Organizer Signature)

(Date)

(Greenville City Schools PDC Representative)

(Date)

(Office Use Only)

Director of Schools Approval: _____
(Signature) (Date)

Greeneville City Schools Facility Use Form

Indemnification and Hold Harmless Agreement

The undersigned, in consideration of making available to it the premises hereinafter describes on the date(s) and time(se) hereinafter specified, agrees with Greeneville City Schools, an agency of the Town of Greeneville, Tennessee, the owner of the premises as follows:

- To indemnify and hold harmless the Town of Greeneville and Greeneville City Board of Education from all liability, including attorney fees and cost of defending claims and suit, arising or growing out of the use by the undersigned of the premises hereinafter described and assume the risk for injuries that may be sustained in pursuit of activities while on the premises.
- To provide Greeneville City Schools with a certificate of comprehensive general liability insurance policy in the amount of one million dollars (\$1,000,000) naming the Greeneville Board of Education as additional insured and properly endorsed to as to extend the coverage to the undersigned's contractual obligation under the terms and provisions of this hold harmless and indemnification agreement. The organization will also obtain appropriate release from each individual participant in the activity.

The premises and the date(s) and time(s) that they are to be made available to the undersigned describes in this Facility Use Form.

At the conclusion of the event sponsored or conducted by the undersigned, the undersigned agrees to return the premises to Greeneville City Schools in the same condition that they were in when delivered. If any damage occurred while the undersigned was in possession of the premises, the undersigned agrees to pay for the cost of all necessary repairs to restore them to their original condition.

(Organization Name)

(Organizer Signature)

(Date)

(Greeneville City Schools PDC Representative)

(Date)

Guidelines for Greeneville City Schools PDC Facility Use

1. Requests for the use of the Professional Development Center (PDC) by community groups must be made to Nicole Wagner, Administrative Assistant to the Director of Schools, a minimum of 3 weeks prior to the date of use.
2. Payment of use of the facility must be remitted to the business office before use. No payment shall be made directly to any individual employee of the Greeneville City Schools.
3. Groups using the facility will be allowed access to the facility only during the times as listed on the facility use form.
4. School facilities may not be used for private profit. TCA §49-2-405.
5. Groups using the facility will be responsible for any damage to the facility, equipment, or the contents of any equipment. For the purposes of this policy, “equipment” shall include, but not be limited to: refrigerators, fire extinguishers, sound systems, video equipment, tables, chairs, etc.
6. Groups using the building are expected to observe all fire and safety regulations.
7. The user must ensure that all local, state and federal laws are complied with at all times.
8. The use of tobacco products in any form, alcoholic beverages, drugs/controlled substances, e-cigarettes, and any profane language is not permitted on school property. Additionally, gambling in any form is not permitted on school property. TCA §39-17-432.
9. It is not lawful to possess firearms or weapons on school property. TCA §39-17-1309.
10. Use of the school facilities by outside entities shall not interfere in any way with the activities of the school.
11. The Director of Schools or his/her designee reserves the right to cancel a facility use agreement when such action is deemed necessary in the best interest of the school system.
12. In the event of a closing – snow days, etc. – the facility will also be closed and unavailable for use.
13. In the event parking lots and walks become snow or ice covered during the time(s) the facility is to be used by an outside entity and the event is not cancelled, the group renting the facility will be responsible for reimbursing the school system for snow removal and the cost of salting the walks and parking lots. The reimbursement fee will be based on actual man hours of service, number of vehicles or equipment used, and the amount of salt and ice melt used. These fees can vary depending on the amount of snowfall and temperature.
14. If the outside entity requesting use of the facility plans to advertise the event, all advertisements printed or verbal, but clearly identify the sponsoring organization and contain the statement, “**this is a non-school sponsored activity.**” Additionally, the sponsoring organization must attach any printed flyers/leaflets about the activity and the script of any radio or television advertisements.

15. All activities must be under competent adult supervision. It will be the responsibility of the individual(s) from the organization utilizing the school facility to provide adequate supervision for the duration of the event.
16. Attaching or suspending items from roof trusses or building framing members is prohibited.
17. Parking on grass areas is prohibited.
18. Attaching or suspending items from the walls or ceiling of the PDC is prohibited.
19. If extension cords are used, they must be properly grounded, safely routed and covered so as not to be a tripping hazard.
20. The electrical system in the facility has been designed for an educational setting which cannot handle excessive lighting or sound system loads. Alterations to accommodate these types of loads will not be permitted.
21. If during the event a member of the maintenance staff is required to come on premises due to stopped up sewer lines, electrical, or other maintenance issues as a result of the event, a maintenance fee of \$25.00 dollars per hour, per man will be accessed for the services.
22. Greeneville City Schools has entered into a contract with the Pepsi Cola Company as the sole supplier of carbonated beverages, sport drinks, and bottled water. If carbonated beverages, sports drinks and bottled water are to be sold using a system facility, Pepsi products must be used and purchased through our vending agent. All drink containers must be plastic; no glass containers will be allowed. Drink machines are located in the outside areas and will remain operational at all times. The Pepsi Company representative is Russ Stockton 540-204-8778.
23. Cancellation of events with less than four (4) hours' notice may result in reimbursement of charges for personnel costs.

The presence of the signature below indicated the event organizer clearly understands the rules set forth for the use of Greeneville City Schools PDC facility, and indicates the rules will be followed at all times.

 (Organization Name)

 (Organizer Signature)

 (Date)

 (Greeneville City Schools PDC Representative)

 (Date)