

FACILITY USE INFORMATION

- 1 HAVE APPLICANT COMPLETE FACILITY USE FORM
- 2 PRINCIPAL OF FACILITY MAKES SURE THERE ARE NO CONFLICTS OF DATE BEFORE APPROVING FORM
- 3 PRINCIPAL SIGNS FORM AND GIVES TO APPLICANT TO TAKE TO CENTRAL OFFICE
- 4 CENTRAL OFFICE WILL MAKE SURE THAT APPLICANT HAS INSURANCE
- 5 SUPERINTENDENT WILL SIGN OFF
- 6 APPLICANT WILL PAY ENTIRE AMOUNT DUE ACCORDING TO SCHEDULE BELOW
- 7 CENTRAL OFFICE WILL COORDINATE WITH MAINTENANCE SUPERVISOR TO HAVE FACILITY READY FOR USE
- 8 A SECURITY DEPOSIT IS ADDED TO ALL RENTAL. AFTER EVENT, MAINTENANCE DIRECTOR WILL CHECK THE FACILITY AND IF EVERYTHING IS LEFT AS FOUND, HE WILL SUBMIT A REQUEST TO CENTRAL OFFICE FOR REPAYMENT OF SECURITY DEPOSIT.
- 9 UPON RECEIPT OF ALL NECESSARY PAPERWORK, A CHECK WILL BE ISSUED TO APPLICANT FOR DEPOSIT.
- 10 IF EXTRA SCHOOL PERSONNEL WAS USED FOR THE EVENT, MAINTENANCE DIRECTOR WILL ALSO SEND A TIME SHEET TO CENTRAL OFFICE PAYROLL.

(NOTE) BEFORE YOU SIGN OFF ON THE APPLICATION, PLEASE BE SURE TO CHECK THE LINE "COMMENTS/SPECIAL INSTRUCTIONS" TO MAKE SURE WE CAN PROVIDE WHAT APPLICANT NEEDS)

Groups shall pay a fee according to the following schedule:

Security Deposit	\$125.00
Facility Rental	\$125.00
Facility Rental with Kitchen Use	\$250.00
Custodial Fee:	\$ 75.00
Open/Close Fee	\$50.00

Normally the price is \$375.00 which includes custodial and open/close. Kitchen use would be \$125.00 more

STEWART COUNTY SCHOOL SYSTEM
FACILITY USE APPLICATION
(TO BE COMPLETED BY USER)

SCHOOL SITE: _____

EXACT DATE NEEDED: _____

Application (Please Print)

Name _____

Phone _____

Address _____

E-mail _____

City/State _____

FAX Number _____

Purpose: _____

Fees Charged by the user group: None _____ Registration Fee _____ Admission/Ticket Price _____
Donations Only _____ Other _____

INSURANCE REQUIREMENTS FOR USE OF SCHOOL FACILITIES:

If an organization cannot provide proof of insurance, Event Liability Insurance can be purchased to insure the proper coverage is in place prior to the planned event. Get the required coverage by following the easy steps (attached)

I have read and agree to abide by the Board Policy (KG Policy). I also agree that the above information is correct.

Signature of Applicant

Date

Comments/Special Instructions

_____ The Principal agrees that the user group can use the facility

_____ The Principal is unable to recommend this application because _____

Principal's signature

Date

Superintendent's Signature

Date

EVENT LIABILITY INSURANCE

INSTRUCTIONS:

1. Visit www.marshcampus.com at least seven days before the event.
2. Go to the “Products” pull down menu at the top and select “Special Events and Activities Coverage”.
3. Press the “Online Quote” button and complete the application. The application is easy—only 4 or 5 questions to answer. Remember to add the School District as an additional insured.
4. Bind your coverage by providing payment via credit or debit card.
5. Print your Certificate of Insurance (for immediate proof of coverage).