

Use of Facilities

1. Organization will submit in writing the request including the date at least (ten) days before scheduled date of use.
2. Superintendent will respond in a timely manner.
3. Superintendent will send a copy to the principal.
4. The fee for use of the building will be seven hundred and fifty (\$750.00).
5. Activity must be completed by 10:00 P.M.
6. Building must be cleaned and checked for damage. Adequate supervision or security must be provided by the organization.
7. Principal will inspect facility after use for damages.
8. Organization must hire lunchroom workers if kitchen equipment is used.
9. Complete Use of Facilities Agreement.

USE OF SCHOOL FACILITIES AGREEMENT

I hereby agree that I/my organization will be liable for injuries to persons and/or property arising from the use of the Henry County Board of Education property; that the Henry County Board of Education will not be responsible should any injuries to persons and/or properties arise during use of said property; and that I fully agree to provide security, clean the facility (School Board property) after its use, and be responsible should injury to persons and/or property occur during its use. I further acknowledge that I have been advised to obtain liability insurance coverage insuring our organization for injuries to persons and/or property during its use of Henry County Board of Education property.

Dated this the _____ day of _____, 20_____.

Name of Organization:

WITNESS:

BY: _____