Huntsville City Schools – Facilities Use Request

Terms of Use – Effective Date: 8/1/2013

Schools and other Board owned or controlled facilities may be made available for use by community organizations if: 1) the use does not disrupt normal school operations, 2) the use is consistent with the purpose and mission of the school system, 3) the use is non-partisan in nature, 4) the request for use is submitted no later than 14 days prior to the requested date of use, 5) the requester provides proof of liability insurance, injury and property damage insurance with a combined single limit of not less than $1,000,000 with an aggregate limit of not less than $1,000,000.

HCS employees shall be responsible for unlocking, locking, operating lights, and all HCS equipment, and supervising of the facility while in use by the requester. Requesters will be invoiced for facility rental and personnel charges when applicable.(Please refer to the HCS Facility Use Fee Schedule in the Documents Section) All charges must be paid at least 7 days prior to the requested date of use. Cancellations of approved requests should be sent to the Facility Use Coordinator at least 24 hours prior to the requested date. Huntsville City Schools reserves the right to deny requested use or cancel any agreement by giving reasonable notice to the requester. Failure to comply with the terms of use will result in a denial of use of HCS facilities.

Requests shall be made using the HCS online application. You are invited to visit our facilities use community use request/calendar at the following link:
http://www.communityuse.com/default.asp?acctnum=1671094272